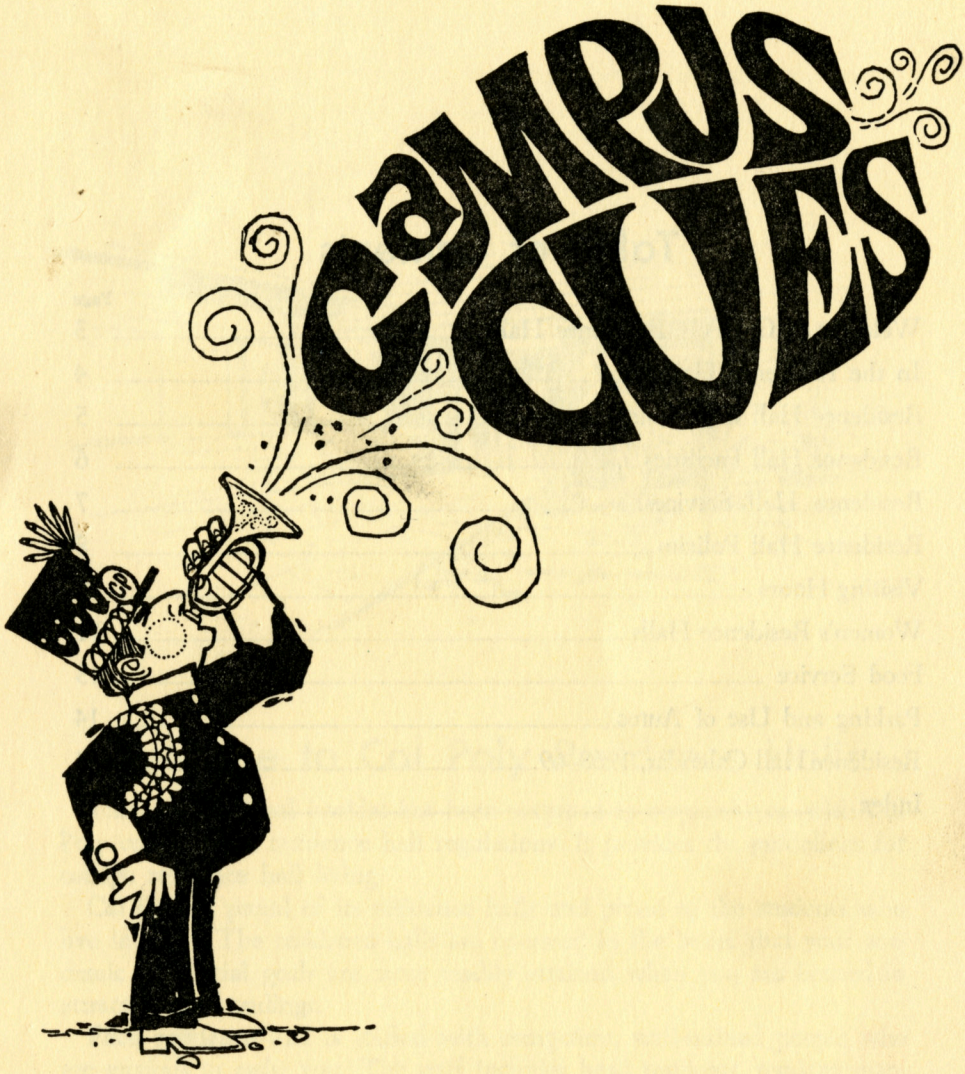
Campus Cues



CALIFORNIA STATE POLYTECHNIC COLLEGE
San Luis Obispo · California

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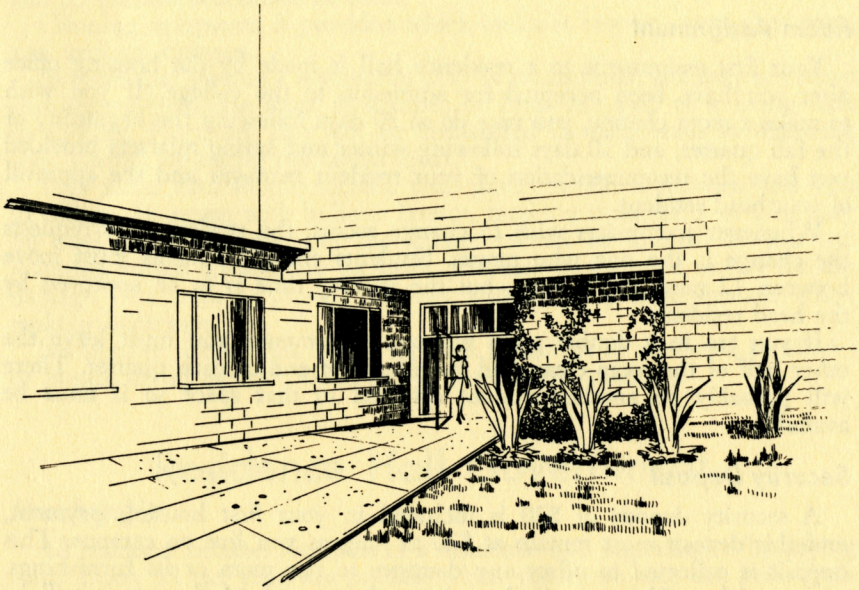

Welcome to Cal Poly Residence Halls

This informational booklet has been prepared to acquaint you with Cal Poly customs and residence hall regulations. It provides the guidelines for college residence hall living.

Cal Poly is proud of its residence halls and proud of the students who live in them. The residence halls are operated in the belief that your academic and social goals are more readily attained when you are housed in attractive surroundings.

Each residence hall is staffed with competent, well-trained people who are anxious to assist you. The staff includes head residents, resident managers, and resident assistants. The head residents are full-time professional employees selected for their abilities in working with students and in coordinating the many facets of residence hall management. The resident managers and resident assistants are students chosen by the college on the basis of demonstrated leadership and maturity.

The staff members welcome your ideas and suggestions. The Housing Office is open 8–5, Monday through Friday.

In the Residence Halls

Room Assignment

Your first assignment to a residence hall is made by the housing office after you have been accepted for admission to the college. If you wish to make a room change, you may do so 30 days following the beginning of the fall quarter, and 10 days following winter and spring quarters provided you have the recommendation of your resident manager and the approval of your head resident.

Whenever roommates wish to change rooms, the student who requests the change is the one who moves. Students changing rooms must move between 12 noon and 6 p.m., but the moving time is to be approved by the head resident.

If you are in a double room without a roommate you must leave the other half of the room clean and vacant at the end of each quarter. There will probably be another student assigned to that space so it must be available.

Security Deposit

A security deposit of $20 is included in your first housing payment, and this deposit must remain at $20 as long as you live on campus. This deposit is collected to offset any damages to the room or its furnishings, or loss of key. However, if there is no damage, the full amount will be returned to you when you leave campus housing.

If you leave campus housing during the quarter, you should apply for a refund at the housing office. If you leave at the end of the quarter, you apply for a refund at your residence hall.

The deposit is not refunded at the end of each quarter to students who are remaining in college housing.

Room Repairs

In the event repairs or replacements are needed in your room, including light bulbs, notify your resident manager. You and your roommate are equally responsible for any damage to the room and furnishings; however, if your roommate has checked out, you are solely responsible.

Please keep the window screens in place at all times. This aids in keeping out insects, in avoiding damage to screens and glass, and tends to prevent unsightly littering of the grounds with paper and other items.

Room Furnishings and Care

Your room is furnished with bed, desk, study chair, chest of drawers, wastebasket, mattress cover and sheets. You supply your own pillow, pillowcase, towels, bedspread, study lamp, rug, radio, electric iron, alarm clock, etc. Ironing boards are available in the residence halls.

It is expected that students will keep their rooms neat and clean. A student's room is a reflection of pride for himself, his room and his hall. It is an expression of consideration for his roommate and for those who live around him.

To promote neatness, a room check is conducted once a week by the head resident or resident manager. It is based upon the following standards: 1) bed made, 2) floor clean, 3) desk area clean, 4) clothes picked up, and 5) general orderliness of room.

Cleaning equipment is provided which includes brooms, mops, dust pans, and vacuum cleaners.

In order that adequate inventories may be maintained, you may not move furnishings from one room to another or from one part of a living unit to another. Furniture may not be dismantled in such ways as removing legs, mirrors, or taking the chests apart.

Your name card should include your name, major, hometown and year in college. In rooms with bulletin boards, masking tape, tacks, or pins may be used on the boards, but the frames cannot be altered. If you use materials which damage the facilities, you may be required to pay for the damage. You need to protect the floor and desk top from damage when making bookcases.

No signs or decorations of any type are permitted in windows, on shades or blinds, or on exterior walls except for special occasions.

Residence Hall Government

Membership

All residents become members of a residence hall organization by paying dues. Dues, $3 per year, are payable when you move into the hall. Each hall has bylaws and governs itself in accordance with these; procedures vary slightly from hall to hall.

Election of some hall officers is held early in the fall quarter. The qualifications for officers vary slightly from hall to hall as indicated in the hall's bylaws. If you are interested in running for office, ask your head resident or resident manager about the qualifications.

In the south mountain halls, officers are elected for each floor. The floors are commonly called valley (first floor), woods (second floor), and heights (third floor). Officers include president, vice president, secretary, treasurer, intramural chairman and social chairman. In other halls, officers are elected for the hall at large.

Meetings are held periodically throughout the year. Many important decisions are made at hall meetings. Students find it to their advantage to attend.

Board of Directors or Executive Committee

In the south mountain halls, the board of directors is composed of the president and vice president of each floor and the resident managers. The head resident is the advisor to this group. This board acts for the hall in the interim between hall meetings. It resolves day-to-day problems within the hall and acts as a standards committee. The board acts as a hearing committee in discipline cases. In halls where the officers are elected for the hall at large, the officers constitute an executive committee with functions similar to those of the boards.

Hall Social Activities

The social activities in the residence halls include exchanges, barbecues, and guest speakers. The residence halls' social activities are wonderful opportunities for getting acquainted with other students. Intramurals are another activity of the halls. There is an intramural chairman in each of the halls. Keep in touch with him regarding schedules for the different sports. The Women's Recreation Association provides intramural sports for women. Contact your Intramural Chairman for information.

Residence Hall Facilities

Lounge and Public Areas

The lounge and recreation rooms serve as residence hall living rooms and are the centers of social activity. Since guests are received and entertained here, students need to be courteous in conduct and careful of their dress. Of course, this eliminates the wearing of only robes or undergarments and the wearing of bathing suits, short shorts, curlers, and bedroom slippers. Bare feet are also improper in lounge areas.

Excessive display of affection by couples in the lounge or on the lawn embarrasses other students and shows a lack of respect for your date.

Storage Room

If you live in a south mountain hall, your hand luggage needs to be kept in your room and may be placed in the storage space above the wardrobe. Storage space is available for excessive luggage. Suitcases in corridors are real stumbling blocks; you need to put them away immediately after unpacking.

Storage facilities are very limited—bring only seasonal clothing and essential belongings. Sporting equipment such as golf clubs, skis, and surf boards cannot be stored in baggage rooms, nor can cardboard or paper cartons as they are a fire hazard.

Study Room

The south mountain halls have study rooms which are for the convenience of residents. These are equipped with a study table, chairs, and chalk boards. Students are encouraged to do typing in the study rooms where they will not disturb their roommates.

Cooking

Most halls are equipped with a small kitchen. The kitchens contain a small stove, sink, and refrigerator. Rules governing the use of the kitchens are set by the board of directors. If you wish to use the kitchen, obtain the key from the desk.

Cooking is not permitted in your room, the lounges, or the study rooms. You may make coffee in your room with an automatic coffeemaker. You may keep cookies, crackers, and nonperishable snacks in your room for between-meal nibbling. Not only is there a power supply problem, but refrigeration, sanitation, and insect-rodent control become problems with food preparation without proper facilities.

Laundry Room

Special rooms are provided where you may do your own laundry and pressing. The rooms contain automatic washers and dryers and ironing boards. There is a 25¢ charge for use of the washers, and 10¢ for the dryers. You supply your own soap and irons. The hours for use of laundry rooms are determined by the hall officers.

Be sure to remove your clothes from the laundry room immediately after drying to prevent loss or theft.

Small items may be hung in the restroom overnight. Anything left to dry overnight must be picked up by 8 a.m. the next day. Between 8 a.m. and 5 p.m., clothes left in the restrooms or pressing rooms, or irons left in the pressing rooms, will be taken to the laundry room and deposited in a large cardboard carton. You may go through this box of laundry to reclaim any lost articles.

Neither the custodial staff nor the college can be responsible for any of your personal property left in the rest room if it becomes lost or misplaced.

Residence Hall Services

Receiving Mail

Have your mail addressed as follows:

Your name
Your room number and hall, or your post office box number
California State Polytechnic College
San Luis Obispo, California 93401

In the South Mountain Halls as well as Yosemite Hall your mail is received through the mailboxes adjacent to the main desk. The mailboxes are assigned according to room number. Your room key will open your mailbox, and mail is distributed only through the mailboxes.

If you live in any other hall your mail is received at the college Post Office. You will receive your post office box assignment at registration. The Post Office lobby, which provides access to the post office boxes, is open from 6 a.m. to 11 p.m. The post office window is open from 11 a.m. to 1 p.m. and from 2 p.m. to 4 p.m. five days per week for package service and for the sale of stamps and money orders.

Telephone Calls

You may receive incoming calls in the South Mountain Halls and North Mountain Halls, through the switchboard during the following hours:

Sunday—10:00 a.m. to 10:15 p.m.
Monday–Thursday—11:45 a.m. to 10:15 p.m.
Friday–Saturday—10:00 a.m. to midnight

Your calls can be received efficiently if you instruct your friends to supply the switchboard operator with your name and hall.

Each hall has a designated place for messages. Check it often. Only the South Mountain Halls and North Mountain Halls have switchboard service. In the other halls, students take turns answering the phone. Be considerate and do not ask them to take long messages.

With more than 2,000 students living on campus, phones are very busy. It is important that *everyone limit phone calls* because of a limited number of telephone lines.

You may place outgoing calls any time through pay telephones in the lobby.

You may wish to supply the pay phone number to family or friends who wish to call you when the switchboard is busy or closed.

The switchboard telephone number is 543-5350.

In Yosemite Hall each room has a private telephone. Long distance calls may be made on these phones for which the resident will be billed.

Residence Hall Policies

Quiet Hours

While it is expected that all residents will be reasonably quiet and considerate of others at all times, quiet hours are observed from 7 p.m. until 10:00 a.m. on Sunday, Monday, Tuesday, Wednesday, and Thursday. On Friday and Saturday nights preceding holidays, quiet hours are from 10:00 p.m. until 10:00 a.m. Slight variation may exist in the different halls.

Twenty-four-hour quiet hours are extended for one week preceding and during the final examination period. Check with your hall's board of directors for the exact information on quiet hours in your hall during and before exams.

Musical Instruments

Musical instruments played in the rooms must conform to quiet hours. No musical groups may use the lounges for practice sessions. Groups wishing to practice should contact the Activities Office and reserve a practice room.

Alcoholic Beverages

No alcoholic beverages, nor containers for such beverages, nor illuminated beverage signs are permitted in residence halls. Alcohol may not be consumed on the campus, nor may anyone enter a hall or be on the campus at any time while under its influence. Any violation becomes a serious disciplinary offense. This applies to all students regardless of age.

Pets

Out of consideration for the aesthetic tastes of other residents, and for health reasons, lab specimens (frogs, cats, rats) are not brought into the residence halls at any time.

The only pets allowed in the residence halls are fish.

Sunbathing

The south mountain halls have patios that are used for sunbathing. Sunbathing is not permitted on roofs. Men and women do not sunbathe in the same area.

Electrical Appliances

Because of fire hazards and power failures which result from overloaded electrical circuits, electrical appliance usage must be carefully limited. Radios, clocks, hair dryers, record players, desk lamps, one-unit automatic coffeemakers, and electric blankets may be used. Irons may be used only in the laundry and pressing rooms.

Visiting Hours

Visiting Hours in Women's Halls

Men enter and leave women's halls only by the main entrance, and your friends may call for you or visit during the following hours:

Monday through Thursday	11:45 a.m.–10:15 p.m.
Friday and Saturday	10:00 a.m.–12:00 midnight
Sunday	10:00 a.m.–10:15 p.m.

Visiting Hours in Men's Halls

Women enter and leave men's halls by the front door only. Women students may visit in Fremont, Muir, Sequoia, and Tenaya during the following hours:

Monday through Thursday	11:45 a.m.–10:15 p.m.
Friday and Saturday	10:00 a.m.–12:00 p.m.
Sunday	10:00 a.m.–10:15 p.m.

Women may visit in the south mountain men's halls because proper visitors' lounges are provided. The snack bar is also available for students who wish to visit with friends.

Overnight Guests

You may wish to arrange overnight accommodations for visiting friends occasionally. Guests may be accommodated on Friday and Saturday nights. The college is glad to have you display Cal Poly's friendliness in this manner, and it is hoped that your guest's stay in the halls will be most pleasant. In order to make this possible, it is necessary to observe the following guidelines:

1. The host or hostess must obtain available space and get the signature of person relinquishing the space on the guest card.
2. A guest must observe the same rules and regulations as the host or hostess.
3. A guest card needs to be filed with the head resident by 12 noon on Friday of the weekend of the guest's visit.
4. A $3 charge is made per guest per night. This charge is to be paid by 6 p.m. on the day of the guest's arrival and is not refundable.
5. Guests need to check in at the desk and register immediately upon arrival. Sheets are furnished and are issued when the fee is paid.
6. Guest privileges are limited to a maximum of two guests per host or hostess at any one time.
7. Guest privileges cannot be extended to students' parents or to children under the age of 14.
8. Upon departure, guests must bring their linens to the desk and formally check out.

Women's Residence Halls

All women's hall exits are opened at 7:00 a.m. daily and remain open all day until 7 p.m. when they are locked. After 7 p.m., only the main entrance is used. It is extremely important that the exits remain locked at night for the protection of the residents and their property. You will be expected to assume complete responsibility for the key and its use.

Daily "Sign Out"—First Quarter Freshmen

If you are out of your residence hall after 7 p.m., you must "sign out" on your daily card. During the day if you are beyond a 50-mile radius of the campus it is a good idea to sign out. Your daily card is filed at the desk in the "in" box and, when you have signed out, you should put your card in the "out" box. These files are at the main desk. Make it a point to fill in the date, day of week, time of leaving and expected time of return. This will probably be an approximation, and you are not necessarily required to be in by the time you put down on the card. The "sign out" is for your own protection and as a common courtesy to those who are interested in your welfare.

Upon returning to the residence hall, you "sign in" by writing on your card the actual time of return and initialing your card. When you use up both sides of your card, turn it in at the desk and pick up a new card from the back of the "in" file. *Always sign out in ink and write legibly.*

If you are some distance from the hall and you are not signed out, call the residence hall before 7 p.m. and ask the girl at the desk, or a dependable friend, to sign you out. When someone else signs you out she puts her initials by the date, showing that she is taking the responsibility of signing you out; however, no one else may sign in for you.

"Sign-out" cards are regarded as personal and are to be checked only by authorized hall personnel. Students should respect one another's privacy.

Weekend "Sign Out"—First Quarter Freshmen

Weekend overnights are granted in accordance with your requests, but no overnights are permitted during the week, unless you use a "special." If you have used both of your "specials", you will need permission from your parents in advance of the time that you plan to check out on a week night for overnight. The weekend is considered the period from Friday noon to Monday noon.

Before you leave, sign out on both the weekend card and your daily card. On your return from an overnight, be sure to check into your residence hall immediately.

"Sign Out"—All Other Students

A voluntary sign in-sign out system is available for your use if you wish to use it. Check at the desk for details.

Specials Allowed per Quarter

First Quarter Freshmen	2
All others	Unlimited

Closing Hours

Certain hours are established for the closing of the women's halls. These hours are:

Sunday–Thursday	10:30 p.m.
Friday–Saturday	1:30 a.m.

All students are granted "Specials" for Friday, Saturday and Sunday nights. A "Special" permits you to be out after closing hours. If you are entitled to a "Special", you may sign out and leave the hall at any time.

A woman's unlimited "specials" may be immediately revoked if:

Any unauthorized person (escort, guest, friend, former student, unauthorized woman resident, etc.) enters the residence hall with the woman's key or enters the residence hall as a result of the woman unlocking the entrance door with her key.

She uses her key, or permits her key to be used, in such a way as to reflect poorly on her reputation or upon the reputation of her peers.

She is placed upon Academic or Disciplinary Probation.

Her entrance after lock-out hours is noisy, such as loud talking, loud laughter, singing, slamming doors, etc. Any resident who has been disturbed by such noise may refer the problem to the board of directors.

Violation of the "special" will be referred to the board of directors.

Infractions of Regulations

For infractions of regulations, cases may be referred to the board of directors of your hall. If you are a first quarter freshman on your way back to the hall on Monday–Thursday nights and an emergency arises and you know that you will be late, call the residence hall before closing time and explain the circumstances to the head resident or to the resident manager on duty.

Food Service

In the Dining Hall

To help make your dining pleasant, the dining hall employs students as student dining hall managers. These managers are present at all meals. They will show you how to obtain seconds, will point out vacant seats when the dining hall is crowded, and will answer questions. They welcome suggestions which will make dining more pleasant for you. It is part of the manager's job to sample student opinion and to report constructive suggestions. The managers are also responsible for seeing that unauthorized people, those without meal tickets, do not eat in the cafeteria.

Meal Tickets

All students who reside in the residence halls eat in the college dining hall. The price of the meal ticket is calculated at 20 percent below its actual value because, on the average, students miss about 20 percent of their meals. If all meals were eaten by 100 percent of the students, the price would need to be 20 percent higher. Meal tickets may not be loaned or sold. The total operating cost of the dining hall is paid for through the meal ticket.

Nineteen meals a week are included in the meal ticket. This includes breakfast, lunch, and dinner five days a week, and both lunch and dinner on Saturday and Sunday. Meal tickets cannot be used in the snack bar.

In the event a meal ticket is lost, go to the Foundation Office, Administration Building room 132 and request a meal ticket replacement charge slip. Take this charge slip to the cashier, Administration Building, and pay a replacement charge. Then return to the Foundation Office with the receipt, and a temporary meal ticket will be provided until a replacement is received.

Parking and Use of Autos

All students who park on campus must secure a parking sticker each quarter. This sticker costs $9 per quarter and is purchased at registration or from the college cashier in the Administration Building.

Motorcycles cannot be operated on sidewalks, and neither are they allowed in the residence halls area.

Facilities for washing cars are available at the wash rack at the north end of the north mountain halls. Cars may not be washed in other parking areas. Facilities for repair and overhaul of cars are available at nominal cost in the hobby garage. Tools are available for rent at reasonable prices at the hobby garage. All engines or parts of engines are to be repaired and stored at the hobby garage and not in the residence halls.

All students are urged to exercise great caution when driving. Because of high pedestrian traffic, it is important to observe carefully the on-campus speed limits. Pedestrians are urged to use the outlined crosswalks whenever they cross a street.

Visitors wishing to park on campus for a short period of time may obtain a visitor's parking permit at the information desk in the Administration Building.

Residence Hall Calendar 1968–69

The Residence Halls will open and close according to the following calendar for 1968–1969.

Quarter	*Open*	*Close*
Fall	Sept. 13 (2 p.m.)	Dec. 13 (12 Noon)

NOTE: Thanksgiving, Women's halls only close at 1:30 p.m. Wednesday, November 27 and reopen at 4:00 p.m. Sunday, December 1.

Winter	January 1 (12 Noon)	March 19 (12 Noon)
Spring	March 23 (12 Noon)	June 8 (12 Noon)

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