

INTERNATIONAL HOUSE BERKELEY

Resident Handbook 2016-2017

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Mission Statement

International House's mission is to foster intercultural respect and understanding, lifelong friendships and leadership skills for the promotion of a more tolerant and peaceful world. I-House achieves its mission by providing students and scholars from the United States and around the world with an opportunity to live and learn together in a challenging and supportive residential and community-oriented program center. Its resources and activities are designed to stimulate diversity of thought and experience among residents, alumni worldwide and members of the campus and Bay Area communities. International House is an independent, self-supporting, non-profit organization with close ties to the University of California at Berkeley.

Adopted by
The International House Board of Directors
May 5, 1999

Welcome Letter

Welcome to International House at U.C. Berkeley - a residence unlike any other!

I-House is much more than a residence hall. It is more than just a place to sleep and study. I-House is a way of life that will stay with you forever. Built on a foundation of nurturing understanding and respect, I-House brings together nearly 600 students and scholars each semester from some 75 countries in a setting of intellectual and cultural enrichment. As residents share meals, exchange ideas, and forge friendships, they broaden their personal and professional horizons immeasurably.

Since opening its doors in 1930, I-House has bridged cultural differences and embraced a spirit of social and cultural diversity. Our tradition is to acknowledge the tensions that often trouble global society but not to accept them as immutable. We seek to be a catalyst for harmony and understanding within I-House and to the broader community beyond our walls. This is the legacy of I-House, a history written through the experiences of over 90,000 alumni, 70,000 of whom are still living, and some of whom you will likely meet during your stay. By joining the I-House global community, you are adding your own chapter to our history — and we are grateful that you have chosen to be part of this inspiring movement.

I-House welcomes and values each resident as an individual with particular interests and needs. We want your stay to be relevant and meaningful to your academic and professional goals. My staff and I will seek your views on how we can do things better, how we can make I-House a more rewarding place to live and learn. Please share your feedback with staff or via: ihouse@berkeley.edu.

Countless former residents recall their stay at I-House as being their most exciting and intellectually enriching experience at Cal. We hope yours will be, too.

On behalf of our entire staff, Board of Directors, and alumni, it is a pleasure to welcome you to your new home.



Hans C. Giesecke, Ph.D., Executive Director

A handwritten signature in black ink that reads "Hans C. Giesecke". The signature is written in a cursive, flowing style.

New Resident Checklist

- ❑ Become familiar with this Handbook. Re-read the Terms and Conditions of your housing contract. Both will help you learn a great deal about your new home.
- ❑ Be sure to read the earthquake and fire safety procedures in this handbook.
- ❑ If you are in a double room, meet your roommate and discuss how you can be compatible and have a great year! Read and discuss the section on Roommates in this handbook.
- ❑ Introduce yourself to your neighbors.
- ❑ Explore I-House! Floor maps are framed and posted all around the building to help you. If you have questions, just ask at the Front Desk.
- ❑ Meet the Resident Assistants (RAs) for your floor. Their names and room numbers are posted on the bulletin board by the elevator on your floor.
- ❑ Get familiar with our Community Standards and other resources and policies.
- ❑ If you have a car and need parking information, Parking and Transportation Services at UC Berkeley and the City of Berkeley (for street parking "Area I" permit) can provide you with helpful information. (Refer to *Parking* in the House Services section of this handbook).
- ❑ Check your email for the I-House E-News which will give you bi-monthly updates on all events and programs at I-House.
- ❑ Visit the International House web site at: <http://ihouse.berkeley.edu>. Check out the Resident Portal for news, announcements and important resources.
- ❑ Attend all welcome events & programs, including House tours, social events, Town Hall Meetings and Floor Meetings.
- ❑ Sign up for a New Resident Orientation Retreat at the Sarin Program Office.

The I-House Community

Residents

By becoming a resident of International House you join a global community of more than 80,000 people who have called I-House home. Each year the house welcomes approximately 1,000 additional students and scholars to join these ranks, at least 75% of whom are from countries other than the United States. The majority of residents are graduate students or visiting scholars, although undergraduate juniors and seniors are also admitted. For many residents, this splendid building becomes an unforgettable temporary home where people from across the globe share, debate, disagree, celebrate, and above all, *learn* from one another. As a resident of I-House you share not only a living space, but the opportunity and responsibility to shape it into a positive community for all. We hope your experience at International House is an excellent one and we encourage you to share your questions, concerns and compliments with our staff.

Resident Assistants

The Resident Assistants are a key component of the I-House residential community. The RAs provide assistance to residents and help to build and maintain a safe and enjoyable living environment for all. RAs assist new residents during check-ins and check-outs, help residents who are locked out of their rooms, respond to emergency situations, mediate roommate conflicts, and refer residents to I-House professionals for additional information or assistance. RAs also plan community building activities for their residents throughout the academic year. An RA is on-duty from 4pm until 8am, Monday through Friday and all day on Saturdays, Sundays, and holidays. There are 13 Resident Assistants during the academic year and in the Summer. Most floors have at least two RAs. Should you need to talk to an RA, try one on your floor or visit the Front Desk after 4pm and before it closes (midnight Sunday – Wednesday and 2:00am Thursday – Saturday).

Alumni

International House maintains a strong connection with our former residents, who engage in the life of I-House in a variety of ways. Alumni of International House Berkeley are welcome to:

- Join the I-House Berkeley Group on LinkedIn and stay in touch via Facebook, Twitter, Pinterest, Instagram, YouTube and our blog
- Receive invitations to alumni events and reunions
- Share their news and photos for the I-House Times Newsletter
- Volunteer to be a Country Contact, or make connections with one while travelling

Links and details at: ihouse.berkeley.edu/alumni/

Visitors and Guests

I-House is a very busy place throughout the year. In addition to serving as a residence for nearly 600 people, I-House is the home of the UCB-affiliated *Berkeley International Office* and the site of an independently-operated business, *The International House Cafe*. I-House also rents various rooms and facilities to a number of public and private organizations for meetings, conferences, and receptions. For the time they are here, the

House welcomes these people and organizations as a part of our community. As for the visitors and guests of individual residents, more information may be found in the *Your Room* section of this handbook.

Facilities

Bicycle Parking Area

Bicycling is a great way to get around during your time in Berkeley. I-House has provided a gated Bicycle Parking Area to provide a safer option for parking your bike. Bike theft in the Berkeley area is an ongoing problem. Residents are advised to park bicycles in the I-House bicycle parking area located outside, to the south of the main entrance. Please bear in mind the following:

- **Residents use the bicycle parking area at their own risk.**
- Always use a bicycle lock. Kryptonite or U-Locks are recommended and should be secured to both your bike and an immobile and solid object.
- All bicycles must be licensed according to California State Law. This can be done through the Campus Police – Mon.-Fri., 12:30 - 4 pm, telephone, (510) 642-6760.
- Do not park bicycles on lawns, sidewalks, or in common areas inside the building. Do not lock your bicycles to the railings in front of the building. **Bicycles illegally parked will be impounded and removed at the owner's expense.**
- The Bicycle Parking Area is cleared at the end of the Spring term no more than two weeks after our scheduled move-out by Campus Parking. Notices will be posted in advance. Bicycles not properly marked as belonging to a continuing resident will be disposed of without any notice to the owner and without liability to I-House.

Cafe

The International House Café is open to residents and the public. Breakfast items, sandwiches, snacks and beverages are served in the Café. Outdoor seating is available with a partial view of the Golden Gate Bridge. Beer and wine are available for purchase by persons over 21 years of age with valid identification. Alcoholic beverages must be consumed on the premises and may only be consumed inside the Café or within the fenced space in front of the Café by the I-House front steps. Alcohol may not be consumed in the outdoor patio area in front of the Hall of History steps. Wireless network access through the campus AirBears system is available in the Café and the adjacent patios. The Café is operated under lease agreement by Bon Appétit Management Company.

Computer Resources

The Resident Computing Center (RCC), located on the 3rd floor near the elevators, has computers, printers and a scanner for resident use. There is a nominal charge for printing, which requires a Printer Card, available for purchase in the Residents' Service Center. Residents may also submit their print jobs from their rooms and retrieve their print jobs at the RCC. Visit our web page at <http://ihouse.berkeley.edu/rescomp> for more information.

I-House's Resident Computing Center was established with a gift from Dr. Edith Loewenstein, mother of a former I-House resident.

Information Systems staff assist residents in accessing the Internet, and monitor compliance of network use with applicable local, state, and federal laws and campus policies. IS team members are happy to answer general computer-related questions and can also provide information about campus computer resources such as email, free downloadable software, etc.

Computing Services

Correctly configured computers can access the campus network and Internet via the House-wide wireless network and through wired connections in each residential room. Detailed information is available through the Information Systems department on the first floor or at <http://cio.berkeley.edu/policy/itpolicy>.

Information Systems provides help in configuring computers for network access and offers advice in topics such as virus protection and basic computer security.

Elevators

Elevators are conveniently located on the ground floor near the Laundry Room and on the second floor just outside the Berkeley International Office. Like our building, the elevators have seen a lot of use over the years and require a bit of extra care. **Please don't hold elevator doors open or overload the elevators at any time.** Tampering with any of the elevators in any way can be extremely dangerous and is prohibited. I-House is also equipped with a service elevator for use by designated staff members and non-ambulatory disabled persons. Students with disabilities who require special access must see the Manager of Resident Support Services (510)642-9480 to discuss their needs and coordinate accommodations. Elevator permits are in the Physical Operations Office.

Facilities for Events & Meetings

I-House has several rooms and venues available for special events and meetings. Information regarding the types of events permitted in I-House public rooms may be obtained from the Events Office. All reservations must be made at least two weeks in advance of the event. If a payment is required it will be due when the reservation is made. Since a portion of the fees charged to residents goes toward the maintenance costs of public rooms, no resident can reserve a public room for a non-I-House organization without fees, though some types of *"Resident-Sponsored Events"* (events that are by and for residents only) can be held at cost. Please visit the Events Office during office hours or call (510)642-0589 for more information and availability.

Chevron Auditorium

The Chevron Auditorium is equipped with a stage, projection booth, stage lights and a built-in system. The Auditorium is used for a wide variety of activities and is available to outside groups for rental. The Auditorium was named in 1995 to honor the Chevron Corporation for its substantial and continued financial support.

Clarence E. Heller Patio

Named after a distinguished former board member, the Clarence E. Heller Patio is available for dining room meal seating during regular meal hours and as an outdoor lounge for residents and staff during non-meal hours. The Patio is occasionally rented for special events and has wireless internet access.

Ida and Robert Sproul Rooms

Located at the east end of the north mezzanine, the Sproul Rooms are available for meetings, programs, and events.

Orville and Ellina Marx Golub Home Room

The Home Room is a small living room, located at the top of the stairs of the north mezzanine. It is frequently used for receptions, banquets, and for entertaining special guests. The room can also be reserved for meetings, lectures, and music concerts. The piano is reserved for special purposes but is open to a limited number of residents each semester. Contact the Events Office for details. The Home Room was named in honor of Ellina and Orville Golub, in recognition of their great generosity to International House.

Slusser Room

The Slusser Room is a small meeting room located next to the Chevron Auditorium. The room features a conference table which seats approximately 30, plus a built-in projector screen and display boards. The Slusser Room was named in honor of Bill Slusser, a former board member, who led the 50th anniversary campaign in support of International House.

Front Desk

The Front Desk is the central hub for information and support for International House residents and guests. The Front Desk is staffed by Resident Support Services and Admissions staff members and can be reached by calling (510) 642-9490. The Front Desk is open:

Sunday through Wednesday - 7am until midnight
Thursday through Saturday – 7am until 2:00am

The Front Desk staff is available to assist with general questions, ranging from I-House operations to local and campus resources. They can assist residents with lock-outs and lost keys, and any emergency situations.

You can check out keys to the music practice rooms, sign up to use the Sproul Kitchen, and borrow chess and checker sets, board games, PS4/Wii games, controllers and playing cards at the Front Desk. You can receive campus maps, directions to local attractions and borrow tools. A variety of sports equipment is also available for

residents to check out, including tennis rackets/balls, billiards, International and American football, ping-pong equipment and other sports gear. When you check-out any key or other resource, periodical or equipment from the Front Desk, you must leave an ID. Your identification will be returned to you when you return the borrowed item/s. A complete list of items available for check out is located at the Front Desk.

During the hours when the Front Desk is closed, a Resident Assistant is on duty to assist with emergency situations. They can be reached by calling (510) 642-9490.

Great Hall

The Great Hall is our main living/community room and is open to I-House residents, staff, guests, and alumni. Each Wednesday night it plays host to our weekly Coffee Hour for I-House residents.

The Great Hall is reserved for the use of residents and their accompanied guests, from 5:00pm - 7:30am weekdays, and all day and night on Saturday, Sunday, and holidays. The Great Hall may be closed from time to time for special events or maintenance.

A large-screen color TV is located in the Great Hall and wireless internet access is available. In the evenings between 5pm and 7pm, the television should always be made available to residents wishing to watch news. After 7pm other programs may be selected by consensus. On weekdays, during business hours, those watching television viewing may be asked to turn the TV off by those who need to work or study in the Great Hall. Computers, DVD players, and video games should not be connected to the television at any time.

Kitchen (Sproul Kitchen)

Use of the Sproul Kitchen is administered by the Front Desk. You may reserve the kitchen and the Gamble Lounge dining table for a dinner party or small gathering. Please contact the Manager of Resident Support Services, chabe@berkeley.edu, for help with planning your dinner party or gathering.

The Sproul Kitchen is available for residents to use from 10am-10pm on weekdays and 8am-10pm on weekends, subject to the following conditions:

- The kitchen may be reserved for a maximum of 5 hours use at a time.
- Use of the kitchen implies acceptance of the terms and conditions of the Kitchen Reservation Policy.
- Immediately following use of the kitchen, it is the user's responsibility to accompany the on-duty RA or other staff member on a kitchen inspection for cleanliness according to posted standards (posted photographs, kitchen checklist, etc.).
- The user will be charged for any damages to the kitchen or its contents, at cost. Additionally, user will incur a \$100.00 fine if they fail to leave the kitchen by 10pm.

In the event that the user chooses not to clean the kitchen immediately after use, the resident account will be charged \$100.00 the following business day. This does not include labor costs for cleaning the kitchen, which will also be billed to the resident account. In addition, the resident's privilege to reserve the kitchen will be suspended indefinitely.

Laundry

Electronic payment operated washing machines and dryers are available in the Residents' Service Center for use by residents. See the link at <https://ihouse.berkeley.edu/residents/debitaccounts.php> for more information on the electronic payments via the I-House Debit Account.

Ironing boards are available in each resident washroom. Irons may be checked out from the Residents' Service Center with your security card.

International House cannot assume responsibility for the loss of clothing, whether due to theft or to the use of laundry machines. Residents are urged not to leave clothing unattended. Several computers with Internet connection are available for resident use while you wait for your laundry.

Library (Fleishhacker Library)

The Library is reserved exclusively for the use of residents who wish to read and study. Space limitation necessitates denial of access to all non-residents, including resident guests and alumni. Staff visit the library periodically to verify residency. Please have your security card/room key with you as identification. The Library collection includes reference materials, periodicals and newspapers from all over the world. The Library offers both wired and wireless connections to the Internet. Study tables are equipped with electrical outlets. Residents are welcome to connect their laptop computers there but please turn off any speakers. Anyone wishing to present recommendations regarding library acquisitions should consult with the Front Desk Operations Coordinator, (510) 642-9490. The Library is closed from 6am - 8am for cleaning.

Food and beverages are not allowed in the library and violations are subject to judicial action, which may include a fine or further disciplinary sanctions up to and including possible eviction for five or more offenses.

Music Practice Rooms

There are two upright pianos available for practice, located in the Men's Dressing Room and the Women's Dressing Room, in the auditorium backstage area. These rooms may also be used for other musical instrument practice. Keys may be checked out from the Front Desk. Access and use may be restricted during scheduled events. A one-hour limit applies to be sure that all residents have equal access to the room and instruments. You may also audition to use the Baby Grand piano in the Home Room; contact the Events Office for details. Keys to the practice rooms must be returned promptly and may not be kept overnight. Failure to follow this policy may result in the suspension of your practice room privileges.

Guest Room Rentals

The Events Office rents a guest suite for short-term stays. The Ambassador Suite has 2 twin beds and a pull-out couch. It has a private bath and color television. A 10% discount is given to current residents who rent this room for relatives or friends, and to alumni. Payment is required to make a reservation. Please visit the Events Office during office hours or call (510) 642-0589 for more information and to check availability.

Recreation Areas in I-House

Front Steps

Informal gatherings on the Front Steps are a regular part of life at I-House. Please be aware of your noise level when in this area. If you or your group becomes too loud, a staff member may ask you to quiet down or disperse. **The consumption of alcohol or smoking on the Front Steps is strictly prohibited.**

Floor Lounges

Lounges are located on each floor to provide additional study and social space for residents. Space is available in the lounges on a first-come, first-served basis. Computer network connections are available in all floor lounges. No alcohol or smoking is permitted in any of the floor lounges.

Gamble Lounge

The Gamble Lounge is a large lounge for both informal and organized resident gatherings. The Gamble Lounge is equipped with a TV with cable, and DVD. This room is accessible to residents and their guests 6am-10pm from Sunday through Thursday, and 6am-1am Friday and Saturday, with rare exceptions.

The Gamble Lounge may not be exclusively reserved, and no resident may be excluded from entering the Gamble Lounge by other occupants at any time. The Gamble Lounge dining table may be reserved in conjunction with the Sproul Kitchen for dinner parties. You must contact the Manager of Resident Support Services, chabe@berkeley.edu, at least three weeks in advance, if you would like to plan a dinner party or an organized resident gathering in the Gamble Lounge.

Note: Alcohol consumption is not allowed in the Gamble Lounge unless you have a written approval by the Manager of Resident Support Services and it goes in conjunction with an approved organized resident gathering. No more than 20 people can be in the Gamble Lounge while alcohol is being consumed.

Game Room

This recreation room containing a TV, foosball table, ping pong table, and pool table is located next to the Auditorium foyer. Ping pong, foosball, and pool equipment may be checked out at the Front Desk. There is a one-hour time limit for the use of this equipment.

Alcohol may be consumed in the Game Room by a maximum of 30 people (*residents and their guests combined*) who are of legal drinking age (*21 years or older*). Spontaneous gatherings (*with alcohol*) of more than 30 people in the Game Room, are not allowed in the Game Room. Larger gatherings of more than 30 people, where alcohol is served, must be coordinated with the Manager of Resident Support Services, chabe@berkeley.edu, at least three weeks in advance, following the guidelines set forth in the *Resident Gatherings Policy*. In the event that any gathering in these spaces violates I-House policies regarding alcohol or noise, residents will be asked to leave and may face judicial action.

House Services

Cable Television

Cable television is available for those who wish to subscribe. Please call Comcast Cable Services at 1-800-945-2288 for details. The resident must be present to let the worker into the residence area to install the cable. International House is not responsible for cable television service and assumes no responsibility for the services provided.

Cashier's Office

Room and Board fees may be paid by electronic transfer, money order drawn on a United States financial institution, check, traveler's check, cash and credit card via the online portal for starrez). Payments may be made in person during regular Cashier hours. Payments may be placed in the secure payment slot located below the Cashier's window. Please refer to the Rates and Payment Schedule for payment schedule information.

Room Deposit Refunds

Deposit refunds will be made to the credit card originally used to pay the security deposit, unless the resident has an account in good order and standing, in which case it will be used to pay the last rent installment. Please see the cashier or email gcs@berkeley.edu with any questions prior to departure.

Computing Services Correctly configured computers can access the campus network and Internet via the House-wide wireless network and through wired connections in each residential room. Detailed information is available through the Information Systems department on the first floor or at <http://cio.berkeley.edu/policy/itpolicy>.

During the academic year, the cost for the internet service is included in the room rates. For our summer guests, there is a separate fee for network access. All network use is subject to local, state, and federal laws and to the UC Berkeley Computer Use Policy posted at the website above.

Information Systems provides help in configuring computers for network access and offers advice in topics such as virus protection and basic computer security.

Counseling Services

Life in a multicultural setting can be exciting but it can also be stressful. The competitive nature of Berkeley academics and the pressures of being far from home may also add to a person's feelings of confusion, alienation, and misunderstanding. One of the important services provided for residents at I-House is the counseling services provided by our in-house psychologist. The I-House psychologist is available during the academic year to see residents and assist them through personal counseling.

Counseling — speaking about personal issues with someone who is not a friend or family member — is a widely accepted practice in the United States and in other parts of the world. Many residents from cultures unfamiliar with the concept of counseling find

speaking with a licensed professional extremely helpful in dealing with the challenges of life at UC Berkeley.

The I-House psychologist's schedule is posted on the office door, located in Room 315. Counseling Services are free and confidential. Please call (510) 642-9494 to make an appointment during the Academic Year.

Disability Accommodations

Upon request, International House provides reasonable accommodations to those with disabilities. Requests for disability accommodations should be directed to Manager, Resident Support Services, Maribel Guillermo at chabe@berkeley.edu, or by phone at (510) 642-9480. Such requests must be supported by medical documentation demonstrating the need for the accommodation requested. Requests are evaluated on a case-by-case basis.

Please submit requests for accommodation as far in advance as possible, as review/implementation of many types of accommodation takes several weeks.

Guest Room Rentals

The Events Office rents two guests rooms for short-term stays. The Ambassador Suite has 2 twin beds and a pull-out couch. The Clausen Suite has one twin bed. Both rooms have a private bath and color television. A 10% discount is given to current residents who rent these rooms for relatives or friends, and to alumni. Payment is required to make a reservation. Please visit the Events Office during office hours or call (510) 642-0589 for more information and to check availability.

Resident Store

The Resident Store is a small store and service center located on the ground floor of I-House adjacent to the Laundry Room. Hours of operation are listed on the sign beside the door to the Resident Store. Vending machines in the area dispense laundry detergent, gum, food items, various beverages, and contraceptive devices. In addition, an ice machine and recycling bins are also located in the area.

Dry Cleaning

Dry cleaning and laundry services are provided through outside contractors. Drop-off and pick-up of items is managed by the Resident Store staff. Service typically takes from four to seven days. Visit the Resident Store for details.

Equipment Rental and Loans

During posted hours of the Resident Store, you may rent a storage locker, refrigerator, or roll-away bed for guests. The Resident Store loans out the following room-cleaning equipment and supplies at no charge: vacuum cleaners, brooms, mops, rags, general-purpose cleaners, polish, etc.

Supplies and Sundries at the Resident Store

For your convenience, the Resident Store sells shampoos, conditioners, soap, toothpaste, facial tissue, gum, hangers, extension cords, batteries, medicine for cold and

headache relief, pens, post cards, print cards, stamps, I-House souvenirs, pillows and much more!

Locker Rentals

The Resident Store has 64 storage lockers located next to the Laundry Room for residents to rent. Residents can use these lockers to store personal items during their stay at I-House or during interims between periods of occupancy. Since the demand for space far exceeds the number of lockers available, the service is on a first-come, first-served basis. Rental of lockers can be done Monday – Friday 8:30am to 3:00pm. Access to lockers is available 24 hours a day.

Locker rental guidelines:

- Lockers will be rented to current I-House residents only.
- The Store provides padlocks for each locker. Locker keys are not transferable.
- The minimum rental period is one week; any rental period less than this will be charged at the weekly rate.
- There is \$15 replacement fee for each locker key lost.
- Storage boxes and packaging tapes are available for purchase at the Store.
- Residents have a ONE WEEK grace period after the rental expiration date to return their keys. After this, a \$15 late fee will be imposed as well as a daily rental fee.
- Lockers cannot be used to store perishable food items, explosives, flammable materials or any other hazardous materials.
- All lockers must be cleared out by the contract expiration date. Residents must renew their locker contract before the end of the grace period to avoid late fees.
- The Store will remove and hold any unclaimed items left in a locker after the key is returned. If the owner cannot be located or fails to respond to notification, the items will be discarded after 3 months.
- The Store has the right to modify this policy with three days' advance written notice.
- I-House is not responsible for any theft or loss of personal items stored in the lockers.

Lost and Found

Any resident who finds a lost article in or around the House should bring the found item to the Front Desk. Each night unclaimed articles are taken to a storage location. To inquire about lost and found items, residents should check at the Front Desk.

Mail

The Resident Store receives mail and packages Monday through Saturday. Mail is sorted and placed in the recipient's mailbox (if it fits) as soon as possible. You will receive an email from the Resident Store, if a package too large for your mailbox is being held for you at the Resident Store. You will receive your mailbox combination when you check in. There are no mail deliveries on Sundays or National Holidays.

Your mailing address is:

**Your Name
Your Room Number
International House
2299 Piedmont Ave.
Berkeley, CA 94720-2320
USA**

You will receive your mail faster if your name is written on envelopes addressed to you at I-House. In order to ensure residents' privacy, the Mailroom staff will not release room numbers to third parties. Mail, and special deliveries will be distributed as soon as they are received. Please check your mailbox regularly.

When a package or registered letter arrives, you will receive an email. Please make sure your email address is included in your StarRez profile.

If you need to send any packages from I-House, you must call the carrier directly or via the internet, and make the necessary payment arrangements. Inform the carrier that your package will be left in the Resident Store. The Resident Store staff can assist you with this process during the day. Newspaper subscriptions must be picked up at the Front Desk by 12 noon. Unclaimed newspapers are held for two days only. After two days, all unclaimed newspapers are recycled.

Parking

Parking in Berkeley is difficult at best. You will need a City of Berkeley Permit for Area "I". The City of Berkeley Parking Office is located at 1947 Center Street, telephone (510) 981-7200 and their website is <http://www.ci.berkeley.ca.us/transportation>. Berkeley and the Bay area offer excellent public transportation options.

Contact our Admissions Office for a letter that verifies your I-House resident status.

Motorcycles and mopeds must be parked in the motorcycle parking spaces on the street in designated motorcycle parking spaces. Street parking requires a permit from the city. The I-House receiving driveway is for delivery vehicles only. No resident parking is available in the small I-House lot to the north of the building.

Telephone

I-House does not provide in-room telephone lines. Emergency phones are well marked and located throughout the hallways on the residential floors. Residents can call 911, the UCPD non-emergency phone number and the I-House Front Desk from these phones.

Any resident who wish to activate a landline in their room can contact our local phone provider AT&T (<http://www.att.com/>) for information about service plans and rates. Please note that those who choose to initiate this outside service are fully responsible for all applicable charges and must be present when AT&T technicians come to facilitate installation and activation.

Residents are required to provide the Admissions office with their cell number so that they can be reached when necessary, including during emergencies. This information

can be updated online by logging into your online profile at <http://ihouse.berkeley.edu/StarRezPortal>.

Vending Machines

Vending machines which dispense snacks and beverages are located in the hallway adjacent to the Auditorium and in the Laundry Room. If vending machines malfunction, or if you need to have your money refunded, please call the number listed on the vending machine. I-House is not responsible for the vending machines on its premises, nor can we open or repair them, as they are owned and operated by a third party.

Safety & Security

Providing a safe and secure residential community is a priority for the International House staff. The following policies and procedures are designed to enhance the security of our community and the well-being of our residents. All residents are responsible for understanding and adhering to these policies and procedures.

Access to the 'Resident-Only' Areas

International House facilities are reserved for residents, their accompanied guests, and those attending programs or conducting official business. International House reserves the right to direct all others to leave the premises.

Residents must accompany their guests at all times and are responsible for the guest's behavior while visiting I-House. The doors leading to resident-only areas should always be closed. When you have visitors, have them call you from the phone at the Front Desk. Then meet your friend there and escort them inside. For your own safety and that of others, please do not let unescorted non-residents into the resident-only areas of International House at any time. Please note that access to the Library is restricted to residents only with proper identification.

Crime and Security

Berkeley is a large urban community and is not immune to crime. Please observe some basic precautions for both your own personal security and the security of your fellow I-House residents.

Access to I-House's residential areas is restricted so that all residents can benefit from them equitably and safely. Since we want you to feel safe in your own home at I-House, we do not allow unescorted non-residents to wander freely throughout the House, nor do we permit solicitors or other outsiders to conduct business of any type in the residence areas. If you are approached by such people or have concerns about outsiders in your hall, please call (510) 642-9490 to report them to the Front Desk 24 hours a day, 7 days a week.

Earthquake Safety

The San Francisco Bay Area contains a number of active earthquake faults. One of them, the Hayward Fault, is located just behind International House. Although scientists are presently unable to predict with any certainty when and where earthquakes will occur, many experts believe that it is probable that a major earthquake will occur in the Bay Area (perhaps on the Hayward Fault itself) within the next several decades.

As is the case of other buildings of its age, I-House was not constructed in accordance with the same engineering standards that are applicable to modern buildings. Although seismic upgrades have been made to the building since its original construction, the building does not fully comply with newer building codes. According to a seismic report coordinated by the University, the I-House building is rated as *good*. This rating is defined by the UC system as applying to buildings and other structures whose performance during a major earthquake is anticipated to result in structural and non-

structural damage or falling hazards that would represent low life hazards. Ongoing renovations each year enhance the building's safety in the event of an earthquake.

Fortunately, most of the earthquakes that occur in California do not cause damage or injury. Residents should be informed, however, that there can be no assurance that this seismic report will accurately predict the actual effects of an earthquake on International House. Neither the International House Board of Directors nor the Regents of the University of California can ensure that there will be no property damage, serious injuries or deaths at International House in the event of an earthquake. Copies of the structural report on the building are available for review in the Executive Director's office. For further information about University definitions of seismic performance ratings, you may contact the campus office of Planning, Design, and Construction.

How to Prepare

- Position beds, desks, and tables away from windows and room door. Place mirrors and pictures where falling will cause minimal damage.
- Do not hang stereo speakers, plants, etc., from the ceiling.
- Do not place heavy objects (fridges, TVs, etc) on upper shelves or on top of cabinets.
- Secure any loose objects (books, appliances, etc.).
- Keep spaces under tables, desks, counters, etc. clear so that you can seek shelter in these places during an earthquake.

During an Earthquake

- Try to remain calm and alert to what is happening around you.
- Be aware of objects that might fall. Keep your movement to a minimum until the shaking stops. Severe shaking can knock you off your feet and cause injury.
- If indoors, get under a table or desk to protect your head and neck. Hold on to the object protecting you and move with it if necessary. Shield your eyes. If you cannot get under a piece of furniture, move to a doorway and position yourself sideways with your back against the door hinges and arms braced across the doorway. Use your feet and legs to keep the door behind you from swinging shut. A last alternative is to crouch in the corner of a room or against a wall, covering your face, head and neck.
- Do not exit the building until it is safe to do so! Many injuries from earthquakes are caused by falling debris or glass that strike victims trying to exit while the shaking is in progress.
- If outdoors, stay away from trees, buildings, electrical poles and wires.
- **Do not use elevators!**

After an Earthquake

- Check for injuries. Do not attempt to move seriously injured people unless they are in danger of further injury. Notify authorities of the location and nature of injuries found.
- Put on shoes with thick soles and gloves, if available, to avoid injury from broken glass. Cuts on feet from broken glass are the most common earthquake injury.
- Do not use matches or candles. Do not operate electrical switches or appliances. Gas leaks (and explosions) may occur in earthquakes.
- Check to make sure your telephone is hung up and do not use the telephone except for emergency calls. Keep phone lines free for emergencies.
- Be cautious when opening closets or cupboards. Watch for falling objects.
- Be prepared for aftershocks, which could be as serious as the initial earthquake.

The building must be evacuated in the event that a structural failure has occurred. Examples of structural failure include collapse of exterior walls, collapse of the concrete floors, etc. Fallen ceiling tiles or cracks in the plaster finish coat may only indicate 'cosmetic' damage and not structural damage. During any major event requiring evacuation, go to the I-House parking lot for further instructions.

In the event of a major earthquake the most important thing that you can do is to remain calm. Others will not be calm. Provide comfort and assistance to them to the best of your abilities. Remember that help is on the way. I-House has three days of food and water in storage in the event of a major disaster.

Fire Safety Policies & Procedures

Building Evacuation

When a fire alarm sounds, leave the building immediately using the stairs. Do not use the elevators. Learn at least two ways of exiting in the event that one is not available. Tampering with fire safety equipment, which includes alarms, pull stations, extinguishers, smoke detectors and fire suppression sprinkler systems, or refusing to evacuate during an alarm, are serious violations of state law and will result in disciplinary action and possible criminal prosecution.

Fire Drills & Education

At the beginning of each semester, a fire drill is held to familiarize residents with the alarm sound and with exit locations. You must leave the building as you would during an actual fire and remain outside until permission is given to re-enter the building. Only the fire department or police department personnel in charge at the scene can grant permission to re-enter the building after an alarm is sounded. Any resident remaining in the building during a fire drill is subject to citation and a very costly fine by the City of Berkeley. Fire safety information is presented at our Town Hall Meetings as well as in this Handbook.

Initiating an Alarm

If you detect a fire, pull an alarm located near a staircase corridor exit. This will send a signal to the Campus Police and sound the alarm at International House. Also report this to the Fire Department and the Front Desk. Smoke and heat detectors located throughout the building will automatically sound the alarm when tripped. The detector in each of the residence rooms will warn the occupants, but will NOT sound the general fire alarm.

Automatic sprinklers are located throughout the House. Water flow from any sprinkler will automatically set off the alarm. Always call 911, or hit the red bottom in the emergency phone on your floor, in the event of a fire to confirm that the fire department is coming. Then notify the Front Desk.

Fire Boundary Doors

To prevent the possibility of spreading fire and smoke, the stairwell, trash room, laundry room and other doors MUST NOT BE PROPPED OPEN. When an alarm sounds,

STAIRWAY EXIT DOORS will close automatically, but NOT lock. You can still exit through them.

Alarm Tests

Tests are conducted regularly. An alarm test will sound for only a few seconds. If it continues more than 15 seconds, you should assume there is a fire and evacuate the building.

False Alarms and Tampering with System

Anyone who tampers with the fire alarm system or sets off a false alarm is subject to arrest, large fines, and disciplinary action by the Campus and I-House.

Electrical Appliances

All electrical appliances must be used responsibly and be in good working order, free of wiring defect, and approved for use by Underwriters' Laboratory [UL]. All cords and plugs must be grounded and free of frays.

One microwave and one micro-fridge are allowed in any single or double room. The maximum storage capacity permitted for refrigerators is 4.5 cubic feet with a maximum height of 35 inches. The maximum allowable wattage for microwave ovens is 800 watts.

Only one coffee maker may be in use at a time in any residence hall room. Due to a sensitive heat/fire detection system, hot air popcorn poppers may not be used in resident rooms. Food-related appliances such as toasters, toaster ovens, crock pots, hot plates, waffle irons, rice cookers, broilers, etc. are also not allowed.

Use of portable electric heaters in your room is prohibited. If there is a problem with the heat in your room, please submit a Work Order at the Front Desk.

Use of halogen lamps in your room is not permitted. The Consumer Product Safety Commission (CPSC) has issued a warning to consumers that the light bulbs in most halogen lamps can reach very high temperature and easily start a fire if they come in contact with curtains, clothes, or other flammable materials.

No modifications to, or changes in, electrical wiring is permitted. No "splicing", "octopuses", or modification devices of any kind may be used to "add plugs" in your room or suite. UL approved, grounded power strips with fuses may be used only for computer and computer related hardware.

Open Flames

Open flames are not permitted in residential areas.

- Possession of explosives or flammable substances is not permitted. This includes firecrackers, flammable liquids such as lamp oil, gasoline, lighter fluid, or other chemicals that are toxic or explosive in nature.
- Candles or use of candles are not permitted.
- Use of any object that creates an open flame is not permitted. This includes candles, incense, matches, lighters, charcoal, hookahs and flame starters.

Room Decorations

Fire safety regulations require that room doors and the walls surrounding them may not be decorated in any way. A message board is provided next to each resident room.

Paper or plastic may not be used to cover any light or light fixture. No modifications may be made to your university-provided desk lamp, if applicable.

Lighting fixtures, including holiday lights, are not allowed to be strung on any surface outside rooms.

Illness

In case of illness requiring assistance, call the Front Desk at (510) 642-9490 and/or University Health Services at (510) 642-2000. In case of emergency, call 9-911 (from your room phone). If you are ill, please notify the Front Desk or RA on duty.

Insurance (Medical)

Medical care and hospitalization can be very expensive. Normally, the patient is responsible for the cost of medical services. Currently, it is an enrollment requirement that all UCB students must be covered by major medical health insurance while attending UC Berkeley. Students are automatically enrolled in the University's major medical Student Health Insurance Plan (SHIP) and charged a fee as part of their registration bill. If you have a special affiliation with the University which makes you ineligible for SHIP, please contact the Berkeley International Office, located in International House, at (510) 642-2818, for information about alternative health plans.

Keys

Room keys may be used ONLY by residents. Lending keys to others compromises the security of International House and its residents, and is therefore not permitted. For reasons of safety and security, keys are issued only for resident use and only with proper staff authorization. Keys MUST NOT be duplicated. Any returned keys found to have been duplicated from the original key issued will result in an immediate lock change and a \$75 lock change fee will be charged to the resident's account.

Residents locked out of their rooms should contact the Front Desk for assistance. All residents are granted three (3) complimentary lockouts during the semester. After the third lockout, an administrative fee of \$25/lockout is charged to the resident.

A temporary key may be requested and must be returned within the time specified. A lost key carries a fee of \$25 and there is an additional charge of \$75 if the lock must be changed.

Shower room keys will be issued to all female residents. Female visitors of male residents may be issued a shower key for a maximum of three consecutive nights in accordance with our Guest Policy. Visitors must follow the proper check-in procedure before being issued a bathroom key and identification must be reviewed and left as collateral. If you lose your shower key you must notify the Front Desk immediately. A

temporary shower key may be requested and must be returned within the time specified. A lost key will carry a fee of \$25.

International House Entry Cards

All security cards will expire 5 business days after they are issued. Residents are required to obtain a UC Berkeley Student ID which will then be used to access the building. Please visit the Admissions Office during regular business hours after receiving your CAL ID so that we can program your Cal ID to serve as your I-House Entry Card.

I-House Entry Cards must be used ONLY by residents. Your I-House Entry Card is assigned to you and is not transferable to another person. Lending I-House Entry Cards to others is strictly prohibited. An I-House Entry Card used by a non-resident for any purpose is subject to immediate confiscation by any I-House staff member. I-House Entry Cards remain the property of International House. For reasons of safety and security, these cards are issued only for resident use and only with proper staff authorization. A lost security card carries a fee of \$50, so please report any loss to the Front Desk immediately.

All lost key fees must be paid in person at the cashier window or online on the first business day after losing the room key, shower key, or security card.

Keys and Unauthorized Access

Residents are not allowed on rooftops, ornamental balconies or ledges, or any area marked for restricted access. In addition, residents may not provide access to International House's residential areas by giving their keys or I-House entry cards to guests. Unauthorized possession, duplication or misuse of room keys, master keys, or entry cards is prohibited.

Any resident who does not meet the outlined community standards regarding the use of I-House keys or access cards, whether permanent room keys or temp keys, or who has an excessive number of assisted lockouts may be referred to the Residential Services Manager to discuss the importance of these policies as they relate to building security and resident safety.

Night Safety Escort Service

You are advised not to walk alone at night, neither on nor around the campus. Take a friend. For escort service to your car, public transportation or residence, call (510) 642 WALK (642-9255) and the University Police will provide you with an escort. There is no charge for this service.

Emergency phones are located at various points around campus and can be found at night by looking for a blue light. Do not hesitate to use the phone if you find yourself in trouble or if you notice someone else having difficulty. The University Police emergency number is listed by each of these phones.

Theft

To discourage theft, we strongly urge you to take the following precautions:

- Never leave your room unlocked or propped open, even when you are sleeping inside or go down the hall to visit a neighbor or use the restroom.
- Don't leave laptops unattended in public areas.
- Secure your money and valuables. Do not leave them visible in your room.
- Immediately report any unaccompanied non-residents to the Front Desk.
- Do not allow or invite strangers into I-House.
- Keep a written record of the serial numbers of computers and personal electronics.

Residents are encouraged to carry personal property insurance for their belongings. The University and International House assume no responsibility or liability and provide no insurance or financial protection for a resident's personal property. If you believe your personal belongings have been stolen, please contact the UC Berkeley Police to file a report and notify the Front Desk immediately.

Bringing Guests into the House

A Resident may bring no more than 5 guests per night into the house. In addition, residents must accompany their guests at all times and must ensure that they follow all I-House policies and procedures.

Resident Programs & Policies

Computing Policies

All use of I-House computer equipment and network connections has to comply with all applicable local, state, and federal laws and is also governed by UC Berkeley Computer Use Policy as detailed at Information Systems and by the UC Electronic Communications Policy as detailed at <http://cio.berkeley.edu/policy/itpolicy>. I-House network and/or computer privileges may be revoked in response to violations of the above or after repeated excessive use of bandwidth.

All networked computers must be maintained with critical operating software updates, current antivirus protection and firewall software. Antivirus and firewall software are available through campus. For information please call Information Systems at (510) 643-1724 or visit <http://software.berkeley.edu>.

The use of peer-to-peer networks such as Bit Torrent to download or share copyrighted materials is prohibited by law and network policy. Please be aware that UC Berkeley frequently has to disclose the names of students in response to lawsuits filed by the Recording Industry Association of America (RIAA) and legal agents for the movie industry. These lawsuits are typically settled for thousands of dollars.

Energy Conservation Program

We encourage residents to follow the simple energy conservation practices outlined below to help preserve limited natural resources. Please...

- Turn off lights, stereos, and appliances when you leave a room.
- Use natural light during the day.
- Study with a desk lamp instead of overhead lights.
- Use your radiator valve, not your windows, to regulate the heat in your room.
- Turn off the radiator when the window is open and when you leave your room.
- During winter months, open blinds to let the sun in and close them at night to keep the heat in.

Much of California is desert, and water shortages are common, please help by:

- Turning off the water while you shave or brush your teeth.
- Taking short showers and turning the water on and off as needed when you soap up and rinse. Try for 3 minutes or less of water usage.
- Report any water leaks promptly to Physical Operations by submitting a Work Order at the Front Desk.

Recycling Program

International House is working to achieve the goal of Zero Waste by 2020, as mandated by the University. We are already composting all food waste in the Dining Hall, paper towel waste in the restrooms, and we are on the verge of being a zero-waste event venue. Reuse and Recycling has been put in place at International House as well. Please help conserve natural resources and reduce landfill waste by recycling. Recycling bins are located in trash rooms for paper, and bottles and cans. Cardboard can be

placed in the trash room, with boxes flattened, and will be recycled. Please be sure the items are sorted into the correct bin. Bins contaminated with anything other than the designated items cannot be recycled. Larger bins for recycling clothing, bedding, batteries and unusable electronics are in the re-use room to the left of the ramp leading to the Elevator Lobby. The re-use room has shelves for useable items you no longer want, but which can be used by others. Please use these shelves, not the trash, for unwanted items. If you have any questions concerning recycling or other environmental issues, please feel free to contact your RA.

Resident Status

You must be a registered, full-time student of UC Berkeley, the Graduate Theological Union or the Wright Institute to live at I-House. Registered students must be juniors, seniors, or graduate students. Visiting scholars sponsored by a UC Berkeley faculty member or the Lawrence Berkeley Laboratory may also live at I-House. Some exceptions to this policy may be made during the summer months and when space is available. Groups with interests related to I-House's mission may also be admitted by specially arranged contracts. Any change in your University status must be reported immediately to the Admissions Office. For questions regarding eligibility to reside at I-House, please contact the Admissions Office.

Standards of Conduct

I-House is on University property; therefore the University Student Conduct Code applies to all residents. I-House also has an additional Code of Conduct that must be adhered to by residents. Important portions of those regulations are included elsewhere in this Resident Handbook.

Tipping

Tipping is not appropriate for any services provided by I-House Staff, with the exception of service at the International House Cafe.

University Conduct Regulations

University Conduct Regulations

All UC Berkeley students are responsible for conducting themselves in a manner that does not infringe on the rights of others or interfere with the educational function of the University. The following is a partial list of Student Conduct Code violations taken from the "Berkeley Campus Regulations Implementing University Policies."

- 420.1 Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
- 420.2 Forgery, alteration, or misuse of University documents, records, keys or identification.
- 420.3 Theft of, conversion of, damage to, or destruction of any property of the University, or property of others, while on University premises.
- 420.5 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.
- 420.6 Violation of University policies, campus regulations, or rules governing residence in University property.
- 420.7 Physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or in connection with official University functions.
- 420.8 Disorderly or lewd conduct on University properties or at official University functions.
- 420.9 Participation in a disturbance of the peace, or unlawful assembly on University property or at official University functions.
- 420.10 Failure to comply with directions of a University official or other public officials acting in the performance of their duties while on University property or at official University functions, or resisting or obstructing such University or other public officials in the performance of, or the attempt to perform, their duties.
- 420.11 Use, possession, sale, manufacture, or attempted manufacture of narcotic or illegal drugs on University property or at official University functions, except as expressly permitted by law.

UC Berkeley Policy on Sexual and Racial Harrassment

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University provides resources to students and staff through the Title IX and Title VI Campus Climate and Compliance Office, 3-7985, tixco@berkeley.edu, the Gender Equity Resource Center, 3-5727, ambrosio@berkeley.edu, or you may refer to the following links:

- <http://ccac.berkeley.edu/>
- <http://students.berkeley.edu/osl/geneq.asp>

International House Community Standards

In addition to the University Conduct Regulations, I-House community members are responsible for adhering to International House's Community Standards. These policies are designed to foster a secure and pleasant environment for all. In general, resident privileges are granted to those individuals who support the mission and purposes of International House, particularly "the promotion of a more tolerant and peaceful world" in a "supportive residential" environment. Violation of I-House policies can lead to the revocation of these privileges and termination of an individual's room license and board contract. Please review the following policies carefully so that you understand what is expected of you as a member of the I-House community.

Alcohol

I-House recognizes that many of our residents are over the age of 21 and legally allowed to consume alcoholic beverages. This policy is designed to respect the right of these residents to responsibly consume alcohol while maintaining a safe and academically conducive residential environment.

Possession and/or use of alcoholic beverages by anyone under the age of 21 is strictly prohibited in all I-House facilities, including resident rooms. The distribution of alcohol to those under the age of 21 and the manufacture of alcoholic beverages is not allowed at I-House.

Alcohol may be consumed by those 21 years or older only:

- in resident rooms in which the resident(s) are 21 or over, with the door closed and no more than five people in the room;
- in the I-House Café;
- in the Game Room or Gamble Lounge in accordance with the Resident Gathering Policy;
- at special events that adhere to Campus and/or I-House alcohol regulations.

Alcohol is not allowed in the common areas of I-House including the kitchen, floor lounges, Great Hall, dining room, public meeting rooms, laundry room, bathrooms and hallways. The consumption of alcohol should not be visible from public areas.

Due to health and safety concerns, devices designed for the rapid consumption of alcohol (e.g., beer bongs or funnels) are prohibited and subject to confiscation. Kegs, beer balls, and other common source containers are prohibited.

California State Law is very specific and strict in matters pertaining to alcohol, and the above policy conforms to the law. In the event that any resident, regardless of their age, is found in violation of the above policies, they will be asked to immediately dispose of their alcohol in the presence of a staff member and a Confidential Report will be submitted to the RSS Manager for adjudication. In addition, residents of legal drinking

age are expected to drink in a responsible manner and comply with all I-House policies and staff member requests.

Drugs & Drug Paraphernalia

To promote a safe and academically supportive environment and to comply with the requirements of the Drug-Free Schools and Communities Act and the Drug Free Workplace Act, I-House residents:

- Are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of any illegal drug or controlled substance on I-House premises and at all I-House activities;
- Shall not use or be under the influence of illicit drugs at any time in any residential area or at any I-House activity;
- Shall not possess drug-related paraphernalia (which is defined as all equipment, and products intended or designed for use in growing, processing, storing, concealing, ingesting, inhaling, or consuming a controlled substance) including but not limited to bongos, pipes, and hookahs (even for tobacco use);
- Shall not transfer or sell illicit drugs or controlled substances (as defined by local, state, and federal laws).

Smoking (of any kind) and Tobacco-Free Policy

UC Berkeley and I-House are committed to providing a healthy, tobacco-free environment for students, faculty, and staff.

International House and all adjacent University property are tobacco-free. The tobacco-free policy prohibits the use of all tobacco products including cigarettes, cigars, water pipes, hookahs, "e-cigarettes" and smokeless tobacco products, on I-House property and grounds. Smoking marijuana is also prohibited.

To be specific, if you choose to smoke or use other tobacco products, you will have to leave I-House and the surrounding University property to do so.

Tobacco use is prohibited in all areas of I-House and the adjacent University property, including the dining room patios, all floor lounges, the Front Steps, staff parking lot, and resident rooms. Smoking is prohibited in all common areas of I-House, including the dining room patios, all floor lounges, the Front Steps and resident rooms.

In accordance with local law, additional smoke-free areas are within 25 feet of any building, courtyard, exterior walkway or balcony. This distance must be increased if the smoke is traveling towards a building or any window.

Smoking on I-House property is subject to fine, in accordance with the Residential Life Fine Policy, given elsewhere in this Handbook.

As a courtesy to community residents, incense burning is not allowed.

In order to maintain a residential environment that is supportive of our residents' academic pursuits, residents need to be able to get an adequate amount of quiet time to sleep and study. Quiet Hours have been established with input from residents to ensure an acceptable amount of time each week to achieve these goals.

During Quiet Hours, residents are expected to monitor and control their noise levels. Most violations of Quiet Hours involve loud music or talking, social gatherings of five or more people in a single room, unattended alarms, and other excessive noise that may disturb residents who are trying to sleep or study. Please be considerate of your neighbors in this respect.

Creating noise that unreasonably disrupts residents or neighboring community members *at any time* is unacceptable. If a neighbor or I-House staff member asks you to be quieter, you are expected to respond courteously and to curtail any excessive noise.

Residents are asked to be especially considerate during the designated Quiet Hours:

10pm-9am Sundays - Thursdays
1am-9am Fridays & Saturdays

For each academic year semester and summer session, 24 Hour Quiet Hours begin on the last day of instruction and continue until the end of the term.

If you are being disturbed by unreasonably disruptive noise, you may contact the RA on-duty or the Front Desk and steps will be taken to alleviate the noise. Noise offenders receive an initial warning; repeated offenses will result in further judicial action, including fines, in accordance with the Residential Life Fine Policy, given elsewhere in this Handbook.

In addition, the use of any mechanical, musical, or electrical equipment at any time or volume, which would cause disruption or discomfort to others is not allowed. Amplified sound in excess of 90dB is not permitted in the residential areas of I-House.

Resident Gathering Policy

Informal gatherings are defined as spontaneous resident gatherings of fewer than 31 people in the Game Room and fewer than 21 people in the Gamble Lounge, in accordance with I-House policies. An Organized Resident Gathering is any event held in the Game Room or Gamble Lounge that meets one or more of the following conditions:

- A group of 31 or more people is present in the Gamble Lounge,
- A group of 21 or more people is present in the Game Room,
- Alcohol is present,
- Music is present and may be amplified by speakers or amplifiers,
- Advertising is done via I-House flyers, posters, email or any other format, opening the event to all or a significant portion of I-House residents

Organized Resident Gatherings are allowed only on a Friday or Saturday night and will not be approved without proper advanced planning as described in this policy. Any resident or resident group must present an Organized Gathering Proposal to the Manager of Resident Support Services at chabe@berkeley.edu. No Organized Resident Gatherings will take place unless written approval by the Manager of Resident Support Services is granted.

In compliance with fire safety regulations, Organized Resident Gatherings are not allowed in shower rooms, ornamental balconies, floor lounges, resident rooms, hallways, rooftops and connected patios.

Spontaneous or informal gatherings may take place in the Game Room, Gamble Lounge, or lounges as space is available, with the caveat that the "hosting" resident(s) must provide ID to the Resident Assistant (RA) on duty and/or the Residential Life Evening Coordinator (REC), and this resident will be held responsible for noise complaints, for cleaning up after the gathering, and for complying with alcohol policies. The RAs and REC are authorized to disperse these gatherings if they create a disturbance or violate any I-House policy.

The Board of Directors, Management, Staff and Supporters of I-House want all residents to have a wonderful, memorable experience here, and to avoid disturbances and medical emergencies due to irresponsible consumption of alcohol. Therefore, **any gatherings where under-age residents are found drinking alcohol will be ended immediately.**

Residents interested in planning an Organized Resident Gathering should first contact Maribel Guillermo, Resident Support Services Manager, at least three weeks prior to the date of the proposed event, email, chabe@berkeley.edu.

Guest Policy

Guest stays are limited because they can pose an inconvenience to roommates and other residents, and constitute an additional burden on House facilities and resources.

Overnight guests are allowed in International House on a short-term basis and with certain limitations. All residents may have overnight guests for up to three nights total during each semester. These three nights may be consecutive or on separate dates. Residents in Double Rooms must have the consent of their roommate before their guest's arrival.

Extended Guest Stays (more than three consecutive nights) are permitted by special exception only. No extended guest stays will be approved for residents in Double Rooms. For those residents in Single Rooms, exceptions may be granted for up to seven consecutive nights without additional charges. To inquire about receiving permission for an Extended Guest Stay, you must contact the Director of Admissions, Ryan Jones at ryan.jones@berkeley.edu at least two weeks prior to your guest's arrival.

Extended guest stays that exceed seven days are rarely approved. These are decided on a case-by-case basis by the Director of Admissions. If approved, additional charges

for housing this long-term guest will apply. Residents found to have an extended stay guest without prior approval will be subject to charges for the period that they hosted an unauthorized guest.

Please note that all guests are expected to abide by I-House policies and be accompanied by their host at all times. Residents will be held responsible for the behavior of their guest in cases where community standards are violated. Persons who have been evicted from the House for any reason may not stay as guests following eviction.

We cannot accept guests under 16 years of age.

You may rent a cot (roll-away bed) and linens for a guest from the Residents' Service Center. Cots and linen must be returned to the Resident Store during normal hours of operation. Residents can check out a shower/bathroom key for an approved female guest from the Front Desk or RA on duty.

Pets

Pets, other than fish in tanks containing less than 20 gallons of water, are not allowed at I-House. Exceptions can be made *in advance* for qualified service animals with official documentation.

Disorderly Conduct

I-House is committed to maintaining a safe, respectful living environment for all residents. It is each resident's responsibility to help maintain a safe and positive community. Conduct that disrupts the normal functioning of residents or staff members, threatens the health and welfare of a community member, or endangers personal or college property will not be tolerated. This includes but is not limited to water fights, sports in hallways, throwing or dropping objects from windows or balconies, tampering with elevators, unauthorized access to the roofs, playing with balls or frisbees indoors, etc.

Harassment, Threats and Assault

I-House will not tolerate any behavior which is abusive or threatening to any member of the I-House community. This includes physical, verbal and/or psychological harassment, sexual harassment, racial harassment, pranks, hazing, sexual assault, physical assault, or threat of assault. Anyone found in violation of this policy faces serious judicial sanctions including immediate eviction.

Damages

Residents will be held responsible for any and all damages they cause at I-House. This includes damages to their individual room, public areas, furniture and other I-House spaces and equipment. Vandalizing or damaging International House facilities will result in judicial action, including financial repercussions required to cover the cost for any necessary cleaning or repairs. In all cases of damage in the public areas, I-House staff will strive to identify the individual responsible so that they may be held personally accountable for their actions and the resulting harm to our facilities. In some cases, a

group of residents may be held jointly responsible for room or community damages or messes if those responsible cannot be identified.

Prohibited Items

In order to maintain an environment that is healthy, safe and secure for all residents, certain items are strictly prohibited this includes the following:

- Weapons, explosives or dangerous instruments, such as firearms, swords, switchblades, hunting knives, spears and ammunition
- Explosives and flammable substances including firecrackers, flammable liquids such as lamp oil, gasoline and chemicals which are toxic or explosive in nature
- Candles, incense and other sources for open flames
- Halogen lamps
- Space heaters
- Any extension cord or electrical device that it is not UL approved or that is prohibited as detailed in our *Fire Safety Policies*
- Drugs and drug paraphernalia as outlined in the policies above
- Pets as outlined in our Pet Policy

If any resident or guest is found in possession of any of the items listed above, they will face judicial action which may include the immediate confiscation or disposal of the prohibited item.

Staff Compliance

International House staff, including Residential Life staff members (RAs and Front Desk staff), are authorized to make reasonable requests of residents and their guests while performing their duties. Each resident is required to comply with these requests, which may include providing identification, evacuating a room or building, discontinuing behavior that violates policy, or assisting in the confiscation or disposal of prohibited items. Failure to comply with the direction of I-House staff in the performance of their official duties will result in a Confidential Report and adjudication. (Also refer to the University 'Student Conduct Code' section 420.10 in this handbook.)

Residential Life Fine Policy

International House reserves the right to take action against students who fail to adhere to our community standards and norms of conduct as stated in this Resident Handbook. In some cases, fines and/or monetary restitution may be among the sanctions imposed for violations of policies or damages to our facilities.

Student Conduct Process

I-House Standards of Community

For any community to function smoothly, its members must comply with certain standards of behavior, often defined through rules and regulations. The residential community at I-House is no exception. Resident Support Services (RSS) is responsible for promoting and ensuring a positive residential experience for all who live at International House, under the direction of the RSS Manager. Part of this responsibility involves addressing disruptions to the community and behavior which violates the House's Resident Conduct Policies.

We recognize that an effective conduct system serves two main purposes. It provides guidelines for community standards, and outlines the steps taken to ensure those standards are respected. Within this framework, we seek to educate violators so future behavior fits within community standards. Our conduct process promotes I-House's goal of developing an atmosphere conducive to a successful residential experience.

Residents violating I-House Resident Conduct Policies may be subject to corrective action. Under the applicable procedures, sanctions may include a verbal or written warning, being charged for restitution of damages, assigned a special project, fined, placed on residential probation, excluded, relocated, and/or evicted from I-House, and prohibited from returning in the future. Sanctions may carry over into summer and/or the next academic year for continuing residents.

Non-residents who violate community standards may be subject to sanctions. In the event a non-resident is a student at the University, policy violations may be forwarded to the Office of Student Conduct. If the non-resident is a guest of a resident, the resident will be held accountable for the actions of their guest as well.

When a violation occurs, the alleged policy violation(s) will be reported to the Resident Support Services Manager. Usually, this is in the form of a Confidential Report submitted by an RSS staff member or other member of the community. All decisions regarding policy violations require a preponderance of evidence before a resident can be found responsible.

Office of Student Conduct Proceedings

Behavior that seriously disrupts the normal functioning of I-House or that threatens the health and safety of the community may be referred to the Office of Student Conduct for formal adjudication in addition to judicial proceedings conducted by I-House. Students who violate University policies may receive a variety of sanctions including, but not limited to, warning, probation, loss of privileges, exclusion, suspension, or dismissal from the University. Violations that also constitute a violation of any city, state, or federal laws/regulations may also result in additional action by the appropriate enforcement agency.

Student Conduct Process

If a student is alleged to be responsible for violating International House Student Conduct Policies or University of California Campus Regulations, the student is guaranteed certain procedural rights. The following procedural guidelines apply when a case is brought to the attention of the Resident Support Services (RSS) Manager and during any subsequent appeal hearing.

1. Alleged Incident Occurs

After being informed of an incident which appears to be a violation of International House and/or UC rules and regulations, the responding staff member should identify themselves and address the situation and individual(s) concerned. The reporting staff member should inform the person(s) of the policy being violated and ensure that the violation be corrected immediately. The individual(s) involved in the incident should be informed that the incident will be documented in a Confidential Report.

Anyone involved in, witness to, or with information about an incident may choose to write a Confidential Report to document the facts of the incident. Most Confidential Reports are written by RAs or the Residential Life Evening Coordinator. Confidential reports are internal documents and are not available to residents.

2. Confidential Report is Written

Confidential reports must be submitted to the RSS Manager in a timely manner. In cases where there is an immediate emergency/life-threatening situation, the matter will be referred immediately to the Executive Director. Copies of the Confidential Report will be forwarded also to the Executive Director, Chief of Operations, Director of Admissions, Assistant Director of Admissions, and Business Director.

3A. RSS Manager Sends a Judicial Summons Letter

Based upon the information in the Confidential Report, the RSS Manager may make a decision to send a "Notice to Appear at a Hearing" to the resident(s) who allegedly violated policy. In most cases, this letter will be sent within five business days. The "Notice to Appear at a Hearing" will inform the student of the date of the alleged violation and the policies involved. It will also request that the student contact the RSS Manager to schedule a hearing. Under most circumstances a hearing will be conducted within ten business days after the resident has been notified of a need for a hearing. In some cases, a shorter timeline for resolution may be necessary.

The RSS Manager would automatically contact the individual(s) concerned if the alleged violation:

- (a) has not been satisfactorily resolved by the RA.
- (b) appears to be a repetition of a similar violation made previously or represents multiple violations of one or more House regulations.
- (c) involves verbal or physical threats or abuse of any kind.
- (d) involves vandalism, including tampering with fire safety equipment.
- (e) involves possession of weapons or explosives or the sale, distribution or use of illegal drugs.
- (f) involves theft.
- (g) involves any violation of I-House policies on alcohol.
- (h) involves harassment of any kind.

3B. No Letter is Sent

After reading a Confidential Report, the RSS Manager may decide that the situation was satisfactorily resolved by the RA, there is not enough evidence to warrant a hearing, or may choose to follow up with the student(s) involved through an informal educational meeting or letter of warning. In this case, no "Notice to Appear at a Hearing" is sent.

3C. Case Referred to the Office of Student Conduct

In some cases, the RSS Manager, in consultation with the Executive Director, Chief of Operations, Business Director, and Director of Admissions, may decide that it is appropriate for the Center of Student Conduct to also adjudicate the case. A conduct officer from the Center of Student Conduct will adjudicate the case under the Campus Code of Student Conduct. I-House sanctions are separate and non-reliant on the outcome of the Center of Student Conduct action.

4A. Student Schedules a Hearing

Once that a student have received notification to appear at a hearing, it is the student's responsibility to contact the RSS Manager to schedule the hearing within five business days. Should the student choose not to schedule or attend a hearing, a decision and sanctions will be determined without the benefit of the student's input. Findings will be based on the information available to the RSS Manager at the time of the hearing. In cases where more than one student is alleged to be responsible for a violation, the RSS Manager may determine that a single consolidated hearing be conducted to review and determine the matter(s) pertaining to those students. A student may request to have her/his case heard individually.

4B. RSS Manager Hears the Case

During a hearing, the student will have the opportunity to review a summary of the evidence alleging her/his involvement in a policy violation. The student will have an opportunity to respond to these allegations and present information relevant to her/his case. Documentary evidence and oral statements relevant to the student's case will be considered by the RSS Manager only when the person(s) providing that information can be made available for examination at a hearing. At the conclusion of the hearing, responsibility will be determined through a preponderance of evidence, meaning that the majority of evidence indicates that the student is responsible for the incident or behavior. In cases where there is a decision to evict, the decision must have the input of the Chief of I-House Operations and the support of the Executive Director.

5A. A Decision Letter is Sent

You will be notified in writing of the final decision of the RSS Manager following the hearing. This letter will also outline any assigned sanctions or other required actions. Under most circumstances, this will occur within five business days. The decision of the RSS Manager shall constitute the written record of the hearing and be kept on file for five years.

5B. Student May Choose to Appeal in Writing

The decision of the RSS Manager may be appealed, in writing, within seven calendar days of the date of the decision letter rendered in your case. Appeals must be submitted in writing to the Chief of I-House Operations, jason.patent@berkeley.edu.

The student's written appeal must cite specific reasons for a reconsideration of the decision. The student's right to appeal the decision is limited and may be based only on:

- a) The grounds that procedural error(s) occurred at the hearing which unfairly affected the outcome of your case.
- (b) That compelling new evidence, relevant to the outcome of your case, was discovered and was demonstrably not available at the time of the hearing. The student may submit this new evidence after the seven-day appeal limit; however, sanctions do take effect after the seven-day timeline. Thus, the student's appeal may or may not affect her/his sanctions.
- (c) That specific conditions exist that provide good cause for reconsidering the student's case. This may include unduly harsh sanctions or demonstrated bias against the student during the conduct process.

Generally, appeal decisions will be made within ten business days of receipt of the appeal. Residents are only guaranteed one level of appeal.

6. Completion of Sanctions

As part of the educational nature of the judicial process, most residents found responsible for violating I-House or campus policy will be asked to complete sanctions and/or make necessary reparations. Judicial sanctions can include periods of warning or probation, educational projects or community service, referral to substance use education or counseling services, letters of apology, monetary fines, charges for repairs or cleaning related to the policy violation, involuntary room reassignment, and eviction. The resident will be given a reasonable amount of time to complete the assigned sanctions. Failure to do so will result in additional judicial actions and a hold on the student's deposit funds until the assigned sanctions are complete.

Special Note: If a student receives a notice of eviction, she/he must adhere to the deadline noted therein.

Summary of a Student's Rights

The following procedural rights apply when a resident's case is heard by the RSS Manager:

- The "Notice to Appear at Hearing" will contain a brief description of the alleged violation(s), date of alleged violation(s), and policy(ies) allegedly violated.
- Residents may choose not to respond to the allegations of misconduct.
- Residents will be presumed not responsible for a violation until proven otherwise by a preponderance of evidence.
- Residents will have an opportunity to respond to the allegations and to present relevant information.
- The decision of the RSS Manager shall constitute the written record of the hearing. These judicial proceedings and records will be subject to all applicable privacy acts.
- Residents will be notified of the final decision and of the right of appeal after the hearing.
- The decision of the RSS Manager may be appealed in writing within seven (7) calendar days of the date of the decision letter. The resident's written appeal must cite specific reasons for requesting the appeal.

Dining at I-House

The I-House Dining Room is open to members of International House residents, their guests, and to the general public.

Dining Room Hours

Monday - Friday

- Breakfast 7:15am-9:30am
- Lunch 11:30am-1:30pm
- Dinner 6pm-8pm

Saturday-Sunday

- Brunch 9:30am-1pm
- Dinner 6pm-8pm

Holidays

- Extended Brunch 9:30am-1:30pm

Please note that the doors to the dining and service areas close at the times listed above. Late arrivals will not be admitted.

The Dining Room is closed on Thanksgiving Day and during the Winter Holiday Break.

Your Meal Plan

Eating together is an essential component of the I-House experience; therefore, the meal plan is mandatory for all I-House residents. For the Fall Semester 2016, residents receive 211 meals. For the Spring Semester 2017, residents receive 216 meals. Residents who need to add meals to their card can do so in blocks of 10 at the Dining Services Office. Please note that unused meals do not carry over from semester to semester and meal points are not transferable or convertible to cash. Meal points can only be used at I-House, as we are not associated with CalDining.

Meal Card Rights and Responsibilities

Your meal card represents your investment in a meal plan. Our meal plan operates on a computerized system and your Cal ID card can be coded with your meals. Entrance to the Dining Room by residents is allowed only with presentation of the meal card. Please present your card to the checker at all meals. Your meal card and security card are not transferable. You may not loan your meal card to anyone for any reason. Transferring your meal card to others may result in charges to your Room & Board account.

Lost Cards

Please report lost or stolen meal cards immediately. A meal card is considered lost after it has been missing for 2 days. If your meal card is lost it must be replaced for a fee at the Dining Services office.

Special Dietary Needs

International House recognizes that its diners may have medically necessary or religious dietary restrictions, as well as varying food preferences. I-House offers a wide variety of food and drink selections, including items for those minimizing dairy, gluten, and/or meat products.

Diners are expected to make food choices compatible with their own dietary restrictions. To assist diners, upon request, dining hall staff will describe menus, show the ingredient labels of packaged foods and share International House's recipes used to prepare food items, although International House cannot guarantee that the contents described in recipes and on package labels are accurate. Daily menus are subject to change without notice.

Because International House prepares as many as 1,600 meals a day and depends on a number of different sources for its ingredients, International House regrets that it is unable to prepare customized hot food items cooked to individual specifications.

If you find that the food offered at the International House does not meet your dietary restrictions, you may request a reasonable accommodation. Accommodation requests are evaluated on a case-by-case basis and must usually be supported by medical documentation demonstrating the need for the accommodation requested. I-House will help you explore options may enable you to participate in our meal program.

Reasonable accommodations may include modifications to I-House policies, such as permission to bring your own food into (or take I-House food out of) meal areas subject to applicable health code restrictions. Requests for disability accommodations should be directed to Manager, Resident Support Services, Maribel Guillermo at chabe@berkeley.edu or phone (510) 642-9480. To discuss non-medical food preference requests please contact Executive Chef, Jordan Lichman, jplichman@berkeley.edu, 510-473-7456.

Catering

Our Catering Department would be happy to handle your Birthday, Graduation or Special Event. Call our Catering Coordinator at (510) 642-6794.

Jobs

We offer many job opportunities for residents throughout the year at competitive salaries. Please check with the Dining Services Office if you are interested.

Special Meals and Events

Throughout the year, we offer special international and American cuisine theme meals. Watch for announcements of these upcoming events. To participate in or make suggestions for special culinary events, please contact Executive Chef, Jordan Lichman, jplichman@berkeley.edu, 510-473-7456.

To Go Box Policy

1. At any time you may request a Take-out Box for one "swipe" (one meal credit).
2. You may fill the box and exit the dining commons, but you may NOT take additional food on a tray or plate to eat in the dining room.
3. If you wish to get a Take-Out box AND eat in the dining room, you must:
 - a. Swipe for the Take-Out Box

- b. Take your full box to the cashier to store in a cubby
 - c. Swipe for your dining commons meal
 - d. Eat your meal in the dining commons
 - e. Retrieve your Take-Out Box from the cashier and exit the dining commons
 - f. Alternatively, eat your meal in the dining hall, and when finished, swipe again for a Take-Out Box.
4. Residents who knowingly and repeatedly eat in the dining commons AND get a Take-Out Box without swiping twice may have their dining privilege suspended.

Disabled Student Services

The International House Dining Facility is accessible to all disabled residents. Because the dining room is a self-service operation, we request that disabled residents with special needs retain an attendant meal assistant. The attendant must accompany the resident at the time of the meal and will receive their meal free of charge. Disabled residents who attend a meal without an attendant may experience delays until a Dining Services staff member is available to provide assistance. Only disabled residents and attendants are allowed to enter through the restricted employee entrance.

Health and Safety

For health and safety reasons, we require that shoes and a shirt be worn in the serving and dining areas. Dining Room storage hooks, racks, and cubes are provided for your convenience. Dining Services are not responsible for lost or stolen items. Property left at these locations is at your own risk. Dining Services strongly advise that valuables be left in your room.

Dining Room Conduct

Our pledge is to serve our residents and their guests the highest quality meal at a reasonable price. Backpacks, brief-cases and large purses are not allowed in the Dining Room and can be left on racks or cubes at the Checker's desk. In consideration of your fellow residents, and to reduce food waste, please do not take more food than you can consume. Please do not take condiment containers to your table.

Because replacement costs for dishes, trays, silverware and glasses are very high, you may not remove these items from the Dining Room. Diners may take a cup of coffee (in your own cup) when you go. Please do not bring in large containers (over 1L or 16oz.) to take out beverages.

Throwing food and other items in the dining room is not permitted and is subject to a clean-up charge and disciplinary action. No beer, wine, or hard alcohol may be brought into the dining facility.

After Your Meal

Please bus your own tray to the designated dish room window location. Composting and garbage cans are located next to the dish area. Food and supplies are for consumption and use within the Dining Commons. Residents are allowed to take one piece of fruit

with them after a meal. Removal of food or supplies without authorization may result in additional charges to your room and board account or reductions to your meal balance.

Use of Dining Services Kitchen

Use of Dining Services Kitchen and implements is prohibited. Residents wishing to prepare special meals are allowed to use the Sproul Kitchen by prior reservation and with a security/cleaning deposit. See the Front Desk for details.

Comments and Suggestions

We encourage you to comment on our services. It is through your comments to your Resident Council Food Forum Committee, Dining Comment Box, Facebook Group, Chef-On-Duty Supervisor, and surveys that we can continue to improve food and service. The phone numbers for Dining Services are:

- Executive Chef (510)473-7456 jplichman@berkeley.edu
- Floor Supervisor (510) 643-3380

Your Room

Room Condition Report

Any damages beyond normal wear-and-tear and any damages which occur during your residence will be charged to your room deposit. Please report any damages or need for repairs immediately by submitting a Work Order Request at the Physical Operations Office.

NOTE: *Neither the University nor International House provides insurance or assumes any responsibility or liability for any loss or damage or destruction to the residents' private property. This includes articles left after vacating the premises.*

Cleaning

Each resident is responsible for cleaning his or her own room. Cleaning equipment and supplies, including vacuum cleaners, are available to borrow from the Residents' Service Center at no charge. Trash and recycling cans are provided and should be emptied into the appropriate containers provided in the trash closets located on each floor. Food is not permitted in your room unless it is kept in a tightly closed container or refrigerator. Proper food storage will help prevent unwanted pests in our community.

Damages

Residents are expected to take good care of the space and furnishings they are renting while at I-House. Your room and its furnishings should be in the same condition as it was when you moved in, beyond "normal wear and tear". The costs of any necessary repairs, cleaning or replacement of damaged furnishings will be taken from your room security deposit. Common types of damage include burns on the furniture, holes made by nails, tacks or staples, and stains or blemishes caused by solvents, stickers or tape on the woodwork, walls or furniture. Residents must repair these damages prior to checking out of I-House or they will be charged for the cost of repairs. To prevent damage, adhesive tape that does not damage the walls is sold at the Resident Store.

Please note that posters and announcements should only be placed on designated bulletin boards. To protect the facility for future residents, all postings not on bulletin boards will be removed by staff.

Furniture Removal

International House lacks the workforce and storage space necessary to remove furnishings not desired by current residents. If you remove any furnishings from your room, you must return them to the room before you check out or you will be financially responsible for their replacement. Room furnishings found in common areas will be considered abandoned, and will be removed.

Iron Security Bars

Some room windows are equipped with security bars. They keep people from gaining access to lower floor rooms. They have release latches required by the Fire Marshal so residents can get out in case of an emergency. For the safety of residents and their guests, the release mechanism should not be tampered with or blocked in any way.

Information Boards

A dry-erase information board is located outside every resident's room to leave/receive messages and as a source of individual expression. Magnets to post notes, photos, etc. and dry erase markers with Velcro may be purchased at the RESIDENT STORE.

Industrial strength, environmentally safe cleaner may be checked out for free from the RESIDENT STORE.

Linen

If you did not bring your own bedding, sheets, pillow case, towels, and blanket, the RESIDENT STORE has linen packs for purchase at \$60 plus tax. The RESIDENT STORE sells pillows and a variety of other useful personal items.

Room Changes

Room change requests are often difficult to accommodate, especially when the House is at maximum occupancy. Room changes will not be made during the first two weeks of the semester. A Room Swap period will be held after the second week of the term, during which the Admissions staff will collect written requests for a Room Change from interested residents. Every attempt will be made to offer residents the option of a Room Change but if the house is full, which it usually is, a room change may not be possible. Room changes will only be offered during the Room Swap period, except in emergency situations or when administratively necessary.

In cases where there is conflict, residents should attempt to resolve the conflict with the help of their RA, or the RSS Manager before requesting a room change. If the conflict cannot be resolved after attempts at mediation, the Admissions Director will consider a written room change request that explains the reason for the request.

There will be a \$75 charge per individual for room changes requested by residents. Room changes initiated by International House for administrative reasons will not incur an additional charge. All room changes must be approved in advance by the Admissions staff. Any resident who changes rooms without prior authorization will be subject to a \$50 fine in addition to the normal \$75 administrative fee, and may be required to move back into their originally assigned room.

Your Roommate

All residents in double rooms are assigned a roommate. For many residents, sharing a room will be a new experience. A healthy roommate relationship requires clear communication, mutual respect and shared expectations. Roommates need to openly discuss their needs and concerns and negotiate certain things with their roommate to have a successful year. Here are some topics you and your roommate should discuss:

- Room Cleanliness
- Stereo/TV Volume
- Music Preferences
- Privacy Needs
- Personal Habits

- Use of Personal Possessions
- Guests
- Sleep and Study Schedules
- Communicating

This is just a sampling of the issues you and your roommate may face during the year. The information submitted on your application has been considered when making roommate assignments. However, perfect matches are a rarity. Therefore, getting to know and understand your roommate early in your stay is very important. If you have developed a good relationship, it may help to approach him/her when you discover an issue with which you have concerns. Avoiding discussions about problems or concerns generally does not work and only makes matters worse.

Living with a student from another country can be the greatest experience of your life. It presents many challenges and many opportunities. Watch the ways in which you communicate. Try to understand each other's points of view. Words may have different meanings in different countries, and non-verbal communication may play an important role in some cultures. A resident's facility with English has no connection whatsoever with their intelligence. Be sensitive to the complexities of intercultural communication. If you would like more information about living with a roommate from another country, contact the Residential Manager or your Resident Advisor.

Roommates do not need to be best friends, but it helps if they are considerate of one another. Every resident needs to take responsibility for his/her own behavior and share responsibility for the roommate relationship. To have a good roommate, be a good roommate.

Your Neighbors

Likewise, to have good neighbors, be a good neighbor. Be sure to introduce yourself to your neighbors. Getting to know them creates an environment of mutual respect and understanding. Your responsibility as a community member is to respond to the needs of others in a reasonable and respectful way. A student who engages in abusive, offensive or disruptive behavior may lose his or her privilege to reside at International House. If you are having problems with your neighbor, see a member of the Resident Support Services Staff.

Staff Entry

I-House staff may enter your room for health and safety emergencies. Health and safety emergencies are defined as visible, odorous or audible evidence of danger to residents or potential damage to our facilities. We will enter your room due to suspected policy violations with your knowledge and approval or that of your assigned roommate. If we are unable to contact you, we may enter the room after reasonable efforts have been made to notify you. We may also enter your room in your absence to silence noise (e.g., alarm clocks, stereos, telephones, etc.) that results in complaints from your neighbor(s), or to attend to maintenance requests submitted by you or your roommate. In all cases, we will leave a note explaining when and why we entered.

Informal Gatherings

For reasons of noise and safety, no more than 5 people, including room residents, may be in a room at one time. Residents are expected to be mindful of noise and all I-House policies whenever they have guests in their room.

Loans, Employment, & Financial Aid

Short Term Loans

The Osher Loan fund provides interest-free loans to eligible international students and scholars who experience an immediate short-term financial need. Loans for eligible applicants are available up to \$1,500 and must be repaid on a monthly basis within four to six months from the date of receipt of the loan. The source of repayment must be verifiable.

Due to the recent Fall 2016 announcement by UC Berkeley Administration that 20% of undergraduates' tuition and fees are due by the first day of class, the I-House Osher Loan Program is now able to provide "Bridge" loans of up to \$2,500, repayable within three months. The source of repayment must be verifiable.

To apply for an Osher Short Term Loan or Osher Bridge Loan, request the loan Guidelines and application by emailing: ihousefinancialaid@berkeley.edu or by calling (510) 642-2196. You will be asked to make an appointment with the Loan Coordinator, Bonnie Johnston.

Employment

A number of part-time jobs are available at I-House and on campus throughout the year. Vacancies and job descriptions are often listed on the I-House website, as well as at the Career and Student Placement Office located at the Career Center in 2111 Bancroft Way, and at the Work Study Office in 212 Sproul Hall, telephone (510) 642-5625. International students and scholars should check with the Berkeley International Office to verify their work eligibility.

For vacancies see <http://ihouse.berkeley.edu/about/jobs.php>

International House Financial Aid Grants and Scholarships

Applicants do not need to apply to individual scholarships directly, but should complete the application posted on the I-House Berkeley financial aid web page. The application window for academic year is open from May to early June. The application window for Spring Semester is open from mid-October to early November. All scholarships are for room and board fees at I-House, UC Berkeley. <http://ihouse.berkeley.edu/applicants/aid.php>

To be eligible, applicants must be admitted into a degree-granting program at UC Berkeley and have a room contract with I-House residential admissions for a "regular or low-cost room". Most Scholarships are given in the form of reduced room and board fees from I-House.

The following scholarship funds are reserved for *US citizens or permanent residents only*.

C.H. Ramsden Scholarship

Charles Ramsden lived at International House from 1931 to 1932. This scholarship

assists students who are US citizens only with a preference given to undergraduates and those majoring in the sciences, engineering, or economics.

Mark Ross Scholarship

Mark Ross was born in Harbin, China and attended the University of California, Berkeley. After World War II, he founded an export trading firm, Mark Ross International; he was active in promoting trade between the US and Pacific Rim countries throughout his life. This scholarship, funded by The Mark Ross Foundation of San Francisco, provides one or more room and board grants for students in significant financial need who are either US citizens or permanent residents of the United States.

The following scholarship funds are reserved for *International Students only*.

J. Dennis Bonney Scholarship

This scholarship was established by Chevron Corporation in 1996 to honor J. Dennis Bonney on the occasion of his retirement as Vice Chairman. Mr. Bonney lived in I-House from 1954-55 as an international student. Since that time, Mr. Bonney has generously supplemented this fund with his own personal contributions. He has served on the I-House Board of Directors and was Chairman of International House's 65th Anniversary Campaign. The room and board scholarship provides financial assistance for residence at I-House to international students with demonstrated financial need.

Choksi Endowment Fund

Established by I-House Alumnus Pari Choksi and his wife Lopa, the endowment provides financial assistance to live at I-House to an overseas, non-immigrant graduate student who demonstrates financial need, preferably a graduate student from the Indian Institute of Technology (IIT) in Bombay or a graduate student from India, Pakistan or Bangladesh.

Charles L. Clapp Scholarship

Thanks to a generous gift from alumnus Charles L. Clapp, this scholarship is intended to benefit graduate or undergraduate students with demonstrated financial need who are citizens of Canada, Australia, New Zealand, the United Kingdom or a country that is a member state of the European Union. Mr. Clapp was an International House resident from 1949-1952 and later had a distinguished career, which included his position as Chief Administrative Officer for the U.S. Postal Rate Commission.

Dariush Mirfendereski Scholarship

This fellowship supports one or more student scholarships for partial room and board awards each academic year, provided only endowment earnings are used. *Eligibility Guidelines:*

Specifically intended preferably for students in the Civil Engineering department graduate program (MS, MEng, PhD, or other graduate degree) at Cal who are living at I-House or applying to live at I-House. If no civil engineering student can be identified, other engineering graduate students may be considered. Restricted to citizens of countries outside the US, who do not hold US permanent resident status, with demonstrated financial need, who may be new or existing I-House residents.

Mortimer Fleishhacker Scholarship

Established in 1954 with a bequest by Mortimer Fleishhacker, this fund provides room and board grants for continuing international students in financial need. Mr. Fleishhacker was a charter I-House Board member who served from 1929 to 1944. Funds held with UC Regents.

Simon Friedman Memorial Endowment Fund

Established by an anonymous donor in honor of Simon Friedman, friend of alumnus Jonah Markowitz. The fund's income supports room and board assistance at I-House for a disabled student or scholar who demonstrates financial need.

International House Scholarships

This endowed scholarship fund is made possible by the many contributions and bequests donated by I-House alumni and friends. Room and board scholarships are awarded to international students on the basis of financial need.

Kathryn H. McCrodden Scholarship Fund

Established by Kathryn H. McCrodden, a long-time friend of I-House, the endowment provides financial assistance for residence at I-House with a preference for students from Turkey, especially graduates of Robert College in Istanbul.

Janine Rosenzweig Scholarship

Established in 2014, this scholarship is provided by the adult children of Janine Rosenzweig in her memory. Priority preference is that the recipient have demonstrated financial need, be a native French language speaker, preferably from a developing country.

Sarin Endowment

Established in honor of I-House alumni Arun and Rummi Sarin, two partial room and board grants are awarded for the academic year. This endowment assists non-immigrant UC graduate students who have graduated from the Indian Institute of Technology (IIT), where Arun Sarin received his undergraduate degree. If there are no eligible IIT graduates, the award will go to graduate students from Bangladesh, Pakistan, or, if eligible, any non-immigrant graduate student. Applicants must have successfully completed their first year of graduate work at UC Berkeley and must demonstrate financial need.

Simone Sciobereti Scholarship

Simone Sciobereti served as an International Student Undergraduate Admissions Officer at Cal for almost 40 years. She established this fund in 1980 to assist preferably undergraduate, non-immigrant international students with demonstrated academic ability as well as financial need.

Charles David and Jacqueline Gain Sheldon Scholarship

Established in 1998 by Jacqueline Sheldon who was an I-House resident (1949-1950) from the United Kingdom. The donor prefers an undergrad or graduate student resident recipient from Asia "in memory of all that part of the world has given to us in kindness

and interest”.

Slusser Scholarship

Willis and Marion Slusser, long-time friends of International House and the University, made a gift of their home in the Dordogne Valley in France as part of the 50th Anniversary Campaign. By Board action, this gift funds a student Program Fellow, as well as a room and board grant, to be awarded to international students demonstrating financial need.

50th Anniversary Scholarship

Created through contributions made to International House’s 50th Anniversary Campaign, this fund provides room and board grants to international students registered at the University of California at Berkeley. The scholarship is open to men and women, regardless of race, creed or national origin with demonstrated financial need. Both undergraduate and graduate students are eligible.

The following scholarship funds are reserved for *both US and international students*.

Activism Era Scholarship

I-House alumni from the 1960’s and 70’s joined forces in 2015 to donate to this scholarship fund. Beginning in the 2016-17 academic year, the Activism Era Scholarship seeks to recognize deserving students with a demonstrated passion for impacting change in the world.

Annual Scholarships

Generous annual contributions, from I-House friends and alumni, support scholarships which enable students in financial need to afford the opportunity to live at International House. Awards are granted to students regardless of national or ethnic background.

65th Anniversary Campaign Scholarships

Funds raised as part of the I-House “Global House for a Global Age” Campaign will assist students in financial need, regardless of national or ethnic background.

Dietrich von Bothmer Classical Scholarship Endowment

For Dr. Dietrich von Bothmer, receiving a scholarship to live at International House in 1940 was a pivotal event. “The extraordinary generosity of the I-House Scholarship made it possible for me to come to Berkeley.” The von Bothmer Scholarship Fund will assist needy graduate students majoring in any aspect of classical antiquities, i.e., Archaeology, Greek, Latin, Ancient Art, History or Literature. The scholarship was established in memory of Darrell A. Amyx.

Willna Graves Dufour Financial Aid Endowment Fund

These funds are to be used to assist an overseas or U.S. resident at International House who demonstrates financial need. The Fund is named in honor of a Cal alumna who had a great interest in international relations.

Daniel K. Freudenthal Scholarship

Established in 1993, the fund is to help with partial room and board support at International House for an international or U.S. resident with financial need

William J. and Florrie M. Milligan Memorial Scholarship

Established in 2014, this scholarship is given in memory of William & Florrie Milligan by their daughter, for a student with demonstrated financial need. Priority preference goes to applicants who are first-in family college attendees with a high GPA and are close to completing their degrees. Both undergraduate and graduate students are eligible.

The Bernard Osher Foundation International House Graduate Student Support Fund

Established in 2012, the Osher Foundation Scholarship will be used to help support graduate students at the University of California, Berkeley who demonstrate a high level of academic distinction and who reside at International House in the year in which they receive the award. The scholarship may be awarded without regard to the student's country of origin or field of study. These funds are held by the Graduate Division of UC Berkeley and include matching funds.

The Eleanor D. and Irving G. '45 Tragen I-House Fellowship for Boalt Students

Established in 2013, this is a scholarship fund held at Boalt School of Law for partial I-House room and board support for a Boalt student (JD, LLM or JSP) with demonstrated financial need.

University Section Club Scholarship Endowment

The UC Berkeley Section Club is a group of faculty spouses and community volunteers who are dedicated to helping foreign students adjust to a new environment and to make their stay easy and comfortable. The Club and I-House have been partners in service to foreign students at Berkeley for many years. The scholarship, developed by the Section Club, is to benefit both foreign and American students who demonstrate financial need. This fund is administered by the UC Berkeley Graduate Division.

Sheridan (Sherry) and Betsey Warrick Scholarship Endowment

This fund was established in 1987 by the Board of Directors in honor of the retirement of Sherry Warrick, after 26 years as Executive Director of I-House. This grant is awarded annually, with preference given to music majors. Many alumni and friends of I-House generously contributed to this scholarship.

Resident Initiated Socially Responsible Scholarship Endowment Fund

Established with the support of the International House Resident Councils from 2003-2004 and 2004-2005, this fund is intended:

- To set an example of socially responsible investing, and explore how this compares to less socially responsible investments.
- To provide a scholarship, offering assistance to those in need, so as to enrich the diversity of the International House population.

- To instill in current residents the notion to contribute to future generations of International House residents.
- To educate residents and the community about socially responsible investing, and advocating messages that can be passed on to others.
- To share the mission of this fund with all future fund recipients.

The income from the fund, invested in a socially responsible mutual fund, is designed to assist at least one student per academic year who demonstrates financial need and is either a graduate, undergraduate or EAP resident at International House. It is hoped that future residents will continue to contribute to the endowment corpus of the fund.

Wollenberg Scholarship

Mr. Harry L. Wollenberg contributed funds to the UC Regents for scholarships. International House is one of several campus units which receives support to assist deserving undergraduate or graduate students from this fund. *Preference is for a student who has dropped out of school for some period of time to work or is presently working while going to school.*

International House Annual Gateway Fellowships

Gateway Fellowships are reserved for graduate students only. Candidates are nominated to International House Berkeley by academic departments each year based on agreements between the donor, (I-House Berkeley), The Graduate Division of UC Berkeley and the recipient's academic department. Preferred candidates are primarily first-year nominated Ph.D. students in association with the Graduate Division. Normally, one award per Gateway Fellowship is made annually for as long as funds are sufficient to cover expenses. Full room and board is provided by I-House for one academic year, along with matching funds (\$5,000 stipend) from the Graduate Division, and one year of tuition and fees paid by the associated academic department. Nominations are accepted between January and April each year.

Chevron-Xenel Gateway Ph.D. Fellowship was founded in 2006 with help of donors associated with the Chevron Corporation and Xenel International USA. Highest priority is for students with financial need who are citizens of Saudi Arabia or otherwise have a strong affiliation with Saudi Arabia, and second preference for citizens of, or otherwise have strong affiliation to other Gulf Cooperation Council (GCC) states. **Educational Areas/Disciplines that receive priority are** Chemistry, Chemical Engineering, Earth Science, Geology, Geophysics, and Mechanical Engineering.

Chevron-Xenel Gateway Fellowship in Public Health (MPH) was founded in 2006 by Chevron Corporation and Xenel International USA, with the goal of bettering the relationship between East and West and with the aspiration of furthering awareness of the principles of Islam and the Moslem peoples. The highest priority will be given to students who meet the following country criteria: first preference will be given to students who are citizens of Saudi Arabia or otherwise have strong affiliation with Saudi Arabia, second preference to students who are citizens of or otherwise have strong affiliation to Kuwait, Qatar, or alternatively other Gulf Cooperation Council (GCC) states.

Eltoukhy East-West Gateway Fellowship was established in 2006 by the Eltoukhy Family Foundation. The highest priority is given to incoming PhD. students who are citizens of Egypt or otherwise have a strong affiliation with Egypt. Second preference will be given to students who are citizens of or otherwise have strong affiliation with Lebanon, Jordan, Kuwait, Qatar, United Arab Emirates, Oman, Algeria, Yemen, Saudi Arabia, Syria, Iraq, Sudan, Libya, Tunisia, Somalia, Morocco, Palestine (Gaza and the West Bank) and Mauritania. The third preference will be given to students who are citizens of or otherwise have strong affiliation with Turkey, Iran, Indonesia, Bangladesh, Pakistan, Afghanistan or Malaysia.

EWJ Gateway Fellowship was established in 2004 by a donor who wishes to remain anonymous. The EWJ Gateway is to support incoming or continuing doctoral students pursuing studies in any academic field of study for up to two consecutive years. Nominee must be an international student admitted to a doctoral program with financial need.

Carl and Betty Helmholtz Gateway Fellowship's highest priority is given to eligible, first year or continuing doctoral students from the U.S. or outside the U.S. from all fields, with special consideration given to applicants from Physics.

Joe Lurie Returning Peace Corps Gateway Fellowship's highest priority is given to an eligible, first-year, entering Ph.D. student who is a Returned Peace Corps Volunteer with financial need.

Daniel Mouen Makoua Gateway Fellowship

Established in 2009, highest priority will be given to one incoming or continuing international Ph.D. student from Sub Saharan Africa. If there is no such qualified recipient, the donor prefers the award be deferred until a student fitting this criterion is identified. This fellowship award may not be given annually if the fund does not produce enough earnings to support room and board fees for the academic year.

Norway House Foundation Term Gateway Fellowship was established in 2006 to support a graduate student with financial need, who is a Norwegian national or has a strong affiliation to Norway. Priority is given to first year doctoral students, with preference given to descendants of Norwegian World War II seamen and merchant marines. The Norway House Foundation, San Francisco, funds programs promoting educational and cultural exchange between Northern California and Norway. The Norway House Foundation supports fellowships for Norwegian students to study in Northern California, scholarly exchange between Norway and Northern California, and programs of Norwegian cultural interest. The Norway House Foundation is dedicated to honoring and preserving the memory of the Norwegian seafarers who risked their lives for the Allied cause in World War II.

Open Gateway Fellowship was established in 2007 by multiple donors and alumni of I-House UC Berkeley. It is designed to provide full room and board for one academic year to a new Ph.D international student from any country in any discipline.

Allan and Kathleen Rosevear Gateway Fellowship was established in 2007 by I-House Alumnus Allan Rosevear and his wife Kathy. Priority consideration is given to students with financial need who are pursuing studies in Physics or Astrophysics. Originally from Cincinnati, Ohio, Mr. Rosevear graduated with a Bachelor's Degree in Physics from Earlham College in 1960 and enrolled at UC Berkeley the same year, earning his Master's degree in Physics in 1962 under the Chairmanship of Carl Helmholz. Mr. Rosevear lived at I-House for two years, forming friendships with students from around the world.

Adrian Hao Yin Ü Gateway Fellowship was established in 2005 by I-House Alumnus, Kwei Sang Ü and his Canadian wife, Michele. Priority is given to incoming Ph.D. students who are graduates of the Chinese University of Hong Kong with financial need. If no such qualified recipient is found, the preference is given to graduates of universities in Hong Kong, Taiwan or China. Kwei Ü's family has had a long and meaningful relationship with International House. With this Gateway Fellowship, named in memory of their son who died in his infancy, Kwei and Michele wish to support the mission of International House by supporting incoming doctoral students pursuing studies in any academic field of study who are citizens from outside the U.S. for up to two consecutive years.

Egon & Joan von Kaschnitz Gateway Fellowship was established in 2011 by Joan and Egon von Kaschnitz for an incoming international Ph.D. student with financial need in any academic discipline. Highest preference will be given to students who are citizens of or have strong affiliation with Austria. Secondary preference will be given to a student who is a resident of a member country of the European Union.

Eltoukhy East-West Gateway Fellowship was established in 2006 by the **Eltoukhy Family Foundation** with the goal of bettering the relationship between East and West and with the aspiration of furthering awareness and improving the relationship between East and West, and with the aspiration of furthering increased awareness of the principles and beliefs of Islam and the Moslem peoples.

Rafael Rodriguez-Golden Age Fellowship was established in 1989, this scholarship was made possible by the generosity of I-House alumni from the "Golden Age" (1946-1952), who created the scholarship in honor of fellow alumnus Rafael Rodriguez of Costa Rica. The fund provides for a full room and board grant for one entering graduate (PhD) international student of great promise who may lack the financial resources to come to Cal and is deemed likely to benefit from, and contribute to, life at I-House. The recipient receives paid room and board fees, a stipend from International House and tuition and fees paid by the corresponding academic department for the first academic year. Recipients are selected annually by a faculty committee of UC Berkeley's Graduate Division.

For more information on these International House Gateway Fellowships, visit:
<http://ihouse.berkeley.edu/applicants/aidfaq.php>

International House Administration

Executive Director's Office

The Executive Director is responsible to the Board of Directors for overall administration of International House. The Executive Assistant administers the financial aid and emergency loan programs in support of students from countries outside the United States.

Appointment requests to meet with the Executive Director should be requested by calling (510) 642-9468 or emailing: bonnie.johnston@berkeley.edu or ihouseexecutive@berkeley.edu.

Chief of I-House Operations/Director, Robertson Center for Intercultural Leadership (CIL)

The Chief of I-House Operations oversees many matters related to resident services — Admissions, Programs, and Resident Support Services — in addition to Physical Operations, Events, and Human Resources. The main task of the Chief of I-House Operations is to ensure that all these departments work together to provide the best service possible for I-House residents.

The Chief of I-House Operations also serves as Director of the Robertson Center for Intercultural Leadership (CIL), which provides I-House residents with opportunities to develop their global leadership skills in I-House's one-of-a-kind intercultural environment. The CIL also offers intercultural trainings to the broader Cal campus community, and to organizations beyond the Cal campus.

Robertson Center for Intercultural Leadership (CIL)

CIL provides residents with opportunities to develop skills that are crucial for leadership in today's globalized world — and for helping make the world a better place.

From brief intercultural effectiveness workshops to semester-long intercultural leadership programs, CIL offers various opportunities all year long for residents to develop as global leaders. As a part of I-House, CIL is committed to cultivating the richness that the opportunity of living and studying with diverse people from all over the world provides.

The CIL office is on the ground floor behind the mail room, in the southwest corner of the building.

Questions? E-mail us at cil@berkeley.edu. You can also visit us online at <http://ihouse.berkeley.edu/cil>

Director of Business and Finance/Business Manager

The Business Manager is responsible for a wide range of business functions within the House. These include the supervision of Accounting, RESIDENT STORE Store, Information Systems, Dining, and Purchasing. The Business Manager is involved in identifying issues and resolving problems that have a significant financial impact on the House and its residents.

Accounting and Cashier's Office

The Accounting Office is responsible for resident room deposits, receipt of room and board payments, delinquent collections, financial record keeping, accounting, and cashier services during specified office hours.

Admissions Office

<http://ihouse.berkeley.edu/applicants/index.php>

The Admissions Office corresponds with applicants and residents, reviews and processes applications for housing, makes room assignments and changes, maintains residential records and reports, responds to resident concerns, and administers residential policies. Admissions also oversees Front Desk operations and administers the Financial Aid Program for U.S. citizens and permanent residents.

Development and Alumni Relations

ihouse.berkeley.edu/alumni/contact

Over 90,000 people have lived at International House. The Development and Alumni Relations staff oversees the engagement of alumni in advancing the mission of the House and in ensuring the House's service to future generations. Throughout the year, staff coordinates events, reunions, and communications (both web-based and print) to keep alumni linked to I-House activities and news. Staff also directs fundraising initiatives that support the I-House mission and our residents.

Dining Services

<http://ihouse.berkeley.edu/l/dining.html>

Dining Services is responsible for the residents' meals in the Dining Room and Catering for special events, parties, and receptions.

Events and Rentals

<http://ihouse.berkeley.edu/s/index.html>

The Events and Rentals Department is responsible for coordinating logistical and technical support for all public rooms, programs and events, and also oversees the guestrooms.

Human Resources Office

The Human Resources Office provides support for staff to ensure compliance with campus Human Resources policies and procedures. The office processes payroll and hiring forms for career and student staff. The office also administers the financial aid program in support of U.S. citizens and permanent residents.

Purchasing

The Purchasing Department acquires goods and services for International House departments, administers the Residents' Service Center, and provides vending services, including laundry facilities.

Information Systems <http://ihouse.berkeley.edu/I/residents/rescomp/index.html>

Information Systems provides planning, installation and support services for all I-House administrative and residential computer systems.

Physical Operations

Physical Operations is responsible for all physical aspects of the building, including utilities, repairs and maintenance, engineering and construction, custodial services, interior design, space management, landscaping and grounds, physical security and parking services.

Sarin Program Office <http://ihouse.berkeley.edu/programs/>

International House Programs are an integral part of fulfilling our mission and are designed to foster intercultural understanding and fellowship. The Program Office provides educational, social, recreational, and cultural services for residents of I-House and the community at large. As a living and learning programming center, the Program office specifically offers programs building a sense of community within the House, including programs for residents only, ongoing programs open to the community at large, and activities strengthening linkages with the campus and the community. These include lectures and seminars on global issues; independent film premieres and documentaries from around the world; interracial/intercultural activities enriching the social and cultural interactions of international students and US citizens; international/intercultural workshops, and community exploration trips/tours giving international students and scholars the opportunity to see more of California, and to meet American families and students.

Each year the program office hires I-House residents as program assistants (paid positions) and recruits students to get involved in I-House's student government to join the I-House Resident Council. If you would like to be engaged in the life of I-House, to work as a program assistant, or if you want to know more about the opportunity of representing the I-House community as a member of the Resident Council, please feel free to contact the Program Office.

Resident Support Services

The role of Resident Support Services (RSS), is to promote a positive residential experience for every person living in International House. The RSS staff, which includes the Manager of Resident Support Services, the Residential Life Evening Coordinator, and the Resident Assistants, is responsible for the safety and security of the residents of the house, enforcing policies, and resident community-building activities.

The RSS Manager supervises the RA staff and is available to assist residents with issues and/or concerns, whether personal or related to I-House, as well as with mediation and conflict resolution, special housing accommodations, and student conduct (judicial) reviews.

The RSS staff conducts House tours and Town Hall Meetings; organizes Community Building activities, mediates conflicts between residents, staff the front desk in the evenings; enforces I-House policies; intervenes during crises and emergencies; assists with lockouts; checks people in and out of the House; and provides professional referrals to residents.

2016-2017 Officers and Directors

Chair

Chancellor Nicholas Dirks, University of California, Berkeley

Joan P. Kask, Director of Administration, IAS, University of California, Berkeley

Vice-Chair

Robert R. Wong, AIA, Architect, retired

Jane A. Katsura, Nurse Consultant and Clinical Nurse Researcher, Oakland Children's Hospital

Treasurer

Eugene Yano, Yano Accountancy Corporation

Milan Kaur, Educator

Chief Executive Officer

Hans Giesecke, International House

Kit Choy Loke, Former Partner at Winston and Strawn LLP

Secretary

Bonnie Johnston, International House

Simon P. Lowes, Manager, Global Social Performance, Chevron Corporation

Board Members

Robert M. Berdahl, Chancellor Emeritus University of California, Berkeley

Richard Palmer, Morgan Stanley

Richard Dishnica, President, The Dishnica Company LLC

Jay Paxton, Attorney, Buchalter Nemer Real Estate Practice Group

Fiona M. Doyle, Dean, Graduate Division, University of California, Berkeley

Peter Robertson, Vice Chairman, Retired, Chevron Corporation

Judith S. Dunbar, Senior Advisor for Global Social Performance, Chevron

Ronald E. Silva, Principal, President, and CEO of Fillmore Capital Partners

Diane Dwyer, NBC Bay Area News Anchor

Kwei Ü, MD, Retired

Charles H. Ferguson, Writer and Director, Representational Pictures

Tejash Unadkat, CEO, BASIS Science

Jawahar Gidwani, Chairman and CEO, QuSwami, Inc.

William Wiebe, Mediator for the US District Court's Alternative Dispute Resolution Program

Ernie Gundling, founder and president of Aperian Global

Christopher Zand, Fundmastery.com

Christina Janssen, Attorney, Janssen & Janssen LLP

Three Residents of International House Resident Council

International House Staff Directory

NOTE: All phone numbers are in the 510 area code

Executive Offices

Office Hours 8:30am-noon and 1pm-5pm

FAX: 643-8968

Hans Giesecke	Executive Director/CEO	642-9468
ihouseexecutive@berkeley.edu		
Jason Patent	Chief of Operations	643-6625
jason.patent@berkeley.edu		
Bonnie Johnston	Assistant to Director	642-2196
bonnie.johnston@berkeley.edu		

Intercultural Education and Training

Office Hours 8:30am – 5pm

breidi Truscott Roberts	Intercultural Training Specialist	643-3124
breidi@berkeley.edu		
Lauren Moloney-Egnatios	Intercultural Training Specialist	643-3268
lauren.me@berkeley.edu		
Miranda Loos	Business Development Specialist	642-9481
mloos@berkeley.edu		

Development, Communications and Alumni Relations

Office Hours 8am-noon and 1pm-5pm

FAX: 643-8968

General Information

642-4128

Joy Iwasa	Director	643-6916
jiwasa@berkeley.edu		
Teresa Magallon	Development Associate	642-4128
tmagallon@berkeley.edu		
Laurie Ferris	Communications Strategist	643-7735
lferris@berkeley.edu		
Laurel Anderson	Design/Communications Coordinator	642-3386
landerso@berkeley.edu		

Financial Services

Office Hours 8:30am-5:30pm

FAX: 642-5220

Shirley Spiller	Director Business/Finance	643-8315
shirley.spiller@berkeley.edu		

Information Systems ih_rcc@berkeley

Office Hours 8:30am-noon and 1pm-4pm

FAX: 643-2642

Bill Doyle Info Systems Analyst
wdoyle@berkeley.edu
Andy Edlen Tech Support Analyst
ajedlen@berkeley.edu

643-1724
643-1724

Human Resources

Office Hours 9am-noon and 2pm-5pm

FAX: 643-7445

Deborah Preston HR Manager
lalannadp@berkeley.edu
Tammy Scott HR Services Coordinator
tascott@berkeley.edu
Veronica Alvarez HR Assistant

643-5308
642-0517
643-5236

Accounting

Office Hours 8am-noon and 1pm-5pm

FAX: 643-2539

Cashier

642-9464

Mailroom Hours 1pm-3:30pm

642-9492

Aurea Datuin Cashier
aureabs@berkeley.edu
Accounts Payable

642-9464
642-9465

Admissions ihres@berkeley

Office Hours 9:30am-noon and 1pm-4pm

642-9470

FAX: 642-5220

Ryan Jones Director
ryan.jones@berkeley.edu
Loraine Laurente Housing Coordinator
loraine.laurente@berkeley.edu
Queenie Santos Resident Accounts Manager
qcs@berkeley.edu

642-9471
642-9470
643-8316

Programs ihprograms@berkeley.edu

Office Hours 9am-noon and 1pm-4pm

FAX: 643-3993

General Information **642-9460**

Kimi Mojica Student Engagement Officer 642-8133
kimi.mojica@berkeley.edu

Larnie Macasieb Assistant to Director 643-8300
larnie@berkeley.edu

Events and Rentals ihevents@berkeley

Office Hours 9am-noon and 1pm-4pm

FAX: 643-8314

Tim Lynch Manager 642-3438
tlynch@berkeley.edu

Resident Support Services

Office Hours - 24 hour service

Front Desk Reception

642-9490

Maribel Guillermo Manager 642-9480
chabe@berkeley.edu

Aaron Clark Residential Life Evening Coordinator
aaron.clark@berkeley.edu

Physical Operations ihphysop@berkeley

Customer Service Desk **642-9463**

Director 642-9462
Assistant to Director 643-8313
Mark Cassettari Assistant Director 642-7788
mcas@berkeley.edu

Pedro Dominguez Carpenter Lead 642-7788
pedrod@berkeley.edu

Justin Caringello Carpenter 642-7788
justinc@berkeley.edu

Kenneth Wilbur Carpenter 642-7788
clearclear1@berkeley.edu

Mary Cinko Custodial Supervisor 642-9922
mary.cinko@berkeley.edu

Custodial Staff: Clifford Addison, Tony Flores, Thomas Lake, Maria Lares, Salvador Lares, Dell Lee, Maria Moreno, Nestor Salo, Arsenio Soriano, Mario Tucker

Purchasing and Stores

Office Hours 9am-noon and 1pm-4pm

Christina Lo	Purchasing Clerk	642-8164
cslo@berkeley.edu		
Martha Castellanos	Assistant Storekeeper	642-9459
marthamc@berkeley.edu		

Dining Services

Office Hours 8:30am-4:00pm

FAX: 643-9373

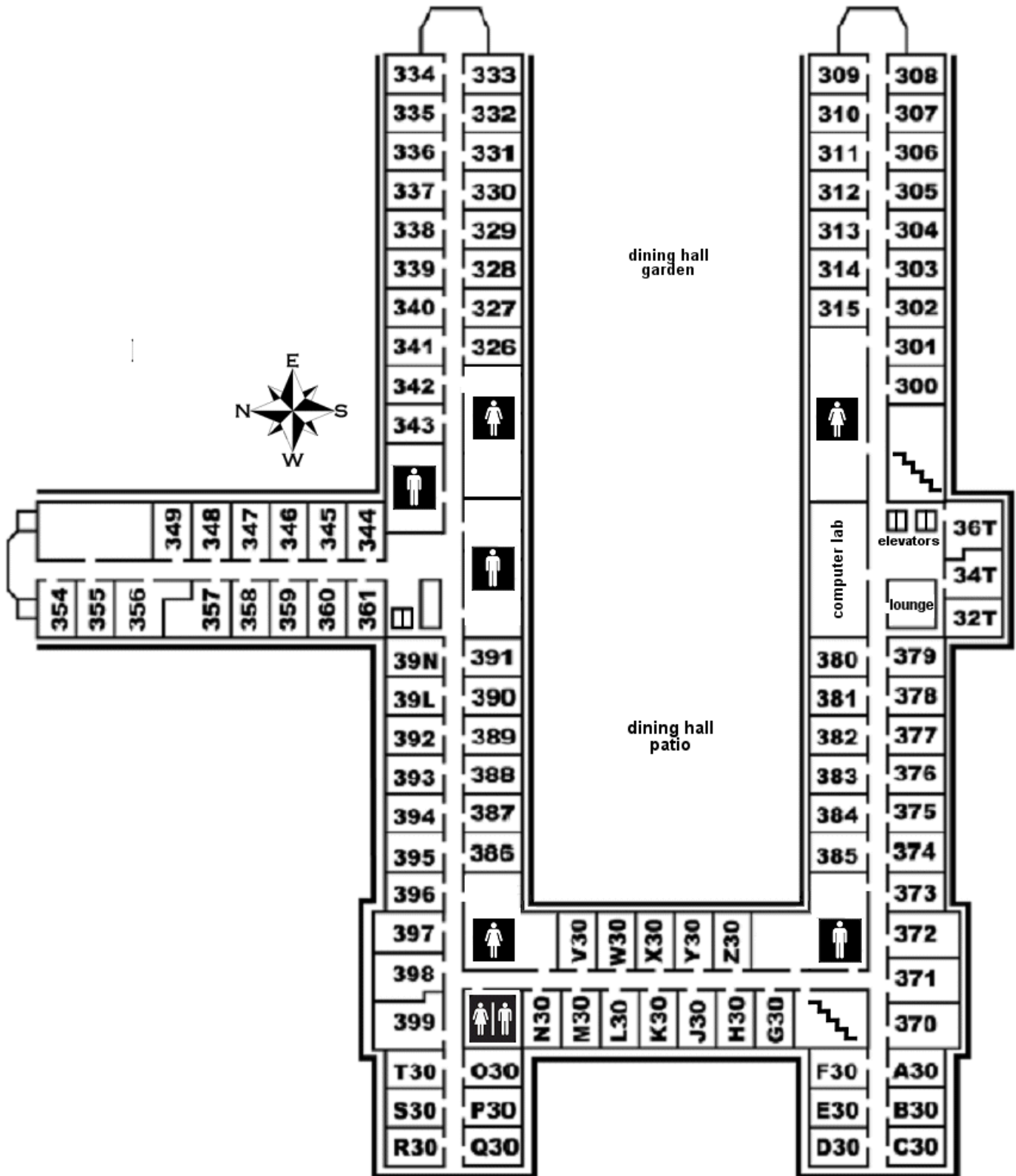
Greg Poulios	Director/Dining & Catering	642-8057
gpoulios@berkeley.edu		
Jordan Lichman	Executive Chef	473-7456
jplichman@berkeley.edu	Nicole Callis	Catering Manager
642-6794	ncallis@berkeley.edu	
Fidel Coria	Asst. Food Service Manager	643-3380
fcoriav@berkeley.edu		
Jonathan Au	Asst. Food Service Manager	643-3380
yilinau@berkeley.edu		
Danette Johnson	Food Service Supervisor	643-3380
djjohnson@berkeley.edu		
Maureen Spolidoro	Food Service Supervisor	643-6212
maureen1@berkeley.edu		
Aurea Datuin	Hostess	643-3380
aureabs@berkeley.edu		

Kitchen Staff: Rodrigo Aguilar, Miguel Alvarez, Gregory Andrade, Roque Arevalo (arevaco@berkeley.edu), Ivan Barrios, Kenisha Brown, Jessica Burns, Jake Casillas, Sean Garcia, Lap Hua, Kim Lam, Rosalba Ortiz, Ramon Pizano, Maria Reioux, Joseph Soberano, Evodio Valdez, Santino Vera, Ah Yiu.

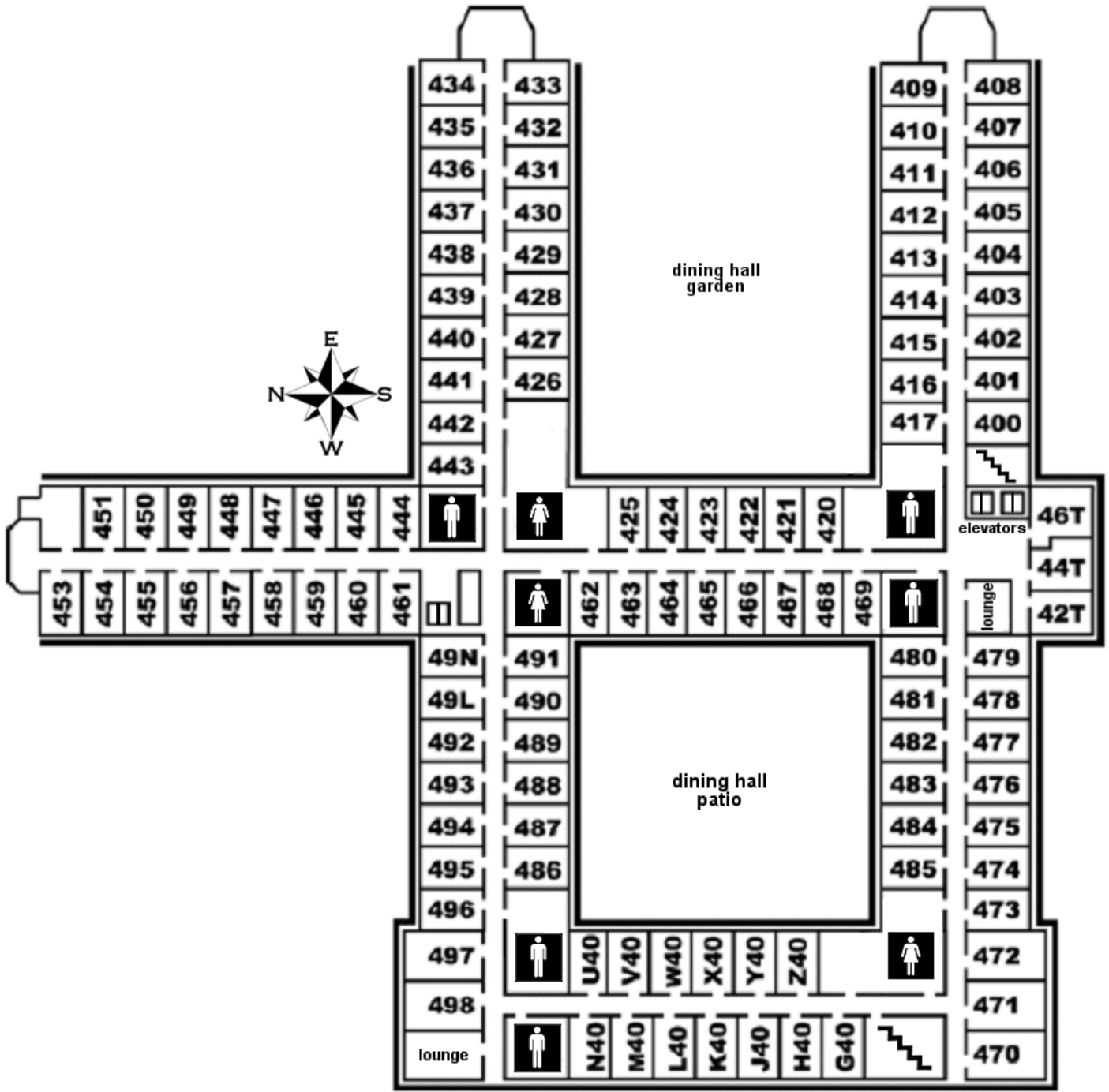
International House Café

643-9932

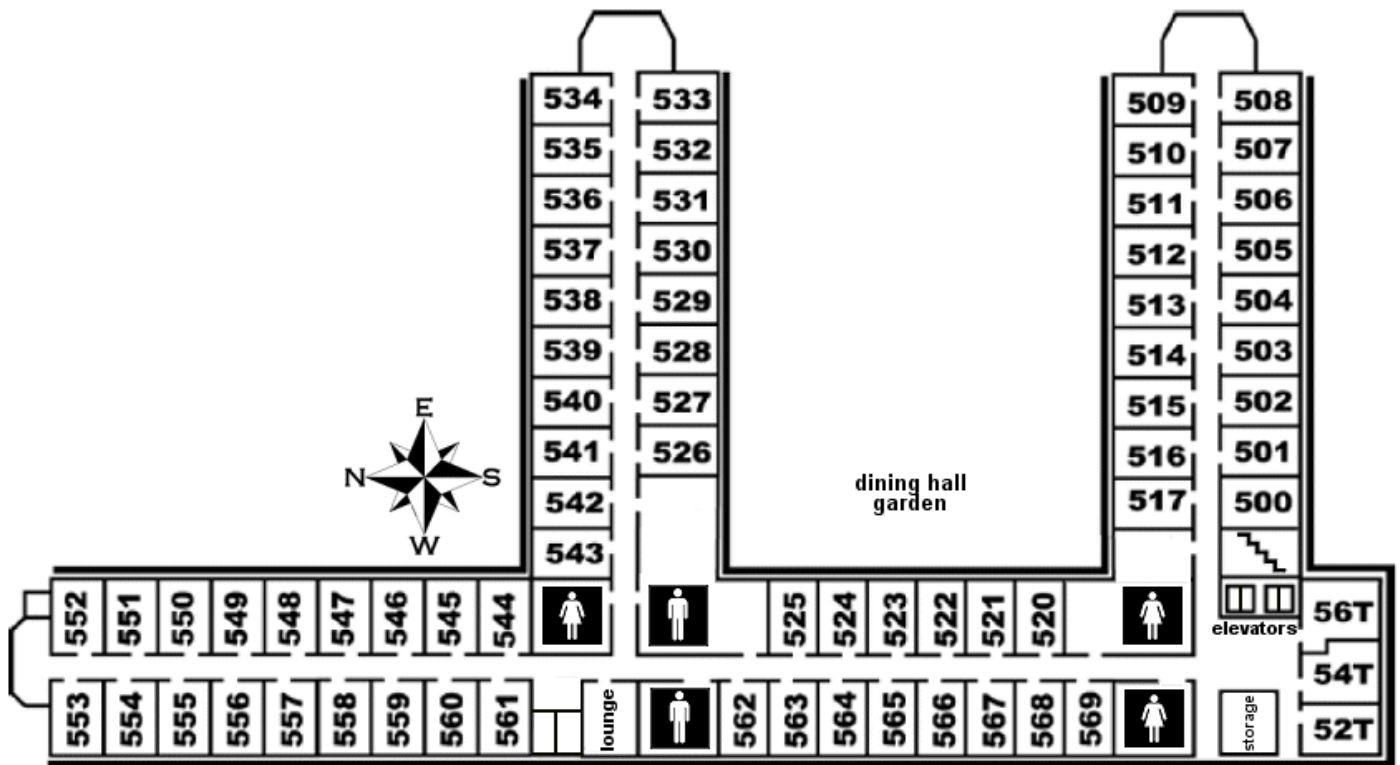
3RD FLOOR



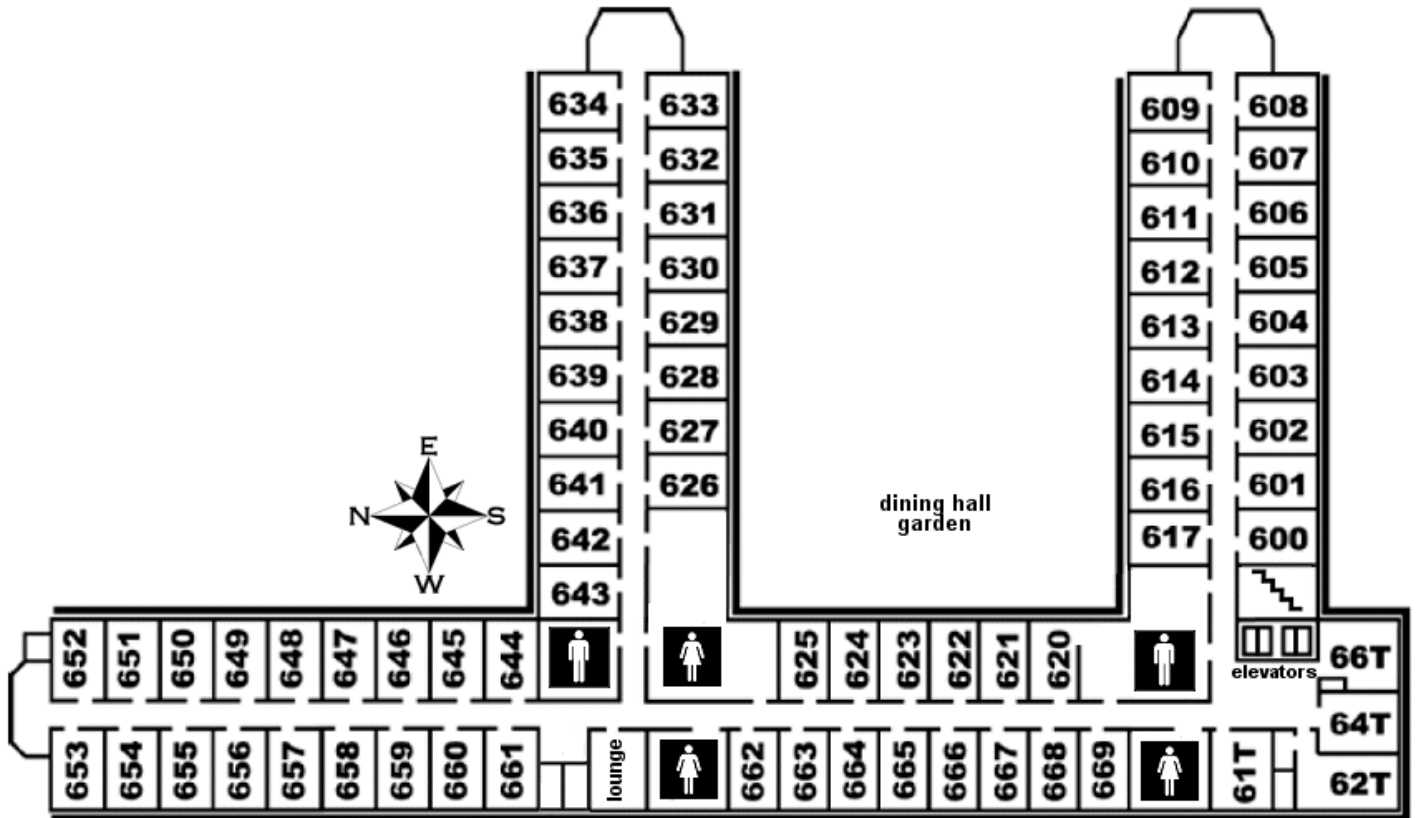
4TH FLOOR



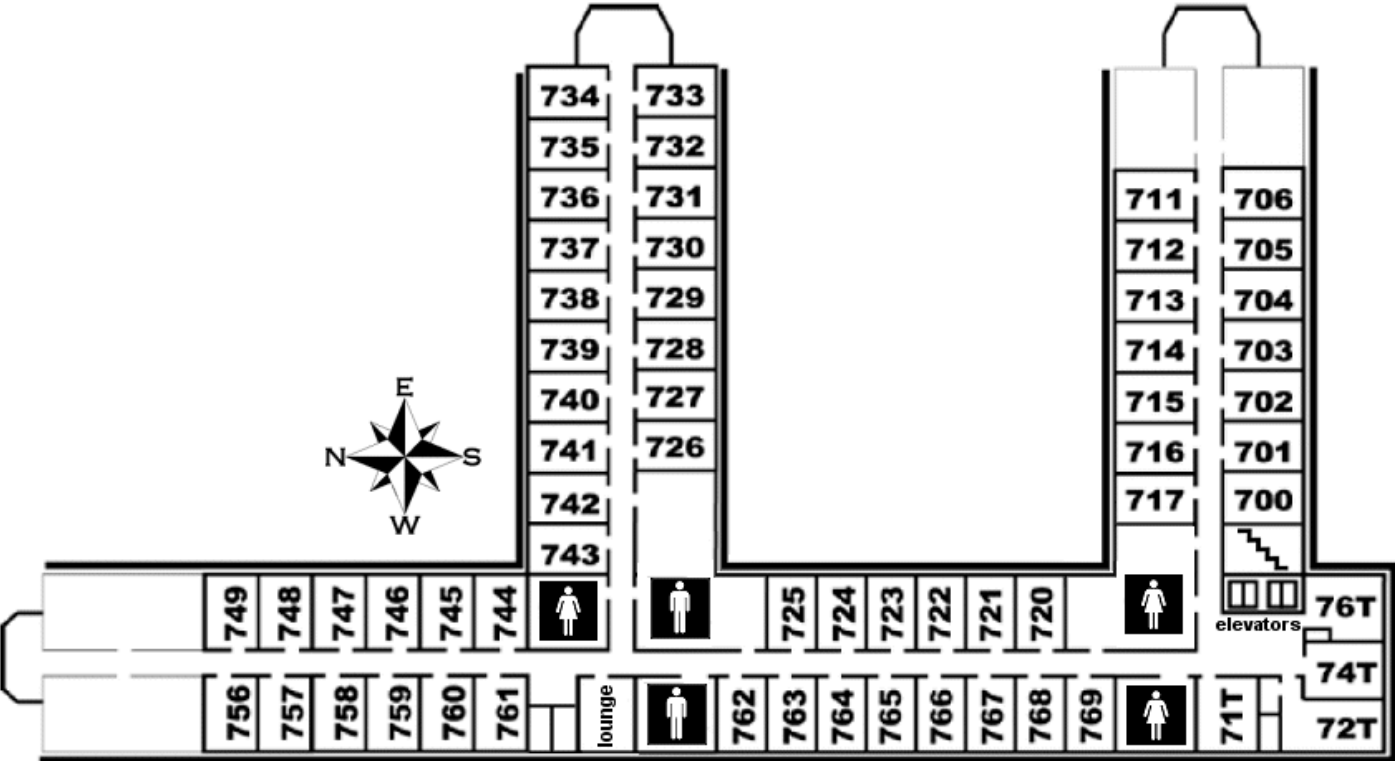
5TH FLOOR



6TH FLOOR



7TH FLOOR



8TH FLOOR

