

Reaching the Residents

**A Guide for Departments
& Student Organizations
at UC Davis**



UC DAVIS
STUDENT
HOUSING
a department of Student Affairs

Access To Residents

Thank you for taking an interest in reaching out to our residents. The residence halls house about 4,500 first year students as well as limited transfer students when space is available. As a campus department or student group you may want to reach out to first year students to encourage them to get involved with your organization on campus.

While we value what you have to offer, we do have some guidelines for distributing information to ensure the safety, security and privacy of the residents.

If you have any further questions, please contact the Residential Education Office (REO) at 752-1736. We look forward to working with you this year.



SOLICITATION POLICY

The residence hall areas are the “homes” of the students who reside there. As such, they are a restricted area; therefore, respect for the privacy and privileges of the residents and their community is of utmost importance.

Solicitation is defined as any uninvited contact, generally involving a request or literature distribution. No solicitation is allowed in the residence halls, dining commons, or the surrounding areas (defined below).

The surrounding outside areas are to be defined by the following perimeters:

Segundo	East	- California Avenue
	West	- LaRue Road
	North	- Russell Boulevard
	South	- Parking Lot 25
Tercero	East	- Bioletti Way
	West	- Dairy Road
	North	- Tercero Hall Circle
	South	- LaRue Road
Cuarto	East	- Sycamore Lane
	West	- Oxford Circle
	North	- Wake Forest Drive
	South	- Russell Boulevard
Castilian Hall	East	- Wake Forest Drive
	West	- Highway 113
	North	- Beyond the North edge of the parking lot North of Castilian Hall
	South	- Beyond the South edge of the parking lot South of Castilian Hall

The only public area of Student Housing is the main Student Housing Office. Solicitation is allowed in this area with the written consent of the Director of Student Housing or his/her designee.

Posting Guidelines

Public Posting Board

Each of the three housing areas, Segundo, Tercero, and Cuarto, has a designated public posting board where campus departments and student organizations may post flyers and advertisements. All postings must be approved by the specific area's Office Coordinator, and will be removed after two weeks. To request approval, visit the Area Service Desk in the area where you want to post during normal business hours (M-F 8am-5pm) and ask to speak with the Office Coordinator.

Posting in the Residence Halls

Campus departments may request to post flyers in the residence halls. All flyers must be approved by the Residential Education Office (REO), located in the Student Housing building. Upon approval, you need to supply to REO one copy of your advertisement for each RA (approx. 120); REO will distribute the flyers to the RAs to post in their community. Please allow at least 2-3 weeks for approval and posting.

Flyer Boxes

Student organizations registered with SPAC and Sports Clubs registered with the ARC may request to have flyers placed in flyer boxes, which are located in each area. All flyers must be approved by REO. Once approved, you will need to supply to REO 200 copies, which will be placed in the flyer boxes by Student Housing staff. Please allow 2-3 weeks for approval and posting.

Tabling in the Dining Commons

Student organizations registered with SPAC and Sports Clubs registered with the ARC may request to table in the dining commons during lunch or dinner hours up to four times per quarter. Contact REO to set up a tabling reservation. Reservations must be made at least five days in advance. If your student organization or Sports Club is not registered with SPAC or the ARC, respectively, you may not table. Campus departments are not eligible for tabling at the dining commons.

Programming in the Halls

Student Housing follows the TAC model for programming. We structure our programs around the Transitional, Academic, and Citizenship challenges that first year students typically face. In addition, we strive to create inclusive programs and communities by promoting diversity and following the Principles of Community.

Generally, programming in the residence halls is not permitted unless you co-sponsor an event with Student Housing. If you have a program you believe would be beneficial to the residents, please contact REO at 752-1736. Please do not contact an RA or Coordinator directly.

Student Housing Television

Campus departments may post information for residents on our Student Housing Television bulletin board channel. The bulletins must be created in PowerPoint and must follow appropriate guidelines and protocols. Email housingbulletins@ucdavis.edu to request the guidelines. Student Housing Television is not available for use by student organizations.

QUICK REFERENCE

FLYERS

- To post flyers on the public posting board, please contact the Office Coordinator in the area you want to post for approval or visit the Area Service Desk:

Segundo Area: located next to the Academic Advising Center (752-4700)

Tercero Area: located downstairs at the dining commons (752-4079)

Cuarto Area: located in Thoreau Hall (752-7982)

- If you represent a campus department and would like to have flyers posted in the halls, you will need to bring 120 copies to the REO Office.
- If you represent a student organization and want flyers distributed to the flyer boxes, you will need to bring 200 copies to the REO Office in bundles of 50.
- All flyers must first be approved by REO before copies will be distributed.

TABLING AT THE DINING COMMONS

- If you represent a student organization, you may table at the dining commons during lunch or dinner:

Lunch: 11am-2pm

Dinner: 4:45pm-7pm

- All tabling dates must be preapproved by REO at least 5 days in advance.
- You may table up to 4 times per quarter.

ABOUT STUDENT HOUSING

- Student Housing will house approximately 4,500 residents for the 2007-08 academic year.
- The Residential Education Office employs 125 student staff members.

UC Davis Student Housing

Residential Education Office

530.752.1736