



THE HANDBOOK

COAST • LA JOLLA DEL SOL • MESA RESIDENCIAL • MESA NUEVA
NUEVO WEST • NUEVO EAST • ONE MIRAMAR STREET

UC San Diego

HOUSING • DINING • HOSPITALITY
Graduate and Family Housing

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Welcome Home!

We are so excited that you have chosen to live in one of University of California San Diego’s Housing • Dining • Hospitality communities. This handbook provides guidance for living at Coast, La Jolla del Sol (LJDS), Mesa, Mesa Nueva (MN), One Miramar Street (OMS), Nuevo West (NW) and Nuevo East (NE).

Our Graduate and Family Housing Communities are not just a place to live but also a place for your life to happen. Our goal is to foster an inclusive community and help find a balance between various aspects of life by creating academic, cultural, social, and recreational opportunities that enrich your life.

Principles of Community for Housing•Dining•Hospitality

“You never really understand a person until you consider things from his point of view...”

—Harper Lee, To Kill a Mockingbird

As students, faculty and staff living within Graduate and Family Housing at UC San Diego we rely on our friends and neighbors to form a cohesive community. We support UC San Diego in all efforts to create and maintain a community climate of fairness, cooperation, and professionalism.

These principles of community are vital to the success of the University and the well-being of those who live here:

- Respect all people you encounter and strive to be courteous.
- Try to see things from someone else’s point of view.
- Reach towards a common point of understanding.
- Be open and transparent in conversation; listen to understand each other’s intentions.
- Treat everyone you meet the way you wish to be treated.

This handbook contains important information about your housing community, its services, facilities, policies, and procedures. This information is incorporated into your Housing Agreement, and we reserve the right to rescind and / or amend any rules and regulations as deemed necessary. To contact your Residential Services Office, simply follow the prompts after dialing [858.534.4723](tel:858.534.4723) (GRAD).

Housing staff can assist you with a variety of issues, including billing questions, lock outs, guest keys, parking permits, roommate issues, noise concerns, notices of intent to vacate, and any policy or procedural questions that you may have. If our offices are closed, you can call HDH Fix-It at [858.534.2600](tel:858.534.2600) for assistance with lockouts.

Community	Office Location	Hours of Operation	Contact information
Coast La Jolla del Sol	8046 Regents Road	Monday – Friday 8 a.m. to 4:30 p.m.	coasthdh@ucsd.edu ljdshdh@ucsd.edu
Mesa Nueva Nuevo West	Cala Building, 1 st Floor 3869 Miramar Street	Monday – Friday 8 a.m. to 4:30 p.m. Saturday & Sunday 9 a.m. to 1 p.m.	mesanueva@ucsd.edu nuevo-westHDH@ucsd.edu
Mesa One Miramar Street	Building 5, 2 nd Floor 1 Miramar Street	Monday – Friday 8 a.m. to 4:30 p.m. Saturday & Sunday 9 a.m. to 1 p.m.	mesahdh@ucsd.edu omshdh@ucsd.edu
Nuevo East	Exchange Building, 1 st Floor 4067 Miramar Street	Monday – Friday 8 a.m. to 4:30 p.m. Saturday & Sunday 9 a.m. to 1 p.m.	nuevo-eastHDH@ucsd.edu

Eligibility

To reside in our communities and maintain eligibility, you must be:

- enrolled full-time in at least twelve units each quarter
- on an approved leave of absence, or
- have an Authorization for Accommodation (AFA) from the Office of Students with Disabilities (OSD)

At LJDs: Eligibility requires faculty, staff, fellows and postdocs must provide proof on an annual basis that they are fully employed by the University.

Any changes in eligibility status, including but not limited to, marriage, divorce, legal separation, loss of child custody, or birth/adoption of children must be reported, to the University. Those who no longer meet eligibility requirements must submit a 30-Day Notice of Intent to Vacate and vacate the university accommodation within 30 days from the date they no longer meet eligibility requirements.

For additional information on our policies and eligibility requirements, please see your Housing Agreement and our [Policy Document](#). If you have questions, contact us at **858.534.4723** (GRAD) or via email at GradFamilyHousing@ucsd.edu.

Get Social

Find us on Facebook at [UCSD Grad & Family Housing](#) and on [Instagram](#)!

Visit our website: hdhgradfamilyhousing.ucsd.edu and view our [events calendar](#).



Before I arrive

Monthly Charges

Your first month's charges will need to be paid prior to or at check in. Charges will be posted to [TritonLink](#) a day prior to move in and can be paid via echeck, credit card, international wire or check.

Each month payments are due on the first day of the month paid via [TritonLink](#) or you can pay in person at the UC San Diego Central Cashier's Office, Mail Code 0009, 9500 Gilman Drive, La Jolla, California 92093-0009, phone number [858.534.3725](#). Checks are to be made payable to "UC REGENTS". Payments are always applied to the Student's oldest housing charges first. If a payment is received after the 5th day of the month, there will be a late charge of \$20.00 assessed.

What should you bring?

What to bring depends on the community you are moving in to. Items to consider include:

- | | |
|---|---|
| <ul style="list-style-type: none">• Bed frame and mattress• Table and chairs• Sofa• Desk and chair• Dresser• Bookshelves• Lamps• Alarm clock/clock radio• Under-the-bed storage bins• Fan• Bulletin board and pushpins• Dry-erase wall calendar/board• Picture hangers• Sheets, blankets, pillows & pillowcases• Towels• Clothes hangers• Cleaning supplies• Laundry detergent | <ul style="list-style-type: none">• Laundry bag/basket• Stackable desk trays• Laptop with portable speakers• Surge protector• Extension cords• 3-2 prong adapters• TV and DVD player• Coffeemaker• Microwave• TV and DVD player• Paper towels• Surfboard• Trash bags• Silverware• Toilet paper• Can opener• Bookshelves |
|---|---|

If you have a roommate or are moving into an already occupied university accommodation, we suggest reaching out to your new roommates to make sure that you don't bring duplicate items that will take up unnecessary space.

What should I leave at home?

- Candles
- BBQ grills including electric barbecues, smokers and similar products
- Halogen lamps
- Portable Air Conditioners
- Large Home Appliances
- Pets – unless preapproved
- Waterbeds
- Incense
- Tobacco, cigarettes, hookahs, e-cigarettes (UC San Diego is a smoke free/tobacco free campus)

Checking In

Check-in

On the date that your Housing Agreement begins, you can move in. To begin this process, follow the instructions provided to you by the Residential Services Office.

You may also be asked to provide the following, if applicable:

- Pet Deposit
- Vehicle registration in Student's name
- San Diego Gas and Electric (SDG&E) account information
- Copy of child's birth certificate
- Copy of marriage certificate
- Copies of committed couple documentation
- Employment verification (faculty and staff at LJDs)
- Proof of personal property insurance (LJDs)

If you need to make arrangements to check-in while your Residential Services Office are closed, please contact the team and they will assist you. The contact info for each community is at the front of this handbook.

Inspection Report

You will receive an email with a link to complete our online inspection report at move-in. Please complete this inspection within two weeks after your move in date. If the inspection is not complete, we will assume the unit is in satisfactory condition. This document will be used when you move out to ensure that you are not charged for any condition or damage that you did not cause.

Students, faculty and staff residing at LJDs will receive this inspection checklist at move-in.

Orientation

Our e-orientation provides an overview of our policies and procedures and is required to be completed prior to check-in.

Cable & Internet

Coast, Mesa, and OMS: Spectrum provides Internet and Cable services. Students need to contact Spectrum at [800.964.2783](tel:800.964.2783) to establish service. The cost of basic service is included in your monthly charges.

MN, NE & NW: Spectrum provides Internet and Cable services. . The cost of service is included in your monthly charges. A router and modem are installed in the unit with network name and password labelled on the equipment. If you plan to use cable for television, you will need to bring a coaxial cable to connect. Visit our [website](#) for log-in instructions. Students are not permitted to set up or supply their own router. There will be a cost associated with replacing equipment that is removed from the unit. If you have questions, contact Spectrum at [855.214.2325](tel:855.214.2325).

La Jolla Del Sol: Time Warner Spectrum and AT&T currently provide service. You can contact either company directly to start your service. **Please note:** If your appointment is before or after Residential Services Office hours, you will need to check-out a key to provide access to the cable room.

Personal Property Insurance

You may want to consider buying personal property insurance. The University and its employees and agents

assume no responsibility for the loss, theft, damage or destruction of the personal property kept in your room. We strongly recommend personal property insurance. For detailed information regarding personal property insurance specifically designed for UC San Diego students, faculty and staff please visit <https://gradguard.com/school-search>.

Those residing at LJDs are required to have personal property insurance. You will be asked for proof of insurance, identifying the leased premise. This documentation is required prior to check-in and will need to be updated annually.

Amenities & Services

We offer many amenities and services that make our communities convenient to those on the go.

Bicycles

Register your bicycles online via [UCSD Police](#).

Bicycle racks are located throughout all of our communities. A u-lock is recommended to secure your bicycle frame. A bicycle locked to a stairwell, patio handrail, building, post, tree, etc., is subject to citation. Bicycles may be stored on patios and balconies.



If you are looking for a secure location that protects your bicycle from all kinds of weather, consider obtaining a bike locker through HDH Triton Cash. The bike lockers are available on campus to students and the cost is \$20/month, charged to your Triton Cash account. Visit our [Bike Locker](#) page for more info. A **Bike Share** program is also available on campus. Visit [UCSD Transportation](#) for more information about the program.

Bulletin Boards & Postings

Bulletin boards are available at each community and are generally located at mailboxes, fitness rooms and laundry rooms to post approved notices, flyers and advertisements. The Residential Services Office must pre-approve all postings and the date of the initial posting must be included. All postings are limited to a two-week posting period. Please do not post on buildings, dumpsters, mailboxes, light poles or any other locations. Any non-approved postings may be removed.

Carpet Cleaning

Complimentary carpet cleaning is available once every twelve months following your initial twelve-month period. Contact the Residential Services Office for more information.

Community Assistants

In order to facilitate community building at the graduate level, we support the work of Community Assistants (CAs). These are UC San Diego students living in our communities who help plan events and activities to create a sense of community centered on needs and suggestions of the community members. For an accurate schedule of events, contact the Residential Services Office. You can find the events being planned by our CAs on our [website](#), our [Facebook page](#), at flyers and electronic boards around our communities or by stopping by the Residential Services Office.

Community Gardens

Community gardens are available at Coast, MN, NE, & Mesa. Flowers, vegetables, and herbs may be grown in the designated garden areas. Contact the Residential Services Office for more information.

Community Rooms

Reserve a community room online on the [Resource Page](#).

HDH Donation Program

This program supports graduate & undergrad students in need by providing them with previously used household items. Inventory is based on donations and other collected items, so availability is not guaranteed, but the program strives to have the following regularly available: desks, tables, chairs, dressers, lamps, microwaves, vacuums, fans, toasters, and bedframes. Other items not listed may also be available.

To donate, or to request an appointment to receive items, please contact hdhassetmanagement@ucsd.edu.

Laundry Facilities

Community washer and dryers are located in MN, NE, NW, Coast, Mesa & OMS. You can view the status of your laundry and laundry rooms by downloading the **Speed Queen** app from your app store. Any problems with these machines should be reported via the app and to [HDH Fix It](#). Please note number on the machine before calling for service.

At LJDS, and in MN one, two- and three-bedroom units' washers and dryers are provided. For machines in these units, submit a work order through [HDH Fix It](#) for non-emergency requests or call the Fix It Hotline at [858.534.2600](tel:858.534.2600) for emergencies.

Maintenance Requests

Need something fixed? We're available 24 hours a day, 7 days a week. Use [HDH Fix It](#) for non-emergency requests, or call the Fix It Hotline at [858.534.2600](tel:858.534.2600) for emergencies. Requests considered emergencies are fire alarms, smell of smoke, smell of natural gas, flooding, any leaks, malfunctioning or broken locks. A request called-in after regular business hours not considered an emergency will be responded to during regular business hours.

Mail

UC San Diego Mail Services delivers USPS mail to the MN & NW, NE and OMS Residential Services Offices, which then is put into your assigned mailbox. Students at MN, NW, NE & OMS will be issued a combination at move-in for your assigned mailbox.

At Coast, LJDS, and Mesa, USPS delivers mail direct to assigned mailboxes located on the side of every building or outside of community rooms. A mailbox key will be issued at move-in. There may be a fee to replace a lost mailbox key.



Package Pick-up

Depending on where you reside, your packages might be delivered directly to your unit, a centralized mailbox or to a centralized mail center. Please see the table below for additional information.

Community	Package Pick-up Location
Coast	US Postal Service Parcel Lockers located at each building Large parcel boxes located by 9393
LJDS	Deliveries made to each University Housing

Mesa Nueva Nuevo West	Mail Room, adjacent to the Ola Parking Garage
Mesa	US Postal Service Parcel Lockers located at each building
OMS	Residential Services Office, Building 5
Nuevo East	Residential Services Office, The Exchange Building

Parking

Parking is by permit registration only in designated parking areas within Graduate and Family Housing communities. Each agreement holder with proof of registration may register for one parking permit. Temporary and guest permits may be issued through the Parking Permit Registration form upon request, for up to two weeks. There is no fee for resident, temporary or guest parking permits.

UCSD Transportation Services utilizes a License Plate Recognition (LPR) system to enforce parking in Graduate and Family Housing. Physical permits are no longer issued as the LPR system pulls information from our system to determine if each vehicle is actively registered.

Parking permits are enforced Monday through Friday from 9 a.m. to 4 p.m. Posted parking signage and [local and state parking rules and regulations](#) must be adhered to at all times. A citation will be issued if your vehicle is not lawfully parked, not in working condition, not currently registered, or parked without being registered during hours of parking permit enforcement. Parking is first-come-first served in all areas, except where assigned at LJDS. Parking and driving on the grass/lawn or sidewalk is strictly prohibited. No car washing or vehicle maintenance of any kind is allowed.

In Mesa Nueva's Mesa Canyon Parking Structure, Graduate and Family Housing parking is only on floors 3 and above, in spaces marked with a "G." Parking in spaces marked with a "B" without a [UC San Diego "B" permit](#) will result in a citation. Designated motorcycle parking spaces are located within each community. Motorcycles are also required to be registered.

Parking Permits

To register your vehicle, update your vehicle information, or request a temporary parking permit, fill out the [Parking Permit Registration Form](#).

Pest Control

Report problems with ants, roaches, spiders, rodents, etc. 24 hours a day, 7 days a week. Use [HDH Fix It](#) for non-emergency requests, or call the Fix It Hotline at [858.534.2600](tel:858.534.2600).

Playgrounds

Playgrounds are located near the Early Childhood Education Center, and buildings 9106, 9156, 9184 and 9250 at Mesa, and two play areas at MN.

Pool and Spas

There are two spas, a pool, and a splash zone at MN. Hours of operation and regulations are posted. These facilities are for Graduate and Family Housing student residents and their guests only.

There are two pools and two spas at LJDS. Hours of operation and regulations are posted. These facilities are for LJDS residents and their guests only.



Recreational Facilities

Fitness rooms are available at LJDS, MN (Cresta), NE (Porton), NW (Brisa) and Mesa (9156). Those living in University Housing are welcome to use any fitness room facilities in any of the communities listed in this handbook. Please contact the Residential Services Office for access to these areas. Fitness room access requires signing the Fitness Waiver located in the portal.

Proper workout attire is required. Follow posted safety and hours regulations in all community areas. Please keep in mind that when using outdoor fitness areas that they are located within areas near accommodations, be courteous to your neighbors!

UCSD Recreation offers classes, sport facilities and personal trainers throughout campus. Check recreation.ucsd.edu for more detailed information and locations.

Recycle and Trash Disposal

The University of California System is committed to zero waste. To help reach that goal we ask that you work with us to practice responsible recycling and sustainability habits. For information on proper disposal of your waste go sustainability.ucsd.edu. Used alkaline batteries can be dropped off at the Residential Services Office for recycling.

Please do not leave trash outside of your door or on your patio/balcony—all trash and recycling should be placed in the designated dumpsters. Furniture, large objects, or Christmas trees placed next to dumpsters will not be picked up by the refuse collector. Disposal of hazardous wastes to the sewer, storm drain, ground or trash is illegal. Students will be charged a cleaning fee for items not properly disposed of.

Relocation

Those who wish to relocate to another HDH housing community and have not resided for two years in housing or have a month-to-month agreement, may complete an application online. Once you apply, your name will be added to the Housing Waitlist.

You may complete the application at any time during the term of your Housing Agreement. If you have a current application online, that application will be used to generate your relocation offer and Housing Agreement. Single graduate and professional student applicants have the option to find their own roommate by utilizing the Roommate Portal or a roommate will be assigned to you. If you intend to choose a new roommate you will need to wait for an entire unit to become available.

Shuttle Services

UC San Diego's extensive transportation system is available for students, faculty, and staff. For current schedules, please visit transportation.ucsd.edu. The UCSD mobile app provides real-time updates with the bus



schedule.

Storage

Storage of personal belongings or items in parking spaces, balconies, building stairwells, landings, hallways, etc. is prohibited. Such items will be removed by the University at the owner's expense. You may not store any flammable items, including but not limited to, gasoline, propane, paint, paint thinner, and kerosene. Barbeques cannot be stored in storage areas. Students at Coast and Central Mesa have storage closets available to them outside of their units. Items stored there must be removed at the end of your Housing Agreement.

Surf Showers

Surf showers are located at Coast, buildings 9321, 9383 and at MN (on the southeast corner of the Ola Parking Garage). Please do not rinse surfing gear, diving gear, wetsuits, etc., in your accommodations' shower or sink. The salt and sand will clog the drain.

Vacuums & Cleaning Supplies

Vacuums and basic cleaning supplies are available at any Residential Services Office.

Safety & Security

Safety is our number one priority within HDH Housing Communities. Below are some of the resources for our communities.

Campus Safety Escorts

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

Lock-Outs

Locked out? Stop by the Residential Services Office during business hours for assistance. If you are locked out when the office is closed contact HDH Fix-It at **858.534.2600** for assistance. You may be charged a \$25 lockout fee.

Lost and Found

Contact your Residential Services Office to inquire about items lost or found. Contact UC San Diego Police at **858.534.HELP** (4357) to report lost or stolen items.

Missing Person Notification

You may select to identify individuals to be contacted by the University in the event the student is reported missing. The confidential contact information will be accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If you would like to designate a confidential contact visit the Residential Services Office.

Police and Security

The UC San Diego Police Department (UCSDPD) can be reached at **858.534.4357** (HELP). For emergencies, dial **911**. UCSDPD provide a variety of bulletins, logs and report that you can review at police.ucsd.edu. If you observe people who are acting suspiciously, contact the UC San Diego Police at **858.534.4357** (HELP) and report the details. Refer to [UCSD Campus Security](#) for additional resources.

The UC San Diego Police sponsor a program of etching items of value, including bikes, with the license number to discourage theft and to make recovering stolen items easier. More information about this program may be obtained by calling the UC San Diego Police at **858.534.HELP** (4357).

Vacation Check

If you plan to take an extended vacation, you can arrange for a vacation check to be made of their University Housing. A UCPD Student Security Officer will routinely check the University Housing exterior for any signs of burglary, tampering, etc. You can arrange for a vacation check by visiting our [resource page](#).

Stoves

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

Toilets

Tampons, "flushable wipes", and sanitary napkins will clog the toilets, so please do not flush them. If you do not own a plunger, you may want to add it to your household accessories.

Ventilation

Living near the coast lends itself to a moist climate. As such, it can be easy for mildew to build up without proper ventilation. Be sure to open your windows and allow a cross breeze whenever possible. Also, please leave fans and vents on well after cooking or bathing to assist in absorbing the additional moisture.

Garbage Disposals

Garbage disposals are designed to handle only soft foods. Do not put fibrous materials, such as celery or other stringy vegetables, potato peelings, watermelon rinds, seeds, noodles, rice, spaghetti, grease and hard-leafed fruits or hard materials such as bones, glass, or metal objects in the garbage disposal. Always use cold water when running the disposal. Keep the water running while the disposal is on and for a short period after it has been switched to the "off" position.

Disposals are equipped with a red reset button. If the disposal stops running, try to reset it by pushing the button gently. If this does not start the disposal, please contact the [Fix It Hotline](#) to enter a work order. Improper use of the garbage disposal may cause the sink to back up in your own or your neighbor's unit. The University is not responsible for any damage resulting from misuse of the garbage disposal.

Inspections

There are occasions throughout the year when University Officials will need to enter your University Accommodation to complete inspections. You will receive advance notice of these inspections via email and/or written notice of entry posted on your front door a minimum of 24 hours in advance. These inspections include annual safety inspections completed by the UC San Diego Office of Environment, Health and Safety, and inspections conducted by Housing staff, including alarm, furnace, and patio/balcony inspections.

Personal Micromobility Devices

Students are allowed to store and recharge personal micromobility devices in their rooms if they meet certain safety standards and are insured. The devices must not be powered by electric motors or must comply with specific safety standards for e-bikes and e-scooters. Students are also required to follow fire safety guidelines and cannot charge devices that belong to others in exchange for compensation. Additionally, students cannot repair or maintain batteries and motors in their rooms, ride the devices within the room, or leave them unattended while charging. There are exceptions for students who require the use of a personal micromobility device as an accommodation for a disability. For additional information review the following bulletins from the State Fire Marshal: [Bulletin 23-003](#), [Bulletin 24-001](#). For full personal micromobility devices guidelines, refer to your housing agreement.

Emergency Planning

For information regarding any type of campus emergency visit [UC San Diego's emergency planning website](#). UC San Diego's Emergency Status Phone Number **888.308.UCSD** (8273). In the event of a major emergency affecting the campus, call the toll-free number above for a recorded message, or check the Emergency Status page (status.ucsd.edu) for information on campus closures, interruption of classes and work schedules, etc.

Sign up for emergency text and voice notification at [Triton Alert](#) and also view the [UCSD Emergency guide](#).

In the event of an emergency, please assume that you will have sole responsibility for your safety and wellbeing. Be prepared to be self-sustaining for a period of 72 hours. The [American Red Cross](#) offers information and courses to help you prepare for emergencies.

Alarms and Assembly Areas: Please make note of the locations of the fire extinguishers and pull stations in your building. If the alarm goes off in your building, leave your University Housing immediately and lock the door behind you. Report immediately to your assembly area. These assembly areas are listed below. Please do not return to your University Housing until it is declared "safe" by the fire department or UC San Diego Police.

Community	Assembly Location
Coast	9350 Redwood Drive
LJDS	8046 Regents Road
Mesa Nueva	Outside of the Residential Services Office (north side of Cala, 3869 Miramar Street)
Nuevo West	Concrete area next to the street between OMS and Viento (3729 Miramar Street)
Mesa	Grassy area by the EV charging stations near 9146
OMS	One Miramar Street, Building 5
Nuevo East	Parking Lot, Exchange Building (4067 Miramar Street)

Annual Fire Alarm testing is performed to ensure preparedness and as a state requirement. You will be made aware of this test prior to the test.

In the event of an emergency, please assume that you will have sole responsibility for your safety and wellbeing. Be prepared to be self-sustaining for a period of 72 hours. The American Red Cross offers information and courses to help you prepare for emergencies.

Moving Out

If you have a month-to-month agreement, thirty (30) days prior to moving out/vacating University Housing, submit an [electronic notice of intent to vacate](#) to the Residential Services Office. For fixed term Housing Agreements there is no need to submit notification of your move out date unless you plan to leave prior to your lease end date.

After this notice is received by the office you will receive an email detailing recommended move out tips and explaining the process for returning your keys.

Things to do at move out:

- Take all of your belongings with you and be sure to clean your accommodation thoroughly. Keep in mind that there may be charges associated with cleaning or if you leave items for our team to remove.
- Return ALL keys (and gate remotes if applicable) to the Residential Services Office by midnight on the last day you are responsible for your monthly charges.
- If the office is closed, leave your keys in your mailbox or key drop box and notify the office so they can retrieve them the following business day.
- Provide your forwarding address in [The Portal](#) to ensure your mail is forwarded by UC San Diego Mail Services for 120 days. Unfortunately, the United States Postal Service (USPS) does not allow for mail forwarding service from university communities.

On the first business day after the Student(s) vacates University Housing, a Housing representative will inspect the accommodation. You have the right to be present at the move out inspection.

Summary of Charges

Review the [Summary of Charges](#) for a compiled list of common items and the associated cost for repair, replacement, and/or cleaning of items not left in the same condition as when received. These charges are subject to change without notice.

Subleasing

To allow you to maintain your Housing status while you are away from UC San Diego to work, study, perform academic field research, or take an approved leave of absence, you may sublease your University Housing. Subleasing is conducted through the "Sublease" section of the [HDH website](#).

- Sublease agreements may be for a maximum of three quarters.
- Any time used under a sublet agreement will accrue against the occupant's 2-year term limit.
- The person you select to sublease your University Accommodation must meet all of our housing eligibility requirements as outlined in the eligibility requirements in The Handbook, Policy Document and our website.

You cannot assign or transfer your Housing Agreement or sublet the space, or use it in any manner other than a full-time personal residence including activities such as conducting business or commercial enterprises, without prior permission from the Residential Services Office, including but not limited to: advertising spaces in websites such as Airbnb.com, VRBO.com, etc.

Withdrawal

Students who have withdrawn from the University, or Faculty and staff no longer employed by UC San Diego, are not eligible to live in Housing. Individuals must submit a thirty-day electronic Notice of Intent to Vacate to the Residential Services Office via [The Portal](#). Your Housing Agreement will be terminated once the thirty-day notice period expires.

UC San Diego Student Conduct Policies and Procedures

At UC San Diego, we believe you will find living on campus is an integral part of your education. As a result of your community living experience, we hope that you will develop a concern and respect for others; make responsible choices and decisions; share your academic, social, and cultural experience with other students; and learn to live peacefully in close quarters with a diverse group of people.

It is important to realize that students living in a group environment affect each other's lives in many ways. We strongly believe that one's actions demonstrate one's commitment to respecting differences. In addition, we will not accept ignorance, humor, anger, alcohol or substance abuse as an excuse, reason, or rationale for behavior. Certain shared responsibilities such as cooperation, inclusion, and respect are integral to any successful group living situation. It also means accepting personal responsibility for how your everyday actions affect others living with you as roommates and neighbors.

Students of Graduate and Family Housing agree to abide by all University policies, rules and regulations, including but not limited to [UC San Diego Residential Life Community Standards](#), the [UC San Diego Student Conduct Code](#) and all applicable local, state and federal laws.

Policy Violations

If you are documented for a violation of one of our policies or the UC San Diego Student Conduct Code, you will receive an emailed letter from the [Office of Student Conduct \(OSC\)](#) to schedule a meeting about the documentation. The OSC provides leadership for the student conduct process through its central coordinating, training, and advising role. The [HDH Connect Team](#) is responsible for Graduate and Family Housing conduct process.

Appeals

The Graduate and Family Housing Agreement Appeals Committee is charged to provide an avenue for review of extraordinary student circumstances that have resulted in a student seeking exception to policies and procedures outlined in or related to the Housing Agreement through the use of an [online appeals process](#). The committee is made up of a staff chair, a basic needs representative, and 2 graduate students. All meetings are held in closed session for student privacy. Appeals for extensions will not be reviewed more than 120 days prior to your Housing Agreement end date.

Individuals may submit an electronic request/appeal using the [online appeals process](#). Once submitted the Residential Services Office will review your request. If your request is not granted by the Residential Services Office, it will be forwarded to the Appeals Committee for review. You will receive an email from the Appeals Committee notifying you of the outcome of the review. All appeal decisions are final and cannot be re-appealed.

Appeals for faculty and staff residing at La Jolla Del Sol are submitted via the same electronic process but will be reviewed and decided upon by the Housing Liaison, General Manager and Associate Director. You will receive an email from the office notifying you of the outcome of the review.

Items that may not be appealed:

- Eligibility for University Housing
- Accommodations determined by the Office of Students with Disabilities: Appeals notating mental, physical and/or medical challenges should first be referred to the Office for Students with Disabilities to review for possible housing accommodations.
- Monthly Charges
- Matters determined by Grad Division departments or programs. Ex: Student asked to leave campus by Grad Division via conduct process.
- Matters covered by federal, state, county and local laws.
- Matters not specifically pertaining to the appeal submission.
- Matters of waitlist application priority, expiration, or offer refusal. Ex: a) Waitlist applicant refuses two regular offers and has their application archived. b) Waitlist applicant missing 2 waitlist updates and application archived. c) Individual wants priority (on the Waitlist) but does not have established priority status.
- Resubmission of a similar appeal by the same person under the same Housing Agreement.
- Those who have fulfilled their two-year eligibility and have moved off campus.
- SHORE/Priority status cannot be given retroactively or reinstated after moving out of GFH Housing.
- Housing Agreement terms: Ex: a) Damages due to Student negligence/lack of Personal Property Insurance would be handled by small claims court process. b) Building modifications per the Rental Agreement. c) Moving out or submitting a Notice of Intent to Vacate with less than 30 days' notice (those wishing to pursue monies lost for a less than 30-days' notice may pursue small claims court to recover their funds)
- UCSD Campus issued directives, requirements, and policy.

Resources

Below are some resources that you may need while you live with us:

American Red Cross	858.309.1200 www.redcross.org/local/california/san-diego
AT&T – For Internet & Cable at LJDS	800.288.2020
Campus Advocacy, Resources and Education (CARE/SARC) at Sexual Assault Resource Center	858.534.5793 Email: sarc@ucsd.edu
Community Service Officer Escort	858.534.WALK (9255)
Early Childhood Education Center	858.246.0900
Environment, Health & Safety (EH&S)	858.534.3660
Graduate & Professional Student Association (GPSA)	gsa.ucsd.edu
HDH Administrative Services (Billing Services)	858.534.4010
HDH Website	hdhhome.ucsd.edu
Maintenance & Pest Control Requests (Fix It Hotline)	858.534.2600 Hdhfixit.ucsd.edu
The Miramar Recycling Center (accepts CRT's and other electronics for recycling)	5165 Convoy Street, San Diego, C. 92111 858.268.8971
San Diego Gas & Electric (SDG&E)	800.411.7343
Student Business Services (SBS)	858.822.4727 Email: studentbusiness@ucsd.edu
Student Health Services	858.534.3300 wellness.ucsd.edu/studenthealth
Student Parent Resource	Email: _studentparent@ucsd.edu
Spectrum (for cable & Internet issues and setup)	855.214.2325
Spectrum Time Warner Cable For Internet & Cable at LJDS	800.964.2783
UCSD Mail Services	858.534.7098
UCSD Police	911 858.534.HELP (4357) police.ucsd.edu
UCSD Transportation	transportation.ucsd.edu
United States Postal Service	858.459.3623 www.usps.com

EMERGENCY EVACUATION PLAN



Emergency Exit Plan

- Review the Emergency Plan prior to an Emergency
- In case of fire use stairs for exit. Do not use elevator
- Quickly move to the outside of the building using the nearest door marked with an EXIT sign
- Be certain all persons in the area are evacuated immediately
- Help those who need special assistance—disabled, small children, etc...
- Report immediately to the designated assembly area (see map) to do a headcount
- Do not reenter the building and wait for instructions from emergency response personnel

Emergency Phone Numbers

Fire, Police, Medical	911
UC San Diego Police	858.534.4357
Thornton Emergency Room	858.657.7600
Poison Control Center	800.876.4766
UC San Diego Emergency Status Phone No.	858.308.6273
EH&S Front Office	858.534.3660

Calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

Fire Procedures Fire Alarm: Bell/Horn with flashing light

- Pull the fire alarm and call Campus Police at **858.534.4357** or **911**
- Alert people in the area to evacuate
- Close door to confine the fire

In case of small fire

- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire
- Pull the pin located in the extinguishers handle, aim the nozzle at the base of the fire, squeeze the handle and sweep from side to side at the base of the fire until it is out

Evacuation maps may not be removed or altered. Take time to familiarize yourself with the evacuation plan for your residence. It is each resident's responsibility to evacuate to designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is dangerous and a violation of the California Fire Code.

Fire alarm testing and evacuation drills are conducted annually.

Have persons knowledgeable about the incident and location assist emergency personnel.

Evacuation maps are included in the following housing locations:

- Eleanor Roosevelt College all Apartments and Residence Halls
- Reville College all Apartments and Residence Halls
- Warren College all Apartments and Residence Halls
- Muir College all Apartments and Residence Halls
- Sixth College all Apartments and Residence Halls
- Seventh College all Apartments and Residence Halls
- Pepper Canyon and Matthews Apartments
- Rita Atkinson Apartments
- Single Graduate Apartments
- The Village Residence Halls (Camp Snoopy)
- One Miramar Street, Coast, La Jolla Del Sol, and Mesa Apartments
- Mesa Nueva, Nuevo East, Nuevo West