

Student Handbook

Residential Life Edition



August 17, 2014 – September 19, 2014

SPIS – CSE's Summer Program for
Incoming students

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Section I – Preparing to Attend SPIS

In preparation for your experience, it is important that the student and parent(s)/guardian(s) read and agree to follow the Handbook and Student Code of Conduct.

Introduction

SPIS provides an opportunity for incoming CS Freshmen to assist in the transition from high school to university, for greater success in the Computer Science and Engineering major at UCSD. The program is intended for motivated students who do not have strong previous experience with computer programming. SPIS will give students college-level exposure to computer science, emphasizing problem-solving, communication skills, and mathematical modeling. In addition to academics, SPIS will introduce participants to the social, cultural, and broader intellectual experiences open to university students.

SPIS Contact Information:

Phone: 858.775.5912

Email: paturi@cs.ucsd.edu
jeffhill@ucsd.edu

Address: Summer Program for Incoming Students
Attn: Mohan Paturi
Computer Science and
Engineering, UCSD
9500 Gilman Drive #0404
La Jolla, CA 92093-0404

PLEASE NOTE: The mailing address for students while attending SPIS can be found on page 12.

Tips for a Successful SPIS Experience

SPIS is designed to give students a head start on the knowledge and skills they will need to succeed in either of UCSD's introductory computing course (CSE8A and CSE11). It is important that students come to class prepared. SPIS students will be expected to spend time during evenings and weekends on assignments and milestone projects. Being prepared for class includes getting enough rest, exercise, and eating well. The SPIS staff will be available to help students be successful.

Students are expected to attend, be on time, and bring their completed assignments to all classes. Students should take advantage of classroom time with instructors and Teaching Assistants and Tutors. Courtesy to their instructors and fellow SPIS students and staff is necessary as one day you may be requesting a letter of recommendation from your SPIS faculty instructor. We recommend that all students stay in touch with their instructors and the SPIS office following completion of the program.

Students can avoid classroom disruptions by limiting bathroom breaks, not chewing gum or eating in class. Students are expected to remain in class throughout the entire scheduled time and to come to class/labs prepared by bringing study materials and supplies such as notebooks, paper, pencils, calculators, etc. It is every student's responsibility to do their part in keeping all classroom and lab areas clean and safe at all times. For everyone's safety, appropriate clothing (as listed in the Checklist on page 5) is required in all classes and labs (i.e. closed toed shoes, pants, etc.). Personal electronic devices such as smart phones and mp3/music players are not to be used in classrooms or labs.

Checking-In to the SPIS Program

SPIS Staff and Resident Assistant (RA's) will check in students in the residential area at Warren College. At least one parent or adult designee should sign in each student with SPIS Staff if the student is a minor (under the age of 18).

Students will receive room assignments, keys and an agenda for SPIS Opening Day. The SPIS program will occupy one residential hall at Warren College. The building is divided into suites separated by gender.

Prior to student arrival, RAs will inspect living areas. Students will be asked to review and sign a Room Condition Form stating the condition of the room/furniture upon check-in, making note of any pre-existing damage.



Opening Day Agenda for SPIS

Sunday, August 17, 2014

11:00-2:00 PM: Warren College check-in/move-in to your assigned residential hall. We are unable to provide early check-ins. The conference center Earl's Place in Warren College is open if you arrive early.

1:30-2:30 PM: Reception will be held in the Calitz Auditorium in Atkinson Hall. Light refreshments will be served.

2:30-3:30 PM: Welcome ceremony. UCSD faculty welcome the students and parents in CSE 1202. Course materials will be provided.

4:10 PM: Parents/guardians will depart.

4:30 to 6 PM: Residential Life program begins

6:00-7:00 PM: Dinner at Canyon Vista

7:00 PM: Residential Life meeting

Parking at UCSD

Closest parking to the Warren College facility is the Parking Lot #502 (see Page 17). Campus parking is free on weekends in regular yellow "S," green "B," red "A," and metered spaces. Do not park in any space marked as "Reserved" or "A-Permit required 24/7". Please note: UCSD Parking Services reserves the right to issue a citation to anyone who parks illegally on university property at any time. The SPIS program will not be able to assist you if you are cited for a parking violation. Please note that SPIS participants **may not keep a personal vehicle on campus at any time.**



Getting Around the UCSD Campus

Wear **comfortable walking shoes** at UCSD as the campus is very large. Students will walk a great deal on campus and on field trips (academic and recreational), and are encouraged to participate in sporting activities during free time (basketball, soccer, volleyball, etc.). **Forms of transportation not allowed** for SPIS participants include cars, bicycles, skateboards, rollerblades, roller skates, sneakers with hidden roller skates, and scooters. Students with assistive devices such as wheelchairs, crutches, leg/ankle casts or splints may be challenged based on the campus and field trip site topographies and the required amount of walking while attending the SPIS program. Carefully consider these challenges before deciding to attend or continue the program. Students who require the use of assistive devices must inform the SPIS Office in writing and obtain written medical verification from their current healthcare provider **at least two weeks** prior to the start of SPIS so that appropriate accommodations can be made.

SPIS Preparation Checklist

Clothes: When packing for SPIS, remember you will need to bring clothing appropriate to the *academic focus* of the program. All clothing must be suitable for a learning environment. While San Diego is generally warm during the summer, evenings in La Jolla can be much cooler, so plan accordingly. You will not be able to move into your yearlong space/ store items; only pack for the month of August.

WHAT TO BRING:

Appropriate Clothing:

- D Shirts, blouses, t-shirts
- D Jeans, slacks, pants, shorts (no "mini" shorts)
- D Dresses and skirts (appropriate for school)
- D Comfortable walking shoes (closed-toe shoes are required for labs)
- D Sandals & dress shoes (optional)
- D Clothes for special occasions (dances & Closing Ceremony)
- D Swimsuit (appropriate for water sports/ activities)

Personal Toiletries:

- D Toothbrush & toothpaste
- D Dental floss & mouthwash
- D Disposable shaving razors/foam/gel (if needed)
- D Bath towels & beach towels (**NOT** provided)
- D Bath scrubby or wash-cloth
- D Soap and/or body-wash
- D Facial cleanser
- D Shampoo & Conditioner
- D Hair brush, comb, and hair products
- D Deodorant
- D Sunscreen, sunglasses, lip balm, chapstick
- D Medication (prescribed & store-bought)

Additional Items:

- D Laundry soap, fabric softener, dryer sheets
- D Quarters for laundry
- D Hangers (**NOT** provided with housing!)
- D Flashlight & extra batteries
- D Spending money for field trips & snacks

School Supplies: (binder note and lab paper provided)

- D Backpack
- D Pens, pencils, highlighters, etc.
- D Scientific calculator
- D USB (2 or more MB)

Optional Items :

- D Extra pillows, blankets, comforters (1 small pillow, 2 flat sheets, and 1 blanket will be provided to each student)
- D Camera & charger
- D Alarmclock&desk lamp
- D Postage stamps, envelopes, stationary
- D Cell phone & charger or pre-paid phone card
- D Fan
- D Music device (e.g. iPod) & headphones
- D Non-perishable snacks (e.g. popcorn, granola bars, fruit roll-ups, nuts, bottled water, etc.)
- D Laptop (please see page 14)

WHAT NOT TO BRING:

PROHIBITED ITEMS: DO NOT bring to UCSD

Automobiles, motorcycles, etc.
Pets/animals of any kind
Weapons, including knives, razor blades, etc.
Non-prescribed drugs, alcohol, tobacco products
Matches, lighters, candles, fireworks
Hot plates, cooking appliances, refrigerators
Televisions

POSSESSION OF PROHIBITED ITEMS IS GROUNDS FOR IMMEDIATE DISMISSAL

DO NOT BRING VALUABLES!

THE UNIVERSITY WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN PROPERTY

DO NOT WEAR:

Valuable jewelry or clothing
Cut-off or mini shorts
Jeans with holes
Low/revealing tops or mini-skirts
Clothing with inappropriate language/artwork or colors associated with gangs
High heels or platform shoes

SPIS Daily Schedule

This is only a general outline and subject to change:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30am-8:15am	Breakfast				
8:15am-8:30am	Walk to Classrooms				
8:30am-11:45am	SPIS Class Time	SPIS Class Time	SPIS Class Time	SPIS Class Time	SPIS Class Time
12:00pm-12:45pm	Lunch				
1:00pm-4:30pm	SPIS Class Time	SPIS Class Time	SPIS Class Time	SPIS Class Time	SPIS Class Time
4:30pm-6:00pm	Free/Study Time at Residential Halls				
6:00pm-7:00pm	Dinner				
7:00pm-9:00pm	Study Time				
9:00pm-9:30pm	Residence Hall Floor Meetings				
9:30pm-10:30pm	Recreational Activities				
10:30pm-11:00pm	All SPIS Students must be on their suite				
11:00pm-11:30pm	All SPIS Students must be in their own rooms				
11:30pm	Lights Out				

Attendance Policy

The SPIS program offers a glimpse of college life. Students will be in classes and labs. Participation in daily activities (including weekend excursions) through the Residential Life program will add to their experience. Students will interact daily with other SPIS students, faculty and staff, both academically and socially. Our program maintains a firm 100% attendance policy to accomplish these goals.

Most SPIS participants have active extra-curricular schedules. However, students **will not be released** to attend events such as weddings, concerts, sporting events, birthday celebrations, etc. Please schedule medical appointments before or after the program dates or during the family visitation weekend. ***Please plan accordingly!***

If an emergency arises requiring a student to depart SPIS for any period of time, contact the SPIS Office immediately by calling 858.775.5912 or emailing paturi@cs.ucsd.edu. ***On a case-by-case basis***, a brief departure for emergency reasons may be approved; however, in general, a student who is removed from the program for any period of time will be considered dismissed and ineligible for a refund.

Parent(s)/guardian(s) check-in their student(s) on **Opening Day, Sunday, August 17, 2014**, at 11am and pick-up their student(s) on **Closing Day, Friday, September 19, 2014**. All students are required to check-out of the residential suites at the Warren College Residential Hall Complex between 12:00pm and 1:00pm with all rooms vacated no later than 1:00pm. If you are unable to accompany your child, contact the SPIS office in advance.

Section II – Residential Life

The SPIS residential experience is designed to supplement the academic program. Resident Assistants organize events that encourage students to make new friends, socialize, and enjoy free time, and are a resource for questions about college life and explanations of SPIS and university policies. Resident Assistants (RA's) are current undergraduate students at UCSD who live on-campus with our students. Signs will be posted regularly in the residential halls announcing these activities. Events may include: Karaoke Night, Talent Show, Movie Nights, Make your own ice cream and more. Weekend events may include a trip to La Jolla Shores and the Birch Aquarium as possible field-trip locations.

Beach time will be included, so bring a swimsuit appropriate for aquatic activities. ***Since several of our activities may take place at the beach, we highly encourage you to become swim proficient prior to your arrival at SPIS.***

Supervision of Students by Residential Life Staff

The residential staff consists of the Resident Dean (RD) and three Resident Assistants (RA's). Our RAs are selected by the Resident Dean to help make each student's transition to SPIS and UCSD effortless and safe. The Residential staff has been trained (including First Aid and CPR certification) and is prepared to handle emergency situations, resolve conflicts among students, and counsel students with concerns.

The Resident Dean (RD) is a trained professional at UCSD who has experience working with high school students and undergraduate residential programs, and specializes in resolving on-campus housing situations. The RD has a strong interest in helping students achieve their academic goals by working with the RAs to create a safe, secure and comfortable living environment. One RA will be assigned to each suite in the residential area for approximately every 8-10 students.

Room Accommodations & Roommates

SPIS has one residential building to house our students. The common area lounges are co-ed; other areas of the residential halls are closed to students of the opposite gender. Restrooms are shared by suite and are gender specific. Two or three students will share a room which contains a twin size bed, small closet, set of drawers, and a trash can for each student. Rooms are non-air-conditioned with one opening window.

Sheets and a pillowcase will be in your room when you arrive and exchanged weekly with a clean set. One pillow and blanket will be provided so you may want to bring an extra blanket, comforter or pillow. Although not required, these items may make your stay more comfortable. **Towels will not be provided, so please be sure to bring your own washcloth, hand and bath towels. Label all items!**

SPIS encourages students to decorate their living space to help them feel more comfortable. Please note, residential hall rooms must be returned to their original condition upon check-out; failure to do so will result in a charge. In addition, the following criteria must be followed:



UCSD CSE
Computer Science and Engineering

- No nails or hooks are permitted in the walls or ceiling.
- Items (photos/posters) may be attached to the wall only with blue painter's tape.
- Students may not paint any portion of their living quarters.
- Student may not move or remove any furniture.
- Street signs, cones, etc. that have been illegally acquired are prohibited.
- Graffiti and vandalism may lead to disciplinary action up to and including monetary fines and/or dismissal from the program.



Upon confirmation of acceptance, students will be asked to fill out an online survey (attached in this email) containing questions that will help our Resident Dean assign roommates. SPIS will do its best in matching compatible roommates, especially if students make the effort to get to know each other and practice communication, consideration, understanding, and compromise in their relationship. ***The SPIS Program does not honor specific roommate requests.***

Should a conflict with a roommate arise, please try the following steps. With your RA's assistance, most disagreements can be arbitrated and resolved.

1. Talk with your roommate first. Most conflicts can be resolved with honest discussion and compromise.
2. If conflicts persist, talk with your RA. They may offer solutions and act as a mediator for you and your roommate.
3. The RA will request input from the Residential Dean (RD) if a compromise cannot be found.

Please note that it is the policy of SPIS not to accommodate room changes. If students are unable to resolve housing issues with the assistance of the Residential Life staff, or if a student demonstrates an ongoing inability to abide by the requirements and expectations for group living, they may be asked to leave the program.

Custodial Service in the Residential Halls

Every student is responsible to pick up after themselves and to assist in the upkeep of residential hall facilities and environment while at SPIS. Common areas, including restrooms, are cleaned and serviced regularly by University staff. Minimizing waste and recycling are goals of the UCSD campus.

Meals While Attending SPIS

Three buffet-style meals will be provided daily at scheduled times in the dining hall beginning with dinner on August 17. Meals include warm entrees, salad bar, fresh fruits, cereal, desserts and beverages. Vegetarian and vegan options are available, as is soy milk. Boxed meals will be provided for each student during field trips. Students may bring non-perishable snacks to keep in their rooms, refrigerators are not provided. Each student will have a meal card that will need to be presented for each meal. If the meal card is lost, the student will be responsible for the replacement cost of \$3.00. Consider re-fillable water bottles instead of cases of water. **Dietary Restrictions:** Students with dietary restrictions must have their doctor sign the Documentation Form for Medical Conditions/Food Allergies which is attached. ***Dietary restrictions and signed documentation must be provided to Conference Services at least 2 weeks before student arrival to SPIS. Additional fees may apply.***

Students are expected to behave in a mature and considerate manner while dining and are responsible for bussing their own trays and returning tables and chairs to their correct configuration when leaving. Food fights and/or disruptive behavior may result in large cleaning charges in addition to disciplinary action for all participants. Any individual involved in the initiation, planning, promoting and/or throwing of food are subject to disciplinary action (up to and including dismissal) from SPIS.

Laundry Duties

Students have laundry facilities equipped with washers and dryers available at Warren College. The only way to access these machines is with Triton Cash which can be purchased upon arrival. Detergent and dryer-sheets are not provided, students should bring their own.

Study Time & Homework

There will be scheduled time for independent study throughout each week. Students may form small study groups, work in the computer labs with supervision, or go to their own room to study independently.

The SPIS program will provide students with a temporary UCSD network account which will give them wireless internet access.

There are no fees associated with using the internet in the computer labs, or on SPIS laptops. You will need to pre-configure your personal computer to be compatible with UCSD's ResNet system; instructions for this will be made available upon arrival on Opening Day.

Computer Usage

You are not required to have a computer during SPIS. *However, while this is not a requirement, it is strongly recommended that students bring their own laptops.* Computer labs and laptops will be available for you to complete your course work during the program. Remember, if you do wish to bring a laptop, you (the SPIS participant) are responsible for its security at all times.

Note: Any action that violates the UCSD ResNet Acceptable Use Policy is also a violation of the SPIS Student Code of Conduct. This includes, but is not limited to actions that impair network service or any users on the network, operating unauthorized servers, and downloading or distributing copyrighted material. You can view the UCSD ResNet Acceptable Use Policy here: <http://acms.ucsd.edu/units/resnet/policies.shtml>.

Copyright owners use peer-to-peer file sharing networks to identify people illegally distributing copyrighted material, and specifically target colleges and universities. UCSD is required by the Digital Millennium Copyright Act to respond when presented with copyright violation notices from legitimate sources. The SPIS program has had students who receive violations, which we consider a violation of our Student Code of Conduct, and grounds for dismissal.

Phone Use During SPIS

Phone lines will not be provided in student rooms during the SPIS Program. There are payphones available near the residential halls; bring quarters or a pre-paid phone card. The best time to reach students by phone is after 5:30pm, when academic instruction ends. Cell phones are permitted, but their use during class time is **strictly prohibited**.

Religious & Spiritual Services

Students will not be released to attend religious services during the SPIS Program. The SPIS staff respects the various religious and spiritual beliefs held by our participants, and acknowledges that some students will have to sacrifice attending regular religious services in order to fully commit to our program. SPIS greatly appreciates this level of commitment and understanding from our students and their families.



Musical Instruments

Students are encouraged to bring their musical instruments to practice and play during non-study periods if they choose. Be considerate and courteous of others when playing your instrument; amplified sound or practicing at any volume during quiet hours is strictly prohibited. SPIS is not liable for the safety and security of your instrument and will not replace or repair any damaged or stolen equipment. When bringing a musical instrument, parents and students acknowledge and accept the inherent risk of bringing a valuable item to the SPIS Program.



Sending Mail to Students

Families and friends are encouraged to write to their student. Mail sent via the U.S. Post Office can take approximately one week to be received on campus; even overnight packages can take 2-3 days to reach their destination. For this reason, SPIS discourages mailing any perishable items and encourages all student mail to be post-marked no later than Monday, September 15, 2014. Mail received on or after Closing Day will be returned to sender.

Student mailing address:

Student's FULL Name (First & Last – no nicknames!)

SPIS at UCSD

Warren Conference Service

Center 9450 Gilman Drive

La Jolla, California 92092-0100

UCSD uses a central mailing system, so all packages arrive and are signed for at a central mailing facility, then sent to the SPIS Residential area. This means that all packages will take an additional day or two to reach our students, even if the Section III – Safety & Security at UCSD

Student's safety is our first priority and each SPIS participant will be issued keys to their living area. **Exterior doors should remain locked at all times and doors should never be left unlocked or propped open** as this compromises safety in the building and is against fire regulations. Students are responsible for locking their room doors when leaving, carrying their keys on them at all times and ensuring doors close completely behind them when coming and going. Do not grant access to ANYONE to enter your residential hall at any time; authorized personnel will have access keys or will be accompanied by SPIS staff. Opposite gender students are not allowed in your residential hall.

If students are locked out of their room, they can see their RA or stop by the Warren Conference Services desk. If a room key is lost, students should go to the Warren Conference Services Desk to receive a new key. **Do not let the cost of key replacement keep you from requesting a spare key if yours are lost;** you will not be charged if your original keys are found prior to departure. Students are responsible for their keys, and there is a \$145 replacement fee if keys are permanently lost.

Note: Any student who attempts to enter another student's room without their knowledge/permission will be immediately dismissed from the program without refund. This includes (but is not limited to): entering an unlocked room that is not your own; "borrowing" or stealing keys to gain entry to another person's room; attempting to deceive SPIS, UCSD, or Conference Services staff into allowing you access to another's person's room; or attempting to gain access to spare keys for a room which is not your own.

DO NOT bring valuables (expensive jewelry or excessive cash) to SPIS. Students will not need money other than for souvenirs and incidentals. Bring a bank card instead of large amounts of cash-ATMs are located at the Price Center. UCSD Police and Campus Security frequent the residence halls 24/7, but safety and security is everyone's responsibility. SPIS and UCSD are not liable for lost, forgotten, or stolen items.

Visitor Policy/Family Visitation

For safety and student involvement at SPIS, we limit guest visits and do not permit students to leave campus during the program. If a parent needs to drop something off or see their student at the campus, the parent/guardian should call the SPIS office (858) 822-4177 or send an email (anskowronek@eng.ucsd.edu) before coming to the campus. Only in the case of emergency situations will special provisions be made for a student to leave campus or have a visitor(s) during the SPIS Program. A student who is removed from the program for any period of time may be considered dismissed and ineligible for refund. **Avoid scheduling appointments during the duration of the SPIS Program: Sunday, August 17 through Saturday, September 19, 2014.**

Parent(s)/guardian(s) may visit or pick-up their student on Sunday's. Participating students may only depart and return during the hours specified (1:00pm-5:00pm) and complete the form which must be completed and signed in advance. Students must sign in and out with designated SPIS staff and the student's family and friends are not allowed in the residential halls (except on Move-In and Move-out Day). Sunday leave is an optional activity and SPIS staff will be on campus to supervise and provide programs for those students who will be staying on campus during the weekend.

Campus Security

Residential Security Officers (RSOs) work in coordination with the UCSD Police Department. They help maintain the safety and security of residential halls, enforce university policy, and assist in a variety of situations. RSOs begin their shifts in the evening, and conduct security rounds of the residences and parking lots until the following morning. In case of an emergency a RSO can be reached by calling **858-534-HELP**, or by contacting an RA.

Notice of Availability of the UCSD Campus Security Report

In accordance with the guidelines established by the University of California, Office of the President, and pursuant to federal law, identified as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the UCSD Annual Campus Security Report is available through the UCSD Police Department and may be obtained in person from the UCSD Police Department or online at: <http://police.ucsd.edu/docs/AnnualClery.pdf>. If you do not have access to the internet, you may obtain a copy of the Clery Report by submitting a written request to the UCSD Police Department, 9500 Gilman Drive, M/C 0017, La Jolla, CA 92093-0017. The report encourages the reporting of all crime occurrences and explains how to report crimes, including sexual assault crimes. Additional information is available at the UCSD Police website.

Section IV – Student Code of Conduct

The intent of all SPIS policies is to promote safety, community, spirit, cooperation and leadership among our participants. Rules have been developed to ensure participants meet acceptable standards of behavior in academic, social and residential life. It is expected that all SPIS participants will conduct themselves in an appropriate manner, with respect for the rights of other individuals and property. Destructive and/or dangerous activities which could result in injuries or damage to the individual, others or the facilities are prohibited.

Every effort will be made to provide students with 24-hours advanced notice before their room is entered during normal working hours for cleaning, maintenance and repairs. Said notice is not required in the event of an emergency, or at the discretion of the Resident Dean. Our students agree to waive the 24-hour notice requirement to allow University and/or SPIS staff to enter the room or suite during normal working hours in the event staff suspects a violation of the SPIS Student Code of Conduct. Appropriate concern for the privacy of the occupants will be respected whenever possible.

Rules & Policies

Appropriate disciplinary action, up to and including dismissal from the program will be taken when any student is involved in misconduct. All participants involved in misconduct are subject to the Judicial Review Process which is described in detail following this section.

To ensure the safety and well-being of all SPIS participants, the following acts of misconduct will be considered violations of the Student Code of Conduct:

1. **Verbal or physical abuse** of another person, particularly on the basis of their race, gender, sexual orientation, national origin, disability, or other individual or group characteristic.
2. **Being under the influence or in possession** of alcoholic beverages, tobacco products, illegal substances, non-prescribed drugs and/or drug paraphernalia of any type.
3. **Firearms/Weapons:** Under California law, it is a felony to possess any firearm, including pellet guns, BB guns or air pistols/rifles on a UC campus. Violations will be handled on a criminal basis and will result in a minimum sanction of dismissal from the SPIS program. Possession of any weapons, including knives, box cutters, martial arts equipment, slingshots, darts, and paintball guns will be handled the same way.
4. **The possession of explosives** including fireworks, M-80s, bottle rockets, or any other explosives of flammable substances is strictly prohibited.
5. **Unauthorized tampering** with any computer technology, websites, or any fire and safety equipment, or any willing violation of the UCSD ResNet Acceptable Use Policy (found at: <http://acms.ucsd.edu/units/resnet/policies.shtml>), including but not limited to downloading or distributing copyrighted material.
6. **Theft** or property damage, including graffiti.
7. **Involvement in any illegal activity** or failure to adhere to UCSD campus rules and policies.
8. **Leaving the UCSD campus** without pre-authorization from a SPIS Administrator and without a designated adult.



Things SPIS Participants May NOT Do

1. Leave the UCSD campus during the program, except for SPIS field trips and activities and only when accompanied by SPIS staff, faculty or other designated adults.
2. Have outside visitors at UCSD during the program with the exception of Sunday afternoons (see page 11).
3. Leave their housing suite during curfew hours, which are 10:30pm to 7:00am.
4. Visit any other residential areas occupied by students of the opposite gender or any area occupied by residents of another program housed on the UCSD campus. Students of the opposite gender are permitted in the floor common lounge areas of the SPIS residential building.
5. Maintain or use a car, motorcycle, or other vehicle during the SPIS program. Bicycles, skateboards, rollerblades, scooters, etc. are also prohibited.
6. Organize and/or participate in "pranks" as they are considered a serious offense to group living.
7. Wear inappropriate or unacceptable clothing including undergarments worn over or as clothing, clothing with profanity or advertisements for alcohol, drugs, or tobacco products, excessively baggy, low-cut, or overly-revealing clothing.
8. Abuse others in any manner which may cause or potential cause another individual physical or psychological harm, and/or which may cause needless feelings of discomfort or embarrassment.
9. Use inappropriate physical contact (whether consensual or not). SPIS follows a no PDA (public displays of affection) policy.
10. Use foul, vulgar, inappropriate, or offensive language.
11. Share medications, whether prescribed or over the counter medications, with any other SPIS student.
12. Download illegal or unauthorized materials via the UCSD computer network.

Things SPIS Participants MUST Do

1. Wear their SPIS lanyard and name badge between the hours of 7:00am – 10:30pm daily.
2. Students are expected to be with another SPIS student using the "buddy system" when leaving the residential area. SPIS students are not permitted to wander the campus alone. This policy also applies to all on and off campus field trips.
3. Report illness to an RA immediately.
4. Wear the SPIS t-shirt provided on all academic and weekend field trips.
5. Honor Quiet/ Study and Curfew Hours.
6. Be in his/her assigned suite by 10:30pm and in his/her room by 11:00pm.
7. Control his/her noise level 24 hours per day. If a student is asked to lower the volume or reduce the level of noise, the student is expected to accommodate the request.
8. Take adequate concern for personal hygiene and appearance. Participants must be suitably dressed & well-groomed at all times.
9. Abide by the SPIS Dress Code: Acceptable clothing includes: shorts, pants, jeans, t-shirts, blouses, sweatshirts, comfortable walking shoes, sandals, and skirts. Bring at least one outfit to wear to the Awards Ceremony that may include a buttoned shirt, slacks, a dress and dress shoes. Please do not bring short skirts/dresses, low-cut blouses or clothes that show bare midriffs.

Have fun and participate in activities with a smile! This is an academic program, but you can still (and will) have fun!

Special Note to Students who are 18-years-old

When you accept the offer of admission to SPIS, you agree to abide by all Rules and Policies despite the fact that they may be more restrictive than your current lifestyle. This includes rules and policies pertaining to vehicles, leaving the campus and curfew. **If you feel these rules are too restrictive, difficult to follow, or invasive of your privacy, you may want to reconsider your decision to attend the SPIS Program at UCSD.**

Compliance with University Rules

SPIS residents are required to abide by all University policies and rules. Each resident understands that the SPIS Administration and the University may take appropriate action for conduct which is found to be in violation of any rules, or which is otherwise detrimental to the welfare of residents, employees, or the physical properties of the University, or which violates any federal or state law. In the event of a conflict between a University policy and this Student Code of Conduct, this document will override such policy.



Warren College Additional Policies

Animals - are prohibited in all housing areas at all times. Breach of this provision will result in a minimum \$50.00 charge for cleaning and fumigation, and disciplinary action up to and including dismissal from the program.

Balconies/Window Railings/Sunshades/Patios - Do not tamper or damage balconies, windows, railings, and sunshades. Do not hang items (e.g. towels, wetsuits, or blankets) on railings or balconies, as this may cause them to break and/or potentially damage your belongings. Additionally, there is no climbing allowed on the rails or balconies.

Throwing Objects from Windows & Balconies - Residents are not permitted to throw water, water balloons, or any other objects out of (nor up to) balconies, windows, or stairwells. Due to the risk for injury or property damage involved, fees of \$50 per item will be assessed against student(s) who engage in such behavior. Throwing any object, including water balloons, from the windows or balconies of the halls or apartments is expressly prohibited and will result in fines, as well as possible dismissal from the SPIS program.

Cooking – is prohibited in the residential halls.

Chemicals – are not permitted to be stored in the residential halls. All potentially dangerous substances must remain properly stored in the lab.

Damages and Excessive Mess - You are financially responsible for damages (other than normal wear and tear) to your room, suite, common areas such as floor lounges and kitchenettes and furnishings. When you check out of your room, it should be in the same condition as when you moved in. This guideline applies to cleanliness as well as damages. If it is not possible to determine who is responsible for damage, the charge will be divided equally among suite members or roommates. These charges will be billed directly to the student parent(s)/guardian(s). If your room or suite requires excessive cleaning after you move out, you will be assessed a cleaning fee. The minimum charge for excessive cleaning is \$50.00. Under no circumstances should you attempt to repair or rectify any damages yourself, as additional costs may be incurred as a result.

Window Screens - There is a \$75 administrative fee for removing a window screen at any time. Do not compromise the safety of your living area by removing screens and attempting to use the window as a means of entry. If your room is missing a screen or has a damaged screen, please contact your RA immediately.

Elevator - Damage to or destruction of elevator equipment or walls, including graffiti and harassment of elevator repair personnel, is strictly prohibited.

Roof Access - Access to the roofs of any building is strictly prohibited. Established roof panels and ladders are to be accessed by authorized personnel only.

Trash - Trash cans from your room should be emptied in the large dumpsters, not in public, common or laundry area trash cans. Trash and recycling containers are prohibited on patios and balconies for health and safety reasons and to avoid attracting pests such as ants, mice and rats.

Firearms/Fireworks - Possession or discharge of firearms, fireworks, or other explosive substances is prohibited. Possession of paint ball guns, BB guns, pellet guns, air guns, sling shots, M80's, or lethal weapons of any form, (martial arts equipment included), is prohibited. Dart-throwing inside or outside is prohibited. Possession of these items is a felony and will result in the removal of the student(s) from the SPIS program and possible legal action.

Fire Safety & Fire Safety Equipment - Misuse of fire safety equipment such as pulling fire alarms and pranks involving fire hoses and extinguishers is strictly prohibited. These acts are punishable by up to one year in jail and a fine of up to \$1,000. A student involved in setting off or tampering with fire safety equipment/alarms will be subject to disciplinary action up to a fine including fines and program dismissal. Also see policy under "Smoke Detectors". Misuse of the fire sprinkler heads (hanging items from them, etc.) can set them off. Violators will be held financially responsible for the resulting water damage to university and personal property if this occurs. Water damage is usually a substantial amount of money.

Smoke Detectors – Smoke alarms are located inside the residence halls. YOU MAY NOT cover a smoke detector with wall hangings, clothing, or other materials. IMPORTANT: Do not dismantle the smoke detector! When a smoke detector is removed or tampered with a signal is sent to the University Police Department. An officer is sent to assess the situation immediately. You will receive a damage charge or citation with a minimum fine of \$300. It is the student's responsibility to report problems to their RA for repair. If it is determined that a smoke detector has been removed, tampered with or batteries have been removed, the student(s) involved will be subject to disciplinary action.

Sprinklers - Every room is equipped with a heat activated sprinkler system and tampering with sprinklers is prohibited. Hanging items on or otherwise disturbing sprinklers may cause them to activate, potentially damaging your belongings and university property. If the sprinkler system is activated, an alarm will sound throughout your building. Violators will be held financially responsible for the resulting water damage if this occurs, which is usually a substantial amount of money.

Earthquakes - Students will have an emergency preparedness drill at the beginning of the SPIS program. Designated evacuation sites and first aid centers in your residential area will be identified. In the event of an earthquake, get under a heavy table, desk, bed, in an interior corner or under an interior door jamb until the shaking stops. When safe, make your way to the designated evacuation area. Do not use your telephone except to report a casualty or fire. During the drill, a check will be made of all rooms by staff members and the alarm will not turn off until the building has been completely evacuated. Treat every alarm as an emergency; it is a violation of state law to remain in a building when an alarm is sounding.

Noise/Quiet Hours - Quiet hours are in effect 10:30PM to 7:00AM DAILY, but acceptable noise levels at all times are mandatory. Loud and excessive noise is an invasion of privacy; every resident is entitled to an appropriate atmosphere to sleep and study and consideration of others is mandatory in a group living situation. Residents should monitor their noise levels and not assume that it is okay to be noisy until someone complains. Music may be played only in a resident's room at a reasonable volume. Amplified instruments may not be played in the residence halls at any time. Students should consult with their RA if there is an ongoing issue.

Energy Use/Conservation - The University requests that everyone do their part to conserve energy. Students can help by turning off lights when leaving and computers and peripherals when not in use. Take shorter showers; don't leave the faucet running while brushing teeth or shaving and report maintenance problems (leaky faucets, light or heating problems) to your RA.

Judicial Review Process & Disciplinary Action

Students participating in the SPIS program are expected to conduct themselves in a manner appropriate for academic success on a college campus. Disciplinary action in response to violations of SPIS Student Code of Conduct are left to the discretion of the SPIS staff, which reserves the right to take all actions it considers to be in the best interests of the student, the student body and the SPIS program as a whole. Should any student's behavior violate the SPIS Student Code of Conduct, formal disciplinary action may occur as outlined below. The SPIS Director, Assistant Director or Residential Dean maintain complete discretionary power to eliminate steps 1 through 3 if it is determined by the SPIS Director, Assistant Director, or RD that the violation warrants that action:

1. **Counseling and/or Verbal Warning:** For minor disciplinary problems, students will be counseled by an RA, faculty member and/or other SPIS staff person. In the event of a housing violation, the student may be referred to the RD or the SRA for immediate action.
2. **Documentation and/or Meeting with Administration:** If counseling is ineffective or the transgression is more serious, the student's behavior will be documented in writing and SPIS Staff will be notified of the violation. The student will meet with the RD and/or the Assistant Director. After investigation, the RD and/or the Assistant Director will determine disciplinary action and if parental notification is warranted. Documentation of the violation will be recorded in the student's SPIS file.
3. **Parental Notification and Loss of Privileges:** If the RD decides that a policy violation warrants loss of privileges such as an academic or weekend field trip and/or evening social activity, the student will be supervised by staff during that time. Additionally, the parent(s)/guardian(s) of the student will be contacted and informed of the situation. A written report will be included in the student's SPIS file and mailed to the student's parent(s)/guardian(s). Continued violations by any student may result in expulsion from the SPIS program.
4. **Expulsion from the SPIS Program:** If, after meeting with the student, in the opinion of the RD and the Assistant Director there has been a serious violation, or continued violations which warrant dismissal from the SPIS program, the student and the student's parent(s)/guardian(s) will be notified and arrangements must be made by the parent(s)/guardian(s) to pick-up the student within 24 hours of notification. If for any reason the SPIS Staff is unable to inform the student's parent(s)/guardian(s), the adult designated on the student's Emergency Contact list will be informed and that person will be responsible to pick-up the student within 24 hours of notification. Dismissal is at the absolute discretion of the SPIS Assistant Director. A letter indicating the cause for dismissal will be sent to the student's parent(s)/guardian(s). The student's parent(s)/guardian(s) are responsible for all travel costs. **NO REFUND** of fees will be made to a student who has been dismissed from the SPIS Program.



Parent Agreement

Parental support is an important aspect for the success of students participating in the SPIS program at UCSD. SPIS is a full-immersion program that provides students an opportunity to participate and grow. In support and for the safety of our student body, we ask parents to agree to the following:

1. For the safety of all students, parent(s)/guardian(s) will accompany their student on Opening Day, Sunday, August 17, 2014, sign them into the program, inspect their suite room for damage and sign the UCSD Housing agreement to cover damages caused by their student.
2. Parent(s)/Guardian(s) will meet their student on Friday, September 19, 2014, between 12:00pm and 1:00pm at the Warren College Residential Halls and inspect the student's room for damages, return all suite keys, and sign the student out of the program. In addition, any fees that a student has incurred (i.e. lost keys, damage, cleaning, etc.) will be assessed on this day.
3. Visitation will be limited to Sunday afternoons only (see Page 11 for details). Parents agree to complete a Departure Form in advance and provide it to the SPIS Office no later than July 21, 2014.
4. Parents/guardians understand and agree that students must remain on the UCSD campus during the SPIS program with the exception of designated field trips. If a parent/guardian needs to contact their student between the academic hours of 9:00am-4:00pm (Monday – Friday), they should do so by calling the SPIS Summer Office at 858-822-4177.
5. Parents/guardians will designate a responsible adult, authorized to act on behalf of the parent(s)/guardian(s) who WILL BE AVAILABLE during the entire SPIS program as an alternate contact in case of emergency, or other circumstances, should the SPIS staff be unable to reach the parent(s)/guardian(s).
6. Parents will notify the SPIS Staff of all prescription and/or over-the-counter medications their student brings to UCSD as well as any food allergies or dietary needs at least one month prior to the beginning of the program. Parents will complete the consent to allow, or to opt out of allowing, the SPIS Staff to dispense over the counter medications such as Tylenol, Dramamine, Pepto Bismol, etc. to their student.

Section V - Driving Directions to the Conference Desk at Earl's Place (Warren)

Driving from North of UC San Diego:

Take I-5 South

Exit Genessee Ave.

Make a left on Genessee Ave.

Make a right at Campus Point Drive (3rd stop light)

Make a right at Voigt Drive (1st stop light)

Make a right at the second stop sign (stop sign #10... this is still Voigt Drive)

Make a right at the second stop sign (stop sign #12). This is Equality Lane. Have the driver drop you off at the end of the Cul-de-sac.

The Conference Desk at Earl's Place is in the Canyon Vista Administrative Building on the right hand side of the building.

Driving from South of UC San Diego:

Take I-5 North

Exit Genessee Ave.

Make a right on Genessee Ave.

Make a right at Campus Point Drive (2nd stop light)

Make a right at Voigt Drive (1st stop light)

Make a right at the second stop sign (stop sign #10... this is still Voigt Drive)

Make a right at the second stop sign (stop sign #12). This is Equality Lane. Have the driver drop you off at the end of the Cul-de-sac.

The Conference Desk at Earl's Place is in the Canyon Vista Administrative Building on the right hand side of the building.

Questions?

Please feel free to contact the SPIS Office with any questions or concerns by calling (858) 822-4177.

