

RESIDENT HANDBOOK



**CalPoly
Pomona**

BUILDING & ROOM ACCESS

Residents of Sicomoro (Building 73) and Secoya (Building 74) have building and room access through your Bronco Card. Assigned students scan your Bronco Card and enter a secure 4-digit pin to open your room and assigned bathroom.

Secoya and Sicomoro are also equipped with magnetic release doors in resident rooms. Residents are allowed to prop their room doors using the magnetic mechanism, but are expected to utilize the red magnetic release button when unpropping their doors. Residents should not pull the door loose from the magnetic release; this can result in damage to the mechanism and surrounding wall. Damages and subsequent repairs are billable to the student's security deposit and/or account.

LOCATION OF RESOURCES

Resident Advisors are located in each wing, and Area Coordinators have offices in the first floor lobby of each building. The UHS main Business Office is now located on the west side of Secoya (74), and can assist with lock outs, billing, and general housing questions. The new package/mail room is located at the front desk of Secoya (74). For any after-hours needs, please contact the RA on Duty.

HOUSING PORTAL

housing.cpp.edu

The Housing Portal is your access to:

- View your room assignment and roommates
- Message your roommates (this may be helpful if you have a new roommate)
- See your mailing address
- See your assigned bathroom
- Throughout the year UHS will open requests such as: Meal Plan Changes and Room Changes (these are available for certain dates only, check your weekly newsletter for available dates)
- Update UHS Emergency Contact Information

IMPORTANT DATES

Housing Fees Posted to Bronco Direct	July 26, 2021
1st Housing Installment Due	Aug. 11, 2021
Fall Classes Begin	Aug. 19, 2021
2nd Housing Installment Due	Sept. 13, 2021
3rd Housing Installment Due	Oct. 11, 2021

WELCOME!

The Spring 2020 Resident Handbook contains important information and dates; including Weekly Newsletters, Housing Portal, Important Dates, Room Information, Mail & Packages, Move-in, Meal Plan, and Frequently Asked Questions. Feel free to contact University Housing Services (UHS) with any questions regarding the handbook.



MOVE-IN INFORMATION

Residents will have an opportunity to schedule their move in time for Sunday, August 15th through Wednesday, August 18th. All students have a designated move-in time to help alleviate the long lines and full parking lots. To sign up for your check-in, log in to your CPP Housing Portal.

Your first stop will be to check-in at your building with your Bronco ID Card, which will be your new key card. Moving carts will be available for residents to help move your heavier items. Please make sure to check-in to your building first and then you can check-out a cart. To alleviate wait times, cart usage is limited to 30 minutes. Carts must be returned to avoid additional fees/charges.

On move-in day, parking lot F-1 and F-2 (near Residential Halls) and lot Q (near Residential Suites) will be 30 minute unloading spaces. There is no parking permit required on move-in days for these lots and the nearby lots F-4, P and B.

If you arrive after 6:00PM or on the weekend, you will have to call the Resident Advisor on duty of your building. The RA on Duty phone number is available online or at the front door of your building.

RECEIVING MAIL & PACKAGES

Once you move-in, you can start having mail and packages sent to your campus address. To find your address, log-in to the Housing Portal to see your specific address on the Home page. Mail and packages go through the campus distribution process, and may take an additional 1-2 days before it is available for pick-up.

Letter Mail and Packages for Halls and Suites Residents will be received at the Housing office on the first floor of Secoya (74). Office hours: Monday-Thursday 8:00am-10:00pm; Friday 8:00am-7:00pm. E-mail notifications to residents will be sent when there is an item available for pick-up.



FAQ

RESIDENCE HALLS

What can I bring?

- Mini-Fridge (3.7 cu. ft. or smaller)
- Microwave
- Television
- Decorations
- Food, snacks, drinks
- Closet curtain
- Rugs
- Command strips to hang items on wall
- Small lock for bathroom lockers

What can I not bring?

- No alcohol or drugs
- No pets other than a fish in a tank that is less than 10 gallons
- No candles or appliances with an open flame or exposed heating element
- No weapons/toys that resemble weapons

What comes in my Hall room?

There is a desk with chair, trashcan, bed, and mattress for each resident. In addition, there is a dresser and a built-in closet for each resident.

What do I need to bring?

- Toiletry items (personal toiletry items; toilet paper and hand soap are provided)
- Bedding items (pillows, comforters, X-Long bed sheets, and mattress pad)
- School supplies
- Clothes, laundry hamper, laundry soap, dryer sheets

ROOM INFORMATION

NOTE: This is not a complete list of items that are not allowed, but are the most commonly asked about. For a complete list please reference the License Agreement.

Can I park my car on campus?

Yes. A Cal Poly Parking Permit is required on all vehicles 24/7. Residents that would like to park their car on campus will need to purchase a student parking permit through Parking and Transportation Services. A student parking permit is valid in any student parking lot, but if residents would like to use the Resident Parking spaces (located in Parking Lots F, Q, & P), they will need to bring their Student Parking Permit to a UHS office so that an additional sticker can be added to the permit as a Resident Identification. There is no additional cost to receive a resident sticker on the Student parking permit.

Can I rearrange the furniture in my room?

Yes. Furniture can be rearranged in your room. Furniture cannot be removed or block an exit/window. Prior to moving out, the furniture must be returned to the original configuration otherwise a room configuration charge of \$50.00 will be assessed.

Why didn't I get the room type I requested?

Due to COVID-19, there is limited occupancy at the Residential Halls for the Fall semester. This limited the number of students that we can assign to each room, and as such our availability of spaces in our residential community.

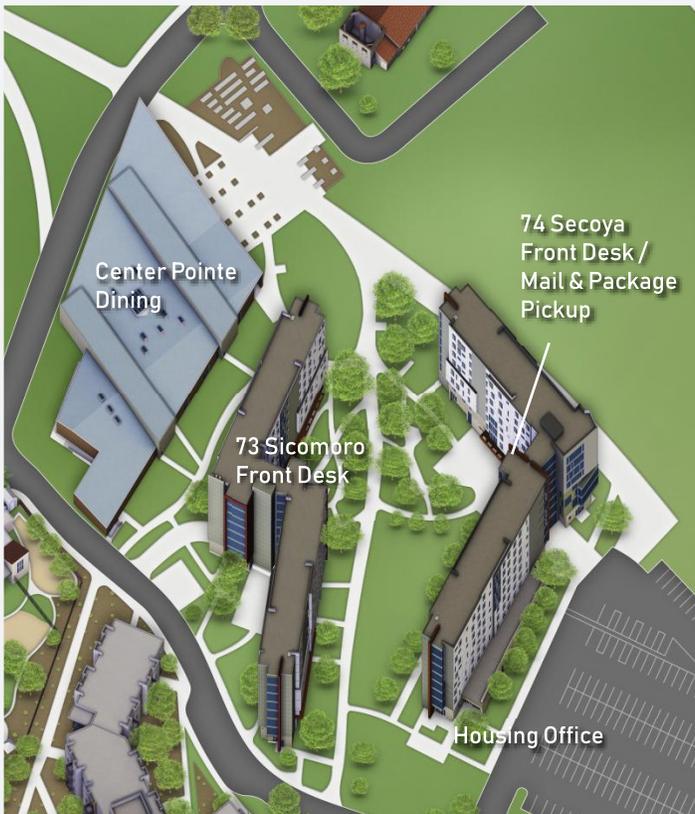
Can I request a change of room?

Yes. Students can request a room change 3rd week of school through Housing Portal; Room changes will be offered based on availability and will be effective as of week 5.



NEW! LAUNDRY PAYMENTS MADE EASY

Our laundry rooms include washers and dryers that use the PayRange app for residents to pay for their laundry use. Download the app, add funds, and then swipe payment to activate washer or dryer. It's that simple! If you prefer, you can still choose to pay with coins. Each Residential Hall has one laundry room on the first floor of the building.



MEAL PLANS

Fall meal plans begin with dinner on August 15, 2021. Centerpointe Dining Commons will be open and is located just north of Sicomoro Hall (Building 73).

COMMUNITY AREAS

Residential Halls Community Kitchen

Residential Halls community kitchens are intended to provide cooking privileges for resident and programmatic use to enhance the residential experience. Community kitchens are not designed for commercial use. Residents are responsible while cooking within University Housing to ensure that proper sanitation, ventilation, and fire safety precautions are taken. Residents are responsible for cleaning up after themselves when using public spaces. The following guidelines are to provide all users with a clean and safe environment, fire safety information, and guidelines must be adhered to at all times.

Trash Chutes

Trash chutes are located on each residential floor and are only to be used for the disposal of trash. Intentional misuse of trash chutes will result in documentation. Please note that if the trash chute door does not open and the red light above the trash chute is on, please wait until the red light turns off. A red light signals the trash chute is being used on a different floor. If the trash chute is full, please dispose of trash in the proper dumpster located outside of the building. Do NOT leave trash on the floor of the trash room and do NOT use the chutes for oversized objects.

Residential Lounges

Common spaces, such as study and community lounges, are located throughout the residential community. Residents are expected to keep these areas clean and in orderly condition, and must dispose of trash in proper receptacles located in designated areas. Furniture that is moved should be placed back into its original location following usage. UHS quiet hours and courtesy hours policies apply in all lounges. Lounges are usable on a first-come, first-served basis, and may not be reserved without permission from the Area Coordinator of the building. Residents using the spaces, and it's amenities (i.e. tv, white boards, etc.), are expected to adhere to the following rules, as well as the full guidelines outlined in the UHS License agreement.

Residential Lounges (cont.)

Study Lounge

- Study lounges are designed to provide an area of study for individuals or small groups. The fundamental purpose of study lounges is to provide an environment outside the student room that is conducive to studying, reading, and research. As such a reasonable level of quiet is expected.
- Residents and guests should keep talk to a minimal level and volume.
- Music is only permissible through the use of headphones and should not be audible to others in the space.
- Residents and their guests may be documented for a noise violation and/or asked to leave the study lounge by a UHS staff member or representative should they be deemed in violation of the above expectations.

Community Lounge

- Community lounges are designed to provide a social space for residents and guests to interact with one another. Community lounges may include pool tables, ping pong tables, televisions, and other amenities meant to create a socially engaging space. As such, a reasonable level of noise is permitted within these spaces.
- Residents and guests may converse freely in this space.
- Music is permissible in these spaces.
- Residents and guests must keep in mind that noise created in this space should not be disruptive to surrounding study lounges, student rooms, and offices.

UHS Sand Volleyball Court

The sand volleyball court is available to ALL UHS residents. Those making use of the Sand Volleyball Court are expected to follow the rules below, as well as any other applicable UHS policies detailed in the License Agreement.:

- Court Hours: 8am-10pm.
- Use of court is at your own risk.
- UHS is not liable for injuries. Contact a UHS staff member if injured.
- Yelling or screaming prohibited.
- Pets are not permitted in the sand.
- Food, glass, and beverages are not permitted in the sand.
- Fluids & waste are not to be emptied into the sand.
- Amplified music is not permitted in or around the court.
- All UHS policies and standards apply.

Residential Hall Garden

The Residential Hall Garden is intended to provide residents with a quiet and serene space. Please be mindful of your noise level when visiting the garden and do not remove items from the flower beds.

Bike Storage

Bicycle/skateboard racks are located on the outside of each building. Additionally there is an indoor Bicycle Storage Room located at the Residential Halls. A sign up process for these limited spaces will be made available to students at the beginning of each term through their Housing Portal.



