Seeing your student leave for college, whether it is their first year or their last, marks an important life transition. Middle Earth’s 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 transition into university life.
Dear UCI Parents,

Welcome to the UC Irvine Family! The UC Irvine Student Housing staff is looking forward to your student’s arrival in September. We are committed to creating a smooth entry into university life for students, and the first step is ensuring a positive move-in day experience. Parents and family are key to making this happen. The Move-in Information webpage (housing.uci.edu/movein/index.html) will help you and your student prepare for the big day and links to Move-in Guides.

During move-in, you will meet some of the housing staff that support your student—people who work and live in our residential communities. They will include Resident Advisors (RA) who are often upper-class students that live in the community and receive extensive training to prepare them for the job. RAs are often the point of contact your student will make, and they will be an invaluable resource for your student throughout the year. Students are encouraged to seek out their RA or another member of our team when questions or problems arise.

The transition to college and living away from home can feel overwhelming at times, especially in the beginning. Student Housing provides a secure ‘home base’, where students can settle in to campus life along with their peers in a supportive environment that offers various resources to support a smooth transition. Students who build social connections early on usually have a more positive and productive undergraduate experience. So you might want to encourage your student to explore all that UC Irvine has to offer—clubs, lectures, student government, athletic events, intramural sports, arts performances, volunteer service, campus employment, residential programs, and so much more.

And even though your student is no longer at home, they still need you! Your involvement with the university and the support you provide to your student is an important aspect of their 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 here.

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, and we look forward to welcoming you and your student to the UCI Community!

Sincerely,

Tim Trevan, Executive Director
Student Housing
Principles of Community

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.

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 guide us in the pursuit of our mission and vision...

Inclusion
Learning
Integrity
Respect
Congratulations!

**So What Do I Do Now?!**

**You are Essential to Your Student’s Success**
Research has found that parents and 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**

*Your student has excelled in the journey to UCI and is now going to attend one of the top universities in the nation!*

College is a time of growing independence, making personal choices, and learning from experience. You can help your student by talking about your expectations, listening to their perspective, and keeping the lines of communication open.

The most difficult adjustment might be in the frequency of communication with your student. 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 as they adjust to college life. And remind your student that they are just a phone call away, ready to provide guidance and support. Young adults still need their parents and 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.?

**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 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 - we will not share any information about any student with anyone, including you, unless the student gives us permission.

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 through possible consequences and outcomes of different choices. Don't be afraid to offer suggestions or share your experiences, but encourage your student to think for themselves and make use of campus resources. Like a good coach, give them room to test themselves and learn from experience. If you step in to fix things, you may not be providing them a great learning opportunity.

UCI has a website specifically for you:

sites.uci.edu/uciparents

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 student succeed.

Subscribe to UCI Parents eNews: HERE

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 - we will not share any information about any student with anyone, including you, unless the student gives us permission.
- 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.
- 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.
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, 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 information provided to students which office or school official serves as the college or university’s “law enforcement unit.” (The institution’s notification to students of their rights under FERPA can include this designation. An example model notification has been posted online at www.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html.)

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 Family
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 student.
- 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, go to www.reg.uci.edu/privacy or email the US Department of Education at FERPA@ED.Gov or visit their website, www.ed.gov.

Important Phone Numbers
Middle Earth ........................................ (949) 824-5976
Housing Administrative Services (HAS) ........... (949) 824-6811

Important Dates
Middle Earth Open for 2019-2020 ................. Sep. 20-22, 2019
Instruction for Fall Quarter Begins .................. Sep. 26, 2019
Winter Break ........................................ Dec. 17 – Jan. 1, 2020
Instruction for Winter Quarter Begins .............. Jan. 6, 2020
MLK, Jr Holiday (Office Closed) ................. Jan. 20, 2020
Presidents’ Day Holiday (Office Closed) ......... Feb. 17, 2020
Cesar Chavez Day Holiday (Office Closed) ........ Mar. 27, 2020
Instruction for Spring Quarter Begins ............. Mar. 30, 2020
Memorial Day Holiday (Office Closed) ............ May 25, 2020
Undergraduate Commencement .................... Jun. 12-15, 2020
Middle Earth Closes (12:00 Noon) ................. Jun. 13, 2020

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

All Undergraduate Housing payments are made to the Central Cashier located on the second floor of Aldrich Hall. 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 10:00 a.m. - 4:00 p.m., with the exception of University holidays.

To send mail to your student, address mail to:

Their Name
(Bldg #) E. Peltason 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 20-22. Check-in day, time, and instructions are in your student’s Room Assignments 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 levels 3-7. Parking is free during move-in weekend, September 20-22.

If you were planning to bring a car to campus this fall, please learn more about new parking regulations and complete your residential parking permit application here. To learn more about getting around without a car on campus, check out the Surviving UCI Without a Car guide!

**Southbound on CA-73 (toward San Diego)**
- Exit Left onto Bison Ave.
- Right onto East Peltason Dr.
- Continue with directions below

**Southbound on I-405 (toward San Diego)**
- Exit right onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Continue with directions below

**Northbound on I-405 (toward Long Beach)**
- Exit left onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Continue with directions below

**Southbound on I-405 (toward San Diego)**
- Exit right onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Continue with directions below

**Northbound on I-405 (toward Long Beach)**
- Exit left onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Continue with directions below

**Directions Continued**
- Left onto Pereira Dr.
- Left (at T-intersection) onto Brandywine Service Rd.
- Follow the road as it curves to the right and uphill; go up the hill to turn around and park.
- Unload on Brandywine Service Road, and then move your car to the upper level of the Anteater Parking Structure:
  - Right onto Pereira Dr.
  - Right onto East Peltason Dr.
  - Right at Anteater Dr. into the Anteater Parking Structure

**Southbound on CA-73 (toward San Diego)**
- Exit Left onto Bison Ave.
- Right onto East Peltason Dr.
- Continue with directions below

**Anteater Parking Structure**
- Aldor, Calmwindon, Gondolin, Grey Havens, Elrond, Quenya, Rohan, Shadowfax, Isengard, Rivendell and Snowbourn

**Middle Earth Service Road**
- Crickhollow, Evenstar, Oakenshield, and Valimar

**Southbound on I-405 (toward San Diego)**
- Exit right onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Continue with directions below

**Northbound on I-405 (toward Long Beach)**
- Exit left onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Continue with directions below

**Southbound on I-405 (toward San Diego)**
- Exit right onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Continue with directions below

**Northbound on I-405 (toward Long Beach)**
- Exit left onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Right at Anteater Dr. into the Anteater Parking Structure
- Unload on the first level, then park you car on the upper levels

**Southbound on I-405 (toward San Diego)**
- Exit right onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Right at Anteater Dr. into the Anteater Parking Structure
- Unload on the first level, then park you car on the upper levels

**Southbound on I-405 (toward Long Beach)**
- Exit left onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Right at Anteater Dr. into the Anteater Parking Structure
- Unload on the first level, then park you car on the upper levels

**Northbound on I-405 (toward Long Beach)**
- Exit left onto Culver Dr.
- Right onto Campus Dr.
- Left onto East Peltason Dr.
- Right at Anteater Dr. into the Anteater Parking Structure
- Unload on the first level, then park you car on the upper levels

**Brandywine Service Road**

**Middle Earth Service Road**
- Crickhollow, Evenstar, Oakenshield, and Valimar

**Anteater Parking Structure**
- Aldor, Calmwindon, Gondolin, Grey Havens, Elrond, Quenya, Rohan, Shadowfax, Isengard, Rivendell and Snowbourn