Tips for Families

Seeing your student leave for college, whether it is their first year or their last, marks an important life transition. Middle Earth’s professional staff are committed to helping both you and your student successfully navigate through the adjustment to college life.

Enclosed you will find information which we hope will clarify our intended role in facilitating your student’s integration into university life.
August 10, 2017

Dear UCI Families,

Welcome to the UC Irvine Family! The UC Irvine Student Housing staff is looking forward to your student’s arrival on campus in September. It is our task to create a smooth entry into university life for students and the first step is ensuring a positive move-in day.

During move-in, you will meet the network of professional staff that supports your student. These are the people who work and live in our residential communities. They will include Resident Advisors (RA) and upper class students who receive extensive training to prepare them for the job. RAs are often the first staff contact your student will make and will be an invaluable resource for your student. Students are encouraged to seek out a member of our team when questions or problems arise.

Housing provides a secure ‘home base’ for your student. University life, especially at the beginning, can be overwhelming at times. UCI’s residential housing communities are designed to be supportive “user friendly” environments. Students who find a niche early usually have a more positive and productive undergraduate experience. Therefore, encourage your son or daughter to take advantage of all that UC Irvine has to offer—clubs, lectures, student government, athletic events, recreation, arts performances, volunteer service, campus employment, residential programs, and so much more—a world of opportunities are within our campus community.

As a UC Irvine parent, you play a unique role. Your involvement with the university and the support you provide to your student is an important aspect of his or her success. To assist in this journey, the UCI Parent and Family Association can provide year-round resources to enhance your role as a supportive family member or parent. You can find out more at: http://www.parents.uci.edu/parent_family.php

Within the pages that follow you will find the UC Irvine Principles of Community. This document shapes and defines key characteristics and expectations of our residential program. Every residential student will receive a copy of these principles. Each September is a new and exciting time for the UC Irvine Student Housing team. This year is no different; we are looking forward to welcoming you and your student to our family.

Sincerely,

Fred Lipscomb
Interim Executive Director
Student Housing
The UCI community includes student, faculty and staff from a rich diversity of backgrounds and experiences. As a community engaged in education, we encourage free expression of social, religious, and political beliefs as part of the learning process. Through academics, extra-curricular activities, and in our everyday interactions with one another, we strive to foster an atmosphere of positive engagement and mutual respect. We celebrate both the uniqueness and diversity of the individuals who make up this community as well as the value of our shared experiences here at UC Irvine. As a community, we stand against any form of discrimination on the basis of race, ethnicity, religion, socioeconomic status, nationality, age, gender, ability, or sexual orientation. It is our hope that each and every member of the UCI community benefits from their experience here and comes to feel like a valued member of this university community.

To that end, everyone who chooses to live in, work in, or visit our residential communities must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied. Alcohol or substance abuse, ignorance, or humorous intent will not be accepted as an excuse. We will respond to such behavior in a manner consistent with our educational mission and our policies for behavior on campus and in housing.

Our residential communities are dynamic environments that are designed to enable all individuals to reach their full potential. Only by understanding, supporting, and celebrating our diversity can we create an environment where individuality, creativity, and community will thrive.

**Principles of Community**

**Our Mission, Vision, And Values**

**UCI Student Affairs Mission Statement**

Student Affairs is dedicated to enriching the student experience from outreach and orientation through graduation by providing comprehensive programs, services and opportunities for students to:

• Complement and enhance their academic success
• Prepare for leadership in a global society
• Develop and strengthen personal, social and professional skills
• Support their physical and mental health and wellness

Student Affairs serves to support the University of California’s mission of teaching, research and public service, and to enhance the quality of student life, leadership and character excellence.

The division also serves to promote the general welfare of the campus community within the framework of the UC Irvine values of respect, intellectual curiosity, integrity, commitment, empathy, appreciation and fun.

**Student Housing Vision Statement**

Creating places to thrive and connect.

**Student Housing Mission Statement**

Student centered communities that promote academic success, safety and wellness, personal development, and engagement.

**Departmental Values**

Inclusion
Learning
Integrity
Respect

*guide us in the pursuit of our mission and vision...*
Congratulations!

Your student has excelled academically, creatively and socially and is now going to attend one of the top universities in the nation!

So What Do I Do Now?!

You are Essential to Your Student’s Success

Research has found that family members can have a powerful impact on the successful transition to college life.

All it takes is communication

Talk to your student BEFORE they head off to UCI, and keep talking to them while they are here.

Here are some ways you can be interested without seeming too intrusive:

• Talk to your student about how often you expect to talk, text, or email, and don’t be afraid to give them a little space.
• When you do talk, ask open-ended questions like, “How are you adjusting to your new schedule?” “How are classes going?” “Are you meeting people who might be new friends?”
• Balance conversations by sharing what’s happening with the rest of the family as well.
• Show confidence in your student’s ability to meet new challenges.
• Ask what they’re getting involved in on-campus and what interests them - let them share their enthusiasm!

Managing Expectations

College is a time of growing independence, and the learning that comes from making choices and experiencing rewards or consequences. You can help by talking about your expectations for how they will balance studies and social activities and other responsibilities (e.g., handling finances).

Don’t be afraid to let your student know the kind of behavior you expect, and the type of consequences that would be a result of their behavior. Choose the issues that are most important to you. Know that your student is listening to you. And keep talking. You can also help them find real answers to common misconceptions about college life, so that your student has realistic expectations about the academic and social experience.

The most difficult adjustment that you might experience, however, will be found in the frequency of communication. You won’t be there to talk to them after the school day, to make sure they are doing all the assignments, or to guide their emotional development on a daily basis. Rather, your student will be creating a network of peers to help support them both academically and emotionally.

Remind yourself that you have equipped them with the values and life skills that will serve them on their journey of self-discovery, knowing that a phone-call away is a family member to help guide them with wisdom, love, trust and support. Young adults still need their family members. They just need you in different ways. They need you to let go, so they can be more independent and autonomous.

They need to be able to make the mistakes and take the risks that are essential to positive personal growth. And, most of all, they need to know that you believe in them.

Topics for Discussion

Communication

• How often do you expect to hear from your student?
• How often are you expecting your student to come home, and when?
• What do you expect your student to be discussing with you as they embark on this experience of greater autonomy & independence?

Academics

• Do you have expectations for how they perform academically?
• Do you expect to get progress reports from them about how classes are going, decisions to change majors, etc.?
• How will you communicate if they are struggling with their academics?

Social Life

• What does being a responsible young adult entail for both you and them?
• What are your feelings around experimentation with alcohol and drugs, dating, taking trips with friends, etc.?
• If they make a mistake or get into trouble, what role do you expect to play in helping them resolve the situation?

Money & Finances

• What are the expectations around who pays for college tuition fees, room, board, books, & other incidentals?
• What’s the expectation on having a job in school?
The Power of Coaching

You can have a great impact during the academic year as well by helping your student work through problems. The ability to make good choices is one of the most important skills your student can learn at college. Coach your student by helping them think about consequences and outcomes of different choices. Talk about what resources are available on campus. Don’t be afraid to offer suggestions or share your experiences, but encourage your student to find solutions and to use resources to solve their own problems. If you step in to fix things, you may be robbing them of a great learning opportunity.

UCI has a website specifically for you:

parents.uci.edu

Your student has embarked on a meaningful journey here at UC Irvine, and there are a number of resources available to empower them – and you. This site will help you get to know your student’s home away from home and provide access to the many informational tools designed to help your daughter or son succeed.

Subscribe to UCI’s Parent Email List:
HERE

Join the Parent & Family Association

The UCI Parent & Family Association (P&FA) is an active group of family members and parents of UCI students. Its goal is to foster an environment of community support for students by helping to enrich the opportunities, reputation and visibility of campus programs, and by promoting the UC Irvine values: respect, intellectual curiosity, integrity, commitment, empathy, appreciation and fun.

Our commitment to YOU

• The safety and security of our students and our community is a central priority for us.
• We will organize events and activities designed to help our students acclimate to their new environment. We are committed to helping our students grow and develop skills in the areas of community, academics, diversity, leadership and wellness.
• We will assist our students in addressing conflicts and issues in their living environments as the need arises.
• We will protect their privacy in compliance with FERPA guidelines. We will not share any information about any student with anyone, including you, unless the student gives us permission (or as prescribed under FERPA).
• We allow our students to have guests in the houses. Our guest policy, however, does state that roommates must agree to have guests in their rooms and that overnight stays are limited to 3 nights in a two-week period.
• We do not have a curfew or lights-out policy; residents can come and go as they please.
• We will share on-campus resources to support the students.
• Our policies and procedures are spelled out in our Housing Handbook which is available online @ housing.uci.edu/communityLife/Policies. We will hold our residents accountable to all these policies and procedures.
• Please refer to FERPA on pages 6-8.
records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See 34 CFR § 99.31(a)(10) and § 99.36. This exception to FERPA’s general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education records. In addition, the Department interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Disciplinary Records
While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student’s consent. A postsecondary institution may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may disclose to anyone—not just the victim—the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies. See 34 CFR §§ 99.31(a)(13) and (14).

The Clery Act
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the Department annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. Such disclosures are permitted under FERPA. The following Web site provides more information about these and other provisions about campus safety: www.ed.gov/admins/lead/safety/campus.html.

Law Enforcement Unit Records
Many colleges and universities have their own law enforcement units to monitor safety and security in and around campus. Institutions that do not have specific law enforcement units may designate a particular office or school official to be responsible for referring potential or alleged violations of law to local police authorities. Investigative reports and other records created and maintained by these law enforcement units are not considered education records subject to FERPA. Accordingly, institutions may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent. See 34 CFR § 99.8.

While an institution has flexibility in deciding how to carry out safety functions, it must also indicate in its policy or in

FERPA
Postsecondary officials are regularly asked to balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires institutions to ask for written consent before disclosing a student’s personally identifiable information, it also allows colleges and universities to take key steps to maintain campus safety. Understanding the law empowers school officials to act decisively and quickly when issues arise.

Health or Safety Emergency
In an emergency, FERPA permits school officials to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times,
Law enforcement unit officials who are employed by the college or university should be designated in the institution’s FERPA notification as “school officials” with a “legitimate educational interest.” As such, they may be given access to personally identifiable information from students’ education records. The institution’s law enforcement unit officials must protect the privacy of education records it receives and may disclose them only in compliance with FERPA. For that reason, law enforcement unit records may be maintained separately from education records.

Disclosure to Parents

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student’s consent. For example:

• Schools may disclose education records to parents if the student is a dependent for income tax purposes.
• Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
• Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.
• A school official may generally share with a parent information that is based on that official’s personal knowledge or observation of the student.

FERPA and Student Health Information

Postsecondary institutions that provide health or medical services to students may share student medical treatment records with parents under the circumstances described above. While these records may otherwise be governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule excludes student medical treatment records and other records protected by FERPA. The Department plans to issue further guidance on the interplay between FERPA and HIPAA.

Student & Exchange Visitor Information System

FERPA permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS. Officials who have specific questions about this and other matters involving international students should contact the U.S. Department of Education’s Family Policy Compliance Office.

Transfer of Education Records

Finally, FERPA permits school officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll. While student consent is not required for transferring education records, the institution’s annual FERPA notification should indicate that such disclosures are made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the student about the disclosure, unless the student initiates the disclosure. Additionally, upon request, the institution must provide a copy of the information disclosed and an opportunity for a hearing. See 34 CFR § 99.31(a)(2) and § 99.34(a).

Contact Information

For further information about FERPA, please contact the Family Policy Compliance Office or visit its Web site.

U.S. Department of Education
400 Maryland Ave. S.W.
Washington, DC 20202-5920
202-260-3887

For routine questions about FERPA, the Family Policy Compliance Office may be emailed at FERPA@ED.Gov.

Important Phone Numbers

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<tr>
<th>Middle Earth</th>
<th>(949) 824-5976</th>
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<tr>
<td>Housing Administration Services (HAS)</td>
<td>(949) 824-6811</td>
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Important Dates

| Middle Earth Open for 2017-2018 | Sep. 22-24, 2017 |
| Instruction for Fall Quarter Begins | Sep. 28, 2017 |
| Winter Break (ME Closes) | Dec 16 – Jan 7, 2018 |
| Instruction for Winter Quarter Begins | Jan. 8, 2018 |
| MLK, Jr Holiday (Office Closed) | Jan. 15, 2018 |
| Presidents’ Day Holiday (Office Closed) | Feb. 19, 2018 |
| Cesar Chavez Day Holiday (Office Closed) | Mar. 30, 2018 |
| Instruction for Spring Quarter Begins | Apr. 2, 2018 |
| Memorial Day Holiday (Office Closed) | May 28, 2018 |
| Undergraduate Commencement | Jun. 15-18, 2018 |
| Middle Earth Closes (12:00 Noon) | Jun. 16, 2018 |

Housing Payment Schedule

Quarterly payments are due on or before the 15th of:
October, January, and April

Payments may be made online through CASHNet (find links at https://zotaccount.uci.edu) or in person using cash, check or money order, payable to “UC Regents”. Mailed payments should be in the form of check or money order (do NOT mail cash) sent to UCI Central Cashier, 228 Aldrich Hall, Irvine, 92697-1975.

The Central Cashier is open Monday through Friday, with the exception of University holidays.

• Their phone and FAX hours are 8:00 a.m. – 1:00 p.m. and 2:00 p.m. – 5:00 p.m., PST.
• Cashiering Windows are open from 8:30 a.m. – 1:00 p.m. and 2:00 – 4:30 p.m.

To send mail to your child, address mail to:

Their Name
(Bldg #) E. Peyton Dr.
(Room #) Irvine, CA 92617

You can find a copy of the Housing Policies online at:
www.housing.uci.edu/communityLife/Policies.html
Move-In weekend is September 22-24. Check-in day and time are in your student’s Room Assignment Email.

To help alleviate traffic, please unload your car in the designated zone by hall location. (Refer to the map.) After unloading, move your car to the Anteater Parking Structure upper level. Parking is free during move-in weekend.

Parking permits will be required starting Monday, September 25th, 2017. Residents may purchase residential parking permits from the Parking & Transportation Office between 7:30 a.m. and 4:00 p.m. Monday-Friday or online at parking.uci.edu/permits starting Monday, September 11th. Visitors can purchase a guest permit at any parking kiosk.

For more information, visit the UCI Housing move-in web page.