

2015-16



Important
Move-in
Information for all
R&DE
Student Housing
Residents

studenthousing.stanford.edu



Welcome Home

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WELCOME PACKET 2015

On behalf of Residential & Dining Enterprises (R&DE) and the staff of R&DE Student Housing, a division of R&DE, let us be among the first to say **"Welcome Home!"** We are fully committed to assisting you in getting settled into your new home here at Stanford and to providing you with excellent service and support during the coming year.

We hope you will take time to read and review the contents of this packet. It contains practical information that will help you begin to find your way around your residence and Stanford, as well as important guidelines for living on campus.

With this packet, you will receive an insert providing the names and contact information for the R&DE Student Housing Front Desk Supervisor(s) and Housing Building Manager associated with your residence. They are your primary resources for any housing-related needs. The Front Desk, in particular, is your one-stop help desk for check-in and check-out, housing communications, campus information and many other services.

Please look for emails and newsletters from your Housing Front Desk Supervisor, Housing Building Manager, and Housing Assignments throughout the year. Direct email, the R&DE Student Housing website (<http://studenthousing.stanford.edu>), and our Facebook page (<http://facebook.com/StanfordHousing>) are our primary

methods of communicating with you about important deadlines and special events, such as the undergraduate Winter Break closure.

This is an exciting time at Stanford! R&DE has recently opened new housing for both undergraduate and graduate residents, and is working on more. In addition to new construction, we continue to maintain a high level of quality and safety in the residences through strategic improvements and renovations. We are committed to keeping you informed of projects in or near the residences as the University and R&DE implement plans to meet the needs of our students. An overview and updates on specific projects are available online: <http://studenthousing.stanford.edu/construction>

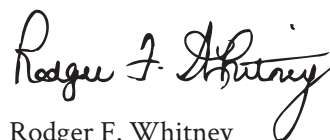
Should you need any repairs in your room or apartment, please submit a "Fix-It" request (<http://fixit.stanford.edu>) so our maintenance staff can remedy the issue promptly. For any other housing-related questions or issues, please submit a HelpSU request (<helpsu.stanford.edu>).

Best wishes for a successful start in your academic endeavors at Stanford and for a terrific and worry-free residential living and learning experience on The Farm. Again, **"Welcome Home!"** from the entire R&DE Student Housing team and all of us in Residential & Dining Enterprises at Stanford!

Sincerely,



Shirley J. Everett
Senior Associate Vice Provost
Residential & Dining Enterprises



Rodger F. Whitney
Executive Director of R&DE Student Housing
Chief Housing Officer

Welcome Home

to R&DE Student Housing

No doubt you want to get settled quickly so you can begin meeting new friends, exploring the campus, or getting a head start on the new academic year. You will find helpful information for settling into housing in the Moving In section of our website at <http://movein.stanford.edu>. To get you started, here are some of the most important tips. Please also refer to the Residence Agreement for a complete list of policies and procedures.

SAFETY AND ACCESS

The Stanford campus is beautiful and reasonably safe. In R&DE Student Housing, it is our mission to maintain our residences and grounds as a safe, secure, and comfortable living and learning environment conducive to all students' academic success and well-being.

For your protection:

- Our residential buildings are kept locked 24 hours a day, seven days a week, and are only accessible with a key or access card (depending upon the building). In buildings with card access, you will use your Stanford ID card to enter the building. You will use your key to enter your room. Residents also have key or card access to designated common spaces (laundry, computer cluster, etc.), which may be shared between buildings.
- You are responsible for the keys issued to you. For additional keys you'll need special permission. In the event a key is lost, the lock key cores will be changed out and a fee to cover the replacement of the lock cores and keys will be charged to your account. Please report all lost keys immediately to your Housing Front Desk. When the Front Desk is closed, report all lost keys to **our after-hours hotline (650) 725-1602**. For everyone's safety, only an R&DE Student Housing locksmith may repair/re-key your locks. Students found violating this policy will be charged for the re-key and the incident will be referred to their Resident/Graduate Dean. If your key is damaged, please return it to your Housing Front Desk for a free replacement.
- If you are locked out, your Housing Front Desk staff can let you into your room or apartment during normal business hours. After hours in undergraduate housing, you are encouraged to contact your RA for room entry. Undergraduate and graduate students may always call our after-hours hotline (650) 725-1602 for lockout assistance after the Front Desk is closed. A member of the Housing Access Response Team (HART) will respond and assist you. You will need to present a Stanford ID or Government-issued ID to receive lockout assistance. Please note that there is a \$45.00 fee for lockout assistance provided via the HART team (first HART lockout assist per academic year is free for graduate students).

Although our residences have an outstanding record for safety, you can further ensure a safe and secure environment for yourself and your residential community with these practices:

- Do not prop open residence doors.
- Do not share your key or access card (SUID) with anyone.
- Make sure that the door latches behind you when you enter or leave a residence.
- Get to know your fellow residents and do not allow "tailgaters" to follow you into your residence.
- Immediately report any door or lock that is not functioning correctly to your Housing Front Desk, by filing a "Fix-It" Request at <http://fixit.stanford.edu> or by calling (650) 725-1602 after hours.
- **Always lock your room door and windows when you leave.**
- Keep the screens on your windows (where provided).
- Have your key or access card in hand when approaching your residence.
- Damaged SUID cards will not work for building access; the following are known factors that will damage your SUID:
 - Machine washing your SUID in your clothes pockets
 - Exposing the card to direct heat (direct sunlight on the dash of a car or from a clothes dryer)
 - Punching holes in your SUID card will damage the antenna or the bond between the chip and antenna and make the card unreadable
- Lost or damaged SUID cards may be replaced (for a fee) at the Student Services Center in Tresidder Union.

Non-student partners residing with students in buildings that have card access at the building entry or utilize card access to reach common areas such as laundry rooms, may apply for "spouse" Courtesy ID cards at the Campus Card Services desk within the Student Services Center at Tresidder Student Union. Spouses/partners are required to show proof of relationship, such as a copy of your marriage certificate or Axess Rental History page listing your additional occupants. To access your rental history page, log in to Axess (<http://axess.stanford.edu>), select **Housing and Dining** from under the **Student** tab, select **View Rental History** and check the box to **show additional occupants**. Then select **Print** for a copy of the confirmation.

What you need to know about

Staying Safe and Secure in R&DE Student Housing

As you move in, take some time to familiarize yourself with your housing complex and neighborhood. Learn the location of the emergency exits and the Emergency Assembly Point for your building. Locate the many common areas available to you — lounges, computer clusters, laundry facilities, recreational areas, and meeting rooms. And consider yourself at home.



DOORKING (VISITOR ENTRY SYSTEM)

R&DE Student Housing has electronic guest access devices at the entrances of student residences with interior hallways. DoorKing is a telephone-based access system which residents control to unlock a door for a guest visiting the building.

- Visitors locate the last name of the person they are visiting in the DoorKing directory. It does not display telephone or room numbers. They then use the telephone keypad to enter the three-digit code that appears next to the student's name. DoorKing rings the resident's landline telephone.
- To give a visitor access to your residence: press 9 on your campus telephone keypad when DoorKing rings your telephone. Cell phones won't work for this purpose.
- To deny entry: press # on your telephone keypad or hang up.



BUILDING ACCESS REQUESTS OR ISSUES

Should you discover any malfunctioning card access equipment, DoorKing entry systems, or any other problems with doors, please notify your Housing Front Desk, file an online "Fix-It" Request, or after 5:00 p.m. weekdays or any time on weekends, call the Housing Maintenance Hotline at (650) 725-1602.

Things
you'll need
to know
your first day
on campus



TELEPHONE SERVICE

Stanford provides land-line phone service including the phone itself. The service will be active when you arrive, and includes call waiting, local calling, domestic and international long distance. We encourage you to keep the phone plugged into the wall jack so it will be ready to use in an emergency or to receive calls from guests via the DoorKing entry system. To learn your telephone number, dial 7-CALL (7-2255) from the phone provided. When

making on-campus calls from a Stanford phone, dial the last five digits of the phone number. For off-campus calls, dial 9 and then the phone number. **911 Emergency Calls also require you to dial 9 – dial 9-911.** Phone and network service are included in the communication fee charged to your University bill. To learn more, visit <http://studentphone.stanford.edu>. If you need further assistance, please call 725-HELP (725-4357).



GRADUATE LIFE OFFICE

The Graduate Life Office (GLO) serves the needs of graduate students and student families who live on and off campus. A source of comprehensive and impartial guidance and information about all aspects of life as a graduate student, they can help you with many personal, academic, and financial issues, or direct you to someone who can.

<http://glo.stanford.edu>



UNDERGRADUATE RESIDENTIAL EDUCATION

Residential Education programs complement the academic curriculum. These events and activities give students in undergraduate residences opportunities to learn from each other, from faculty and staff members, and from visiting diplomats, artists, and scholars. Popular house activities include faculty dinners, mini-courses and study groups, film screenings, intramural athletics, and field trips.

<http://resed.stanford.edu>

What you need to know about

Getting Connected

in R&DE Student Housing



COMPUTING

To register your computer on Stanford's network, simply turn on your computer, connect to the wired or wireless network, and open up a Web browser. If you are not automatically directed to the registration page, navigate to Stanford's Residential Computing website at <http://rescomp.stanford.edu>. If you complete this process in a location outside of R&DE Student Housing, you may be asked the question "do you live in an on-campus residence." If so, be sure to answer yes, so that you will be able to register for access on the residential network. If you have problems connecting, contact the Resident Computer Consultant (RCC) for your building at <http://rcc.stanford.edu>. R&DE Student Housing and Residential Computing also recommend the use of "smart power strips" for electronic equipment.



CARDINAL CABLE TV AND INTERNET TV

Cable television service is available in your room for a one-time activation fee and a monthly technology fee. Courtesy basic service is provided free-of-charge in all student rooms. You must provide your own TV set and you must cancel your service and return your cable box when you leave your residence. To learn more, visit the IT Services Cable TV website at <http://cardinalcable.stanford.edu>. Also for a monthly fee, you can subscribe to live streaming of broadcast television channels, Stanford and regional sporting events, and a variety of entertainment channels via your computer's web browser. Cardinal Internet TV is a third-party, web-based television service reaching most campus locations via Stanford's wired and wireless networks only. Internet TV also includes up to ten hours of DVR recording.

To learn more, visit the IT Services Internet TV website at <http://itservices.stanford.edu/service/philo>. Subscribe to either service through <http://axess.stanford.edu> under My IT Services. If you need further assistance, please call 725-HELP (725-4357).



ROOM AND APARTMENT CONDITION FORMS

When you move in, be sure to complete a room condition form or apartment inventory checklist. These forms give you the opportunity to detail the condition of your room or apartment and its contents at move in so you won't be charged for a pre-existing condition when you move out. If you don't complete and submit this form, we assume that you found your room or apartment to have no damage or missing furniture.

Undergraduates: Complete the [online room condition form](#) within five days of checking in. Look for the form for your residence in an email newsletter from your Housing Front Desk or on the R&DE Student Housing website at <http://roomforms.stanford.edu>.

Graduate students: Complete an [Apartment Inventory Checklist](#), included in this packet, within five days of checking in. If you need another copy, contact your Housing Front Desk.



EMAIL COMMUNICATION

R&DE Student Housing corresponds with residents using official Stanford email addresses. This helps ensure compliance with privacy protocols, etc., and ensures we are communicating with the intended individual. Please

make sure to use your Stanford email address for all official correspondence, and to check your email regularly for important incoming messages.

What you need to know about

Living on Campus

in R&DE Student Housing ⁶



MAINTENANCE

We have worked hard to prepare your room or apartment for your arrival, **but should you find any items which require repair or attention, please submit an online “Fix-It” request using the form available at <http://fixit.stanford.edu>** so our maintenance staff can address the issue promptly. If the problem involves a serious health and safety risk or risk of damage to facilities or property, such as a door that cannot be locked, a flood, or a sewer line backing up, please call (650) 725-1602.



RENTER'S INSURANCE

If your family homeowner’s insurance plan doesn’t cover your personal property from loss, damage, or theft, consider buying renter’s insurance. **Stanford University does not carry insurance covering personal property**, is not liable for, nor does it assume, any responsibility for theft, destruction, malfunction, failure, or loss of money, valuables, or other personal property. Two widely-accepted companies that provide competitive personal property insurance coverage for students are National Student Services (www.nssi.com) and College Student Insurance (www.collegestudentinsurance.com).

Things
you’ll need
to know
your first week
on campus



BED LOFTING/BUNKING (UNDERGRADUATE RESIDENCES ONLY)

Most beds in undergraduate residences are set at the highest level of the headboard so as to provide maximum flexibility and storage space. In some places it is also possible to bunk or loft beds. If you live in a residence where bunking and lofting are permitted, information is available online at <http://lofting.stanford.edu>. You can check out lofting materials such as headboards, rails, bolts, pins, and tools

from your Housing Building Manager. Lofting tools are available for check out from the Housing Front Desk. Lofting supplies are made available on a first-come, first-serve basis; look for posted check-out hours and locations or contact your Housing Front Desk. Non-University provided bunks or lofts are not permitted in any residence.



MATTRESSES

Our mattresses are specially designed with “plush firm” and “extra firm” sides to accommodate a wider range of sleep preferences. If you feel that your mattress is uncomfortable, try flipping it over to the other side.



LAUNDRY

R&DE Student Housing’s *Just Like Home* laundry program gives students unlimited use of residence washers and dryers—no coins or cards required. Use of these environmentally-friendly machines is included in your housing fees. With Laundry Alert, our remote laundry monitoring system, you can receive an email alert or phone call when machines are available or your laundry is done. Just log on to <http://laundryalert.com> and use the password stan9568. Please report any equipment malfunctions to your Housing Front Desk. Laundry supplies and detergents are not provided. **Please be sustainable and wash only full loads.**

What you need to know about

Living on Campus

in R&DE Student Housing 8



MAIL AND PACKAGES IN UNDERGRADUATE RESIDENCES

Please note that mail and packages will NOT be received or delivered at undergraduate residences. Each undergraduate student is assigned a U.S. Post Office box number for the purpose of receiving mail and packages. This number is available in Axess.

Packages sent via the US Postal Service will also be addressed to your post office box. If sent via a carrier other than the USPS, packages will be delivered either to the Roble Package Center or FedEx Kinko's in Tresidder Memorial Union.

You will be notified of the arrival of packages at the Roble Package Center via email, so please be sure to put your contact information on all packages being shipped and ask friends and family to do the same. Notification for FedEx deliveries will come directly from FedEx.

The Roble Package Center is open Monday-Friday from 3 p.m. to 7 p.m. For more information, please email roblepackagecenter@stanford.edu or call (650) 723-8603.

MAIL AND PACKAGES IN GRADUATE RESIDENCES

Graduate students may request Post Office boxes, or may receive mail and packages at their residences. Please refer to the insert provided with this packet for specific mailing addresses for each graduate residence. Please note that mail and packages cannot be sent or received before you move in.

Alternately, graduate students can register to use the Graduate Housing Package Center by completing the registration form online at <http://studenthousing.stanford.edu/move/mail-delivery-and-shipping> or emailing gradpackagecenter@stanford.edu for a link to the form. Once you have completed the registration process, you will be issued an alternate mailing address for packages sent to the Graduate Housing Package Center.

For more information about the Graduate Housing Package Center, please call (650) 723-4479 or email gradpackagecenter@stanford.edu.



BICYCLING AT STANFORD

Thanks to the sunny weather and sprawling campus, bicycles are a fantastic way to get around. Stanford has been recognized as a “Bicycle Friendly University,” and Parking and Transportation has a strong bicycling information program which can be found online at <http://bike.stanford.edu>. Look

there for information on obtaining discounted bicycle helmets, and then wear them. **Protect your head and brain!** Information is also available on bicycle safety classes, repair stands, route maps and more.



5-SURE

Students United for Risk Elimination, more commonly known as 5-SURE, is a student-run security-escort service which facilitates the prevention of risk by providing escorts to and from a variety of campus locations, ranging from parties and sporting events to campus residences, libraries and department buildings. 5-SURE operates 7 Days a Week,

9:00 p.m. - 2:00 a.m. (beginning Oct. 1, and not including academic breaks and summer), and is reached by calling **(650) 725-SURE (7873)**.

<http://alcohol.stanford.edu/5-sure-students-united-risk-elimination>.

What you need to know about

Getting Around

at Stanford ₁₀



MARGUERITE SHUTTLE

The Marguerite, Stanford's free public shuttle system, has over 140 regular stops on and around campus. The Marguerite can take you almost any place you need to go, including classroom buildings on the other side of campus and many popular off-campus locations. Download a Marguerite route map and schedule or view the live shuttle map online at <http://marguerite.stanford.edu>.



PARKING & TRANSPORTATION

Parking a private vehicle on campus requires a permit, and most lots are restricted to specific permit holders. For information on the Freshman parking policy, the Freshman emergency ride home program, ridesharing matches, car sharing, parking permits, visitor parking, and the free campus shuttle, see <http://transportation.stanford.edu>.



R&DE STANFORD DINING

R&DE Stanford Dining promotes great tasting food with a multidisciplinary educational and innovative dining experience, engaging students in topics related to food, wellness, sustainability, and performance dining. Eating with your fellow housemates and Residential Education staff is an integral part of Stanford's Residential Education program and helps to develop strong communities in the residences.

The award-winning dining program features high-quality, seasonal, locally produced, sustainable foods in every dining hall, along with a daily variety of delicious, nutritious options including vegetarian, vegan, gluten-free, kosher, and halal.

- Meal Plans: Dining.stanford.edu/undergraduate-meal-plans
- Hours and Calendar: Dining.stanford.edu
- Phone: (650) 725-1508
www.facebook.com/stanforddining

Get involved! Become a Dining Ambassador, garden manager, social media intern, videographer, photographer, graphic designer or intern with our Sustainable Food Program Manager or Wellness and Performance Dining Nutritionist. Dining.stanford.edu/student-employment

We welcome all graduate students to all eight dining halls! Purchase Graduate Meal Plans online at dining.stanford.edu/graduate-meal-plans and use them at your leisure; meal plans can be charged to your university bill, and meal plan blocks don't expire unless they are fully inactive for one academic year.



R&DE STANFORD HOSPITALITY & AUXILIARIES

R&DE Stanford Hospitality & Auxiliaries operates multiple retail venues across campus, catering operations, athletic concessions and the Stanford Guest House located in SLAC. Our mantra – Students (Customers) First! – is evidenced in our quick-service, fast casual restaurants and supports the R&DE meal plan with enhanced value and flexibility.

Our team is engaged in Stanford's sustainability efforts, exceptional customer service and unsurpassed commitment to quality. It is important to note that revenues generated at all Stanford Hospitality & Auxiliaries venues directly support and help keep student room and board rates as low as possible.

Go Cashless!

Meal Plan and Cardinal Dollars provide great value in the following locations:

Retail Venue	Cardinal Dollars	Meal Plan Dollars
Heirlooms	x	x
Basils	x	x
Decadence	x	x
Kikka Sushi	x	x
Panda Express	x	
Subway	x	x
Starbucks	x	
Fraiche	x	
Forbes Family Café	x	x
The Axe & Palm at Old Union	x	x
Alumni Café	x	x
Olives @ Bldg. 160	x	x
Russo Café	x	
The Market at Munger	x	x
Law School Café	x	
Med Café	x	

Go to cardinaldollars.stanford.edu to purchase Cardinal Dollars.

What you need to know about

R&DE

at Stanford₁₂



R&DE STUDENT HOUSING

R&DE Student Housing is proud to *Welcome Home* over 13,000 students each year. We currently house 6,500 undergraduates, 5,500 graduate students and over 1,000 partners and children each year. We pride ourselves on providing a Culture of Excellence in our 350 facilities, with an emphasis on supporting the academic mission of the University by providing safe, secure, comfortable, and sustainable homes

Website: <http://studenthousing.stanford.edu>

Housing Front Desks & Housing Building Managers

Please see the insert in this packet or

Website: <http://housingfrontdesks.stanford.edu>

Maintenance issues and lockouts

Non-emergency repairs: <http://fixit.stanford.edu>

After-hours Maintenance Hotline: (650) 725-1602

Housing Assignments

(Monday – Friday, 8:00 a.m. – 5:00 p.m.)

482 Galvez Mall, Suite 110, Stanford, CA 94305-6034

Questions? Submit a HelpSU at HelpSU.Stanford.edu

Phone: (650) 725-2810

R&DE Student Housing Executive Director's Office

(Monday – Friday, 8:00 a.m. – 5:00 p.m.)

565 Cowell Lane, Stanford, CA 94305-8581

Email: studenthousing@stanford.edu

Phone: (650) 725-1600



R&DE Student Housing has a dedicated Facebook page!

Like us today to keep

on top of Housing happenings:

<http://www.facebook.com/StanfordHousing>

Residential & Dining Enterprises is a Stanford-operated auxiliary that has the best interest of students as a core value while supporting the academic mission of the University.

R&DE is proud and committed to be at the heart of your Stanford experience.

*R&DE is **One Team Achieving Excellence** through lasting partnerships with the Stanford students and community.*

R&DE is Student Housing. R&DE is Stanford Dining. R&DE is Hospitality and Conferences with a mission to generate revenues that reduce student room and board fees and enhance the lives of students and the Stanford community. Whenever you dine in R&DE cafés, you choose the Farm, and you enrich your Stanford experience.

You are never an interruption in our day; you are the reason we are here!

Resources to Enhance Your Housing & Dining Experience

studenthousing.stanford.edu

RESIDENTIAL & DINING ENTERPRISES

Office of the Senior Associate Vice Provost for Residential & Dining Enterprises
(Monday – Friday, 8:00 a.m. – 5:00 p.m.)

609 Escondido Road, Stanford, CA 94305-6098

Phone: (650) 723-1674 Website: <http://rde.stanford.edu>





how to be

CARDINAL GREEN



SUSTAINABLE LIVING IN R&DE STUDENT HOUSING

Sustainability is a core value to Stanford University and a way-of-life throughout all divisions in R&DE. The campus incorporates sustainability into every aspect of campus life; from academics and research to operations and student life. Stanford aims to support its academic mission and the students, faculty and staff that occupy this campus in the most sustainable ways possible. Stanford is one of the most energy-efficient institutions among California research universities.

For those living on campus, R&DE Student Housing aims to make sustainability and conservation meaningful and easy to incorporate into life in the residences. We collaborate with students and staff to offer programs that foster behavior change, reduce energy and water consumption, reduce waste production in residences, and integrate long-term sustainable thinking into our operations.

As a resident, you are a key component to helping us achieve our goals! It all starts by setting yourself up for success when you arrive on campus, and then by taking simple actions while a member of our community.

Get started:

If you haven't yet done so, check out the Sustainable Living Guide, the student guide to an eco-friendly lifestyle at Stanford. See other R&DE Student Housing sustainability resources and information on working with us at <http://studenthousing.stanford.edu/sustainableliving>.

What you need to know about

Sustainable Living

in R&DE Student Housing ¹⁴

TAKE ACTION TOWARD A SUSTAINABLE LIFESTYLE

- Avoid purchasing disposable and “single use” goods. Reusable products such as water bottles, coffee mugs and utensils can divert significant waste from the landfill annually.
- Maximize your use of the high efficiency washers and dryers provided by using the cold water setting and washing only full loads.
- Reduce your electricity consumption by turning off lights during the day, shutting down computers when not in use, and using energy efficient light bulbs like CFL’s. This helps keep room rates from increasing.
- Use shared amenities as opposed to purchasing individual appliances such as printers, microwaves and refrigerators.
- Avoid heating and cooling the outdoors by keeping windows closed when systems are running. When systems are not running, use clothing, windows, and window coverings to control temperature.
- Reduce your water consumption by paying attention to the amount of time you spend in the shower. Shower timers are a great way to track your time. Make sure that fixtures are turned completely off and report leaks to maintenance staff via the “Fix-It” form.
- Leave your car at home and plan to bike around our beautiful campus and Palo Alto instead. The Caltrain and BART public transportation systems are also easily accessible to help you get around the Bay Area.
- Visit the Sustainable Stanford website as your go-to resource for learning about campus-wide sustainability efforts operated by the Office of Sustainability at <http://sustainable.stanford.edu>.
- Join a sustainability-minded student group at http://sustainable.stanford.edu/student_groups.
- Lastly, lead by example! **Encourage your friends and fellow students to make sustainable choices and practice sustainable behaviors.** These tips are just the beginning!



Identify where the landfill waste, recycling, and compost (where available) bins or dumpsters are located at your residence. In your room, separate your recyclables (paper, plastics and glass) from landfill waste and dispose of each in the correct bins or dumpsters.

See “Know the Stanford Zero Waste Color Code” for more details.

<http://studenthousing.stanford.edu/zerowaste>



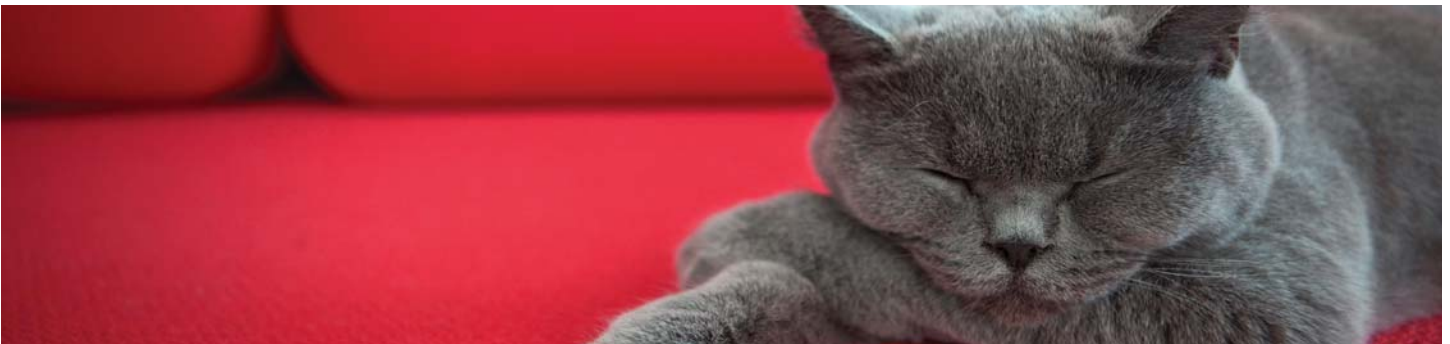
BUILDING SAFETY EQUIPMENT

It is illegal to tamper with Health and Safety equipment, which includes building access alarms and card readers, fire extinguishers and hoses, fire alarm pull boxes, smoke detectors, automatic door closers, fire sprinkler systems, fire horns and lights, exit signs, and evacuation maps. All violators will be subject to an administrative fee of \$500 or more, University disciplinary action, and criminal penalties.



BEDBUGS

Bedbugs are a growing worldwide problem triggered by increased travel and decreased use of environmentally unfriendly pesticides. Bedbugs have been found in virtually every type of housing, including five-star hotels, hospitals, and college residence halls. Stanford is fortunate to have had very few cases since bedbugs resurfaced on a large scale in the U.S. in the past few years, but we stay very proactive about this issue. Because bedbugs can travel in your belongings, please help us keep our campus bedbug-free by checking your luggage and clothing for bedbugs and their eggs upon first arrival and following any traveling. For more information on bedbug protection, read the information sheet, *What You Should Know About Bedbugs*, on the R&DE Student Housing website at <http://pests.stanford.edu>.



PETS

Keeping pets of any kind, including fish and caged animals, in or about University residences is prohibited. University-approved service animals are exempt. Please do not "adopt" the feral cats on our campus. Residents who are found to have a pet will be charged an administrative fee of \$100 upon discovery and \$100 per day until it is permanently removed. You could also be charged for any damage the pet causes, including introducing fleas into the residence.

Students who are approved to have medical service or assistance animals in Student Housing by the Office of Accessible Education agree to comply with the policies listed in the Supplemental Residence Notice and to pay an additional cleaning fee when they move out. <http://studenthousing.stanford.edu/assistanceanimals>

What you need to know about

Health and Safety

in R&DE Student Housing ¹⁶



FIRE HAZARDS

Fire safety is a prime concern for all of us at Stanford. We need your help ensuring your safety and that of others living in your building. Items with an open flame or heat source are strictly prohibited anywhere inside or around the residences. This includes, but is not limited to, candles (including decorative items, unburned wicks, etc.) halogen lights, torches, incense and camping stoves. If you are found violating this policy, you will be charged an administrative fee of \$100 upon discovery and \$100 per day until the item is permanently removed.

Overloaded, damaged, or broken electrical outlets can cause overheating and the potential for fire. Please use only approved plug strips and submit a Fix-It request for any outlet that looks damaged. See our Electrical Safety page for further guidelines at <http://studenthousing.stanford.edu/electrical-safety>



SMOKE-FREE ENVIRONMENT

Smoking (including e-cigarettes) in enclosed buildings and facilities and during indoor and outdoor events on the campus is prohibited. In University residences, this includes all interior common areas, individual rooms and apartments, covered walkways, stairwells, balconies, outdoor areas where smoke or nicotine vapor may drift into buildings, and during organized indoor and outdoor events. Outdoor smoking must be at least 30 feet away from doorways, open windows, covered walkways and ventilation systems to prevent smoke from entering enclosed buildings and facilities.



YOUR HOUSING AGREEMENT

To view the entire Residence Agreement, please visit <http://studenthousing.stanford.edu/residenceagreement>

For your convenience we have included some information from that agreement below:

Undergraduate Housing:

- **Contract Start and End Dates:** Your housing contract start and end dates are found on your Axess accounts. All undergraduate contracts end on June 10, 2016 unless you are assigned for summer, graduating, or have been approved for late-stay housing.
- **Winter Break Closure:** Undergraduate Residences close for Winter Break on Saturday, Dec. 12, 2015 at noon and reopen at 8 AM on Saturday January 2, 2016. Except for Winter Break, Undergraduate residences stay open continuously including Thanksgiving week and Spring Break.
- **Reassignment Requests:** Upperclass students can file a reassignment request through their Axess accounts. In addition to applying for reassignment in Axess, students will also need to have their Residence Dean sign a reassignment authorization form. Freshmen seeking reassignment should consult their Residence Dean.
- **Housing for 2016-17:** If you wish to have housing for summer 2016 or for 2016-17, you will need to apply during Spring Quarter, 2016. Information will be available at *TheDraw.Stanford.edu* in April 2016.

Graduate Housing:

- Contract start and end dates can be found in your individual Axess account. 2015-16 graduate housing contracts which end after Spring Quarter have a move-

out date of June 13, 2016. Contracts which include summer, have end dates of August 1, 2016 for students with children and August 14, 2016 for all other students. These are general guidelines, so be sure to check your contract dates in Axess.

- **Eligibility for Housing:** Only enrolled matriculated graduate students (with at least 8 units of study or TGR status) are eligible for housing.
- **Housing for 2016-17:** Your current contract is for this academic year only (2015-16) and you need to apply for the Lottery or renew your housing in April, 2016 if you wish to be assigned housing for the 2016-17 academic year. Information is available at the beginning of Spring Quarter on the R&DE Student Housing website. Watch for emails and notices from R&DE Student Housing for critical due dates and processes.
- **Reassignment Requests:** If you wish to be reassigned, file a reassignment request in the Housing portal in Axess.
- **Sublicensing:** Residents of graduate housing may sublicense their rooms/apartments for up to one term per academic year, under certain circumstances, if established procedures are followed. Undergraduate residences may not be sublicensed and undergraduate students may not sublicense graduate apartments. A Sublicense Agreement form and other documents must be submitted to Housing Assignments for review and approval before an agreement can be finalized. <http://studenthousing.stanford.edu/sublicense>

What you need to know about

Your Housing Agreement

in R&DE Student Housing

Termination of Occupancy Dates

- If you are leaving housing before your contract end date, you must apply in Axess to terminate your occupancy. The deadlines by which you need to file in order to avoid fees are noted on the following chart. Applying to terminate your occupancy does not necessarily release you from your housing contract. More information can be found at: <http://studenthousing.stanford.edu/residenceagreement>.
- Undergraduate Housing: If you plan to end your contract before June 10, 2016 because you are going on an away program, taking a Leave of Absence, or graduating, you must apply to terminate your housing in Axess. No other department or person will apply on your behalf.
- Graduate Housing: All graduate students can end their contracts at the end of Spring Quarter without penalty by filing a termination by April 29, 2016, but anyone who ends their contract will not be able to renew for the next year.

Dates and Administrative Fees for terminating your Contract after you pick up your keys

If your occupancy ceases at the end of:	And you file a Termination of Occupancy form in Axess by:	You are charged an Administrative Fee of:
Autumn Quarter	October 23, 2015 or before	No fee
	October 24 to November 27, 2015	\$100
	November 28 to December 4, 2015	\$250
	December 5 to December 27, 2015	\$350
	December 28, 2015 or after	\$450
Winter Quarter	February 5, 2016 or before	No fee
	February 6 to March 4, 2016	\$100
	March 5 to March 18, 2016	\$250
	March 19, 2016 or after	\$450
Spring Quarter ^{1,2}	April 29, 2016 or before	No fee
	April 30 to May 27, 2016	\$100
	May 28 to June 10, 2016	\$250
	June 11, 2016 or after ^{1,2}	\$450

See Residence Agreement for policy

Notes:

1. These dates apply only to students who have signed full-year contracts. Students who have signed academic-year contracts do not need to complete a Termination of Occupancy form for the end of Spring Quarter because their Residence Agreements expire at the end of Spring Quarter.
2. Graduate Students in full-year contracts after June 13, 2016 who have not received prior approval from R&DE Student Housing Assignments will not be permitted to terminate their contracts before the end of Summer Quarter.





WHAT TO DO IN AN EMERGENCY

Accident

- Report the emergency using a blue tower phone or by calling 911. (9-911).
- Give first aid.
- Stay with the victim until help arrives.

Fire

- Pull fire alarm.
- Evacuate. Do not use elevators. (See "If there is an evacuation").
- Report the fire using a blue tower phone or by calling 911. (9-911).

Earthquake

- Drop and take cover. Wait until the shaking stops to evacuate. Do not use elevators. Buildings will be examined before re-entry. (See "If there is an evacuation").

Bomb threat

- Report any threat or suspicious object using a blue tower phone or by calling 911. (9-911). Follow police instructions.

Power outage

- Most outages are resolved quickly. Wait for situation updates via staff or Alert SU.

IF THERE IS AN EVACUATION

- Go to the nearest Emergency Assembly Point (EAP). Every SU building has an EAP.
- After reporting to the closest EAP, please return to your residence and check in with a staff member there as well.
- Call an out-of-area emergency contact. More information on emergency communications strategies and out-of-area contacts can be found here: <http://transition.fcc.gov/pshs/emergency-information/tips.html>
- Wait for instructions after an evacuation. Be patient. Listen to SU bulletins and updates on the Stanford Emergency Information hotlines and on KZSU (90.1FM).
- Check your phone or email for updates and information via the AlertSU system (<http://alerts.stanford.edu>).

What you need to know about

Emergencies

in R&DE Student Housing ²⁰

EMERGENCY CONTACTS

Police – Fire – Medical

From Stanford phones 9-911

From cell or other phones dial 911

Outdoor blue tower phones will automatically dial 911

Public Safety

(650) 723-9633*

Counseling and Psychological Services (CAPS)

(650) 723-3785*

Sexual Assault/Rape Crisis Hotline

(650) 725-9955*

5-SURE Security Escorts

(650) 725-SURE*

R&DE Housing Maintenance Hotline

(650) 725-1602*

Hazardous Materials

(650) 725-9999*

INFORMATION HOTLINES

University Announcements

Emergency Hotline (650) 725-5555*

Alert SU (844) 253-7878

Website

<http://emergency.stanford.edu/>

Hospital Bulletins

(650) 498-8888

Out-of-area callers 1-800-89-SHAKE or 1-602-241-6769

*From campus phones, dial last five digits.



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STUDENT HOUSING

