

Residential Hall Guidelines

- Trash chutes or receptacles are provided in each hall. Attendees are responsible for removing all trash from the residential rooms, failure to do so could result in additional fees. If you have any questions, please see the front desk staff.
- If your program has requested a linen package, they can be exchanged once per week at the front desk. Linen packages include pillow, sheets, blanket and a towel. Pillows are not available at University Towers.
- If your program is located in Cuicacalli Suites, South Campus Plaza, or Villa Alvarado apartments, common area spaces within the units will be serviced if your stay exceeds more than two weeks.
- If the residential hall your program is assigned to has a pool, it is complimentary for your program to use complimentary. Please keep in mind that no life guard will be assigned or on duty and other programs have the right to use the facilities at the same time. The Maya pool is offline for Summer 2017
- Entrance and exit doors may not be propped open.
- The wash room/sink area located within the restrooms in Zura Hall are communal and gender-inclusive.
- Beds are 27 inches high; they can be lowered for individuals with special housing accommodation requests only. Specific room and bed information will be required at the 10 business day deadline for requests to be accommodated. Requests beyond the 10-business day guarantee deadline may be accommodated, but may be subject to additional fees.
- A microwave and mini or full refrigerator are provided per room/suite, any other cooking/heating device is prohibited.
- Elevator capacities are posted within each elevator. Overloading can cause a temporary shutdown and any costs incurred for repair will be billed to the group.
- All participants are required to check out prior to 8am on the day of departure unless previously noted and approved. Assigned check in/out times must be adhered to. Failure to do so will result in additional fees
- Final guarantees are due by noon 10 business days prior to a group's first date of arrival. Groups can increase 10% (not decrease) up to 5 business days prior to the beginning of the conference as long as there are rooms available (One 10% increase permitted complimentary between 10 and 5 business days prior to arrival, any subsequent changes will result in a \$100 fee). Additional guests above the 10% may be accommodated if space is available and will result in a \$100 additional fee. A \$100 service charge is to be administered to those conferences that do not comply with submittal of guarantee, and completed housing roster. In addition, the \$100 fee will be assessed for programs that exceed the 10% overage on the final guarantee, change their guarantee after 5 business days prior to arrival and/or change their roster after 5 business days prior to arrival. The guarantee number must match the number of names submitted (or a TBD must be put in place to hold that bed). Information that does not match will be returned and may miss the deadline; resulting in additional fees.
- Group leaders and chaperones will be required to attend a brief residence hall orientation on the emergency procedures of the building in which the conference group is residing. The orientation will

be conducted immediately after the group's check-in time and will last no more than 30 minutes. The orientation will familiarize the leaders and chaperones with locations of emergency exits, trash areas, fire extinguishers, protocol for emergency procedures and evacuations, and linen exchange policies (if applicable). We require the building orientation for every group including group leaders who have attended a conference at San Diego State University in the past.

- Meeting rooms are available on a reservation basis only. Conference Services must be contacted ahead of time to be scheduled. If a group is found using a room that they have not officially reserved, they will be charged for the day.
- All of the laundry facilities in the residential halls are card operated. A guest card may be purchased in the library for \$1 with a \$0 balance. To purchase a card, visit the kiosk located near the Reference desk in the library. After the card is purchased, money can be added by sliding it back into the machine and inserting cash or a credit card into the slot. Wash \$1.50; Dry \$1.00.
- Hover boards are not allowed or to be utilized on the SDSU Campus.
- Groups may use the lounges on the floors in the buildings that they are assigned to. Meeting room charges will apply if additional lounges are used without prior approval.
- If meeting rooms are reserved in the residential halls, the room diagram and set-up forms must be submitted 10 business days prior to group's first arrival date.
- To ensure a quality Conference Housing experience for you and other guests sharing the facilities, the hours between 9pm and 10am are designated as Quiet Hours. Please keep noise to a minimum. Courtesy Hours are 24 hours a day.
- A \$20.00 charge will be assessed to the group for lost and unreturned keys upon check-out. A refund will **not be** issued if the key is returned later.
- Group leaders are responsible for communicating these guidelines to all participants in their program and for their safety at all times.

Mailing Instructions

For groups sending large packages for the office and general program material, please send to:

Aztec Shops
Conference Services/Cyndi Meeves/Group Name
5500 Campanile Drive
San Diego, CA 92182-1701

To ensure timely and correct delivery, please inform Conference Services. Items not addressed properly will not be delivered. Do not address mail or packages with the residence hall address.

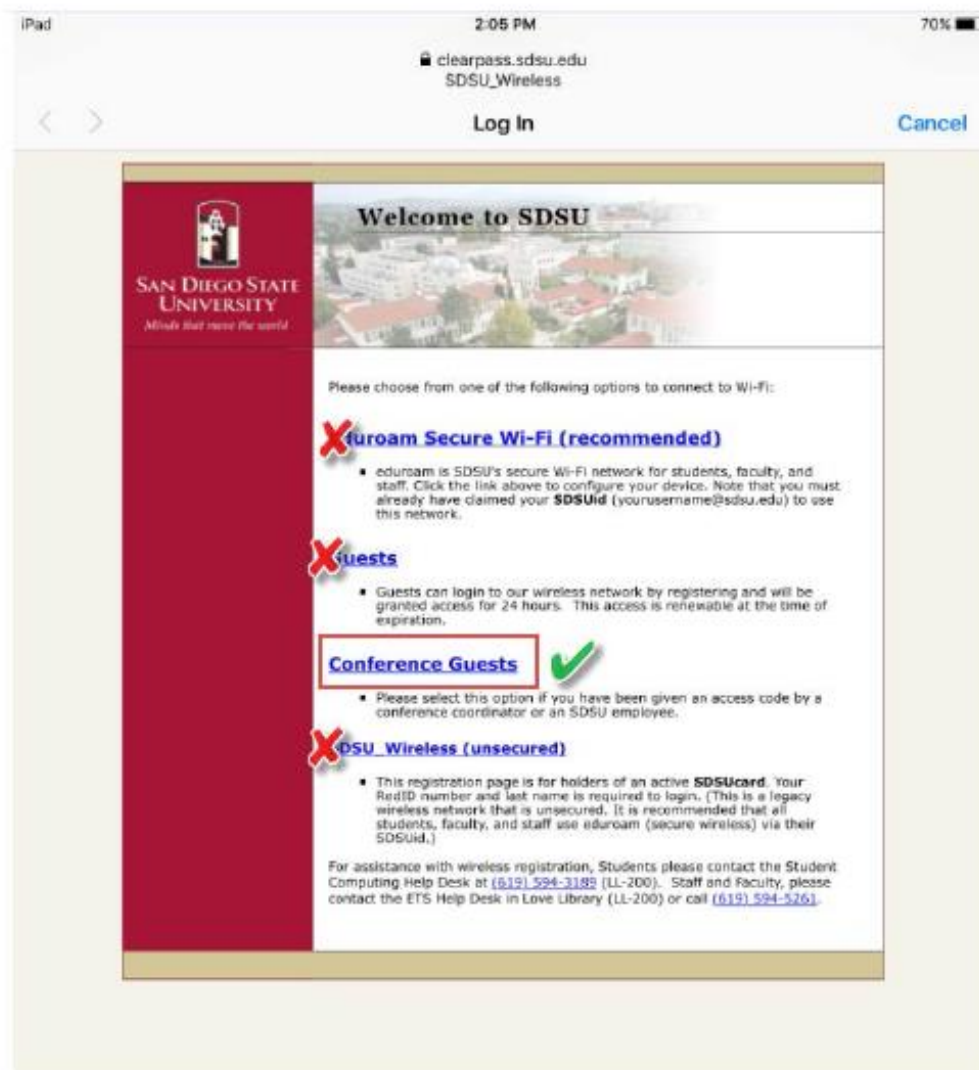
****Please note that packages can take up to 10 business days to process once they arrive on campus.

WI-FI

To create a Conference guest wireless internet log-on, first connect to the “SDSU Wireless” network on your laptop/phone/tablet. Open your web browser and you will be directed to the SDSU Wi-Fi registration page.

Proper conference logon procedure – transmit to conference guests

The wireless registration page (<https://clearpass2.sdsu.edu>) should open automatically when your users join (select) the SDSU_Wireless network (access point) and open the device web browser.



When the registration page opens: **CHOOSE THE THIRD OPTION ONLY !**

Select: Conference Guests

- Please select this option if you have been given an access code by a conference coordinator or an SDSU employee.

Username: sdsucsummer2017
Password: Sum2017

The page changes, under *Conference Wi-Fi* type:

For *Username*, use the assigned account for the conference.
For *Password*, use the assigned password for the conference.

The screenshot shows an iPad interface for logging into the SDSU wireless network. At the top, the status bar shows 'iPad', '3:02 PM', and '100%' battery. Below the status bar, the network name is 'clearpass.sdsu.edu' and the SSID is 'SDSU_Wireless'. There are navigation arrows on the left, a 'Log In' button in the center, and a 'Cancel' button on the right. The main content area features the SDSU logo and name on the left, and a large image of the SDSU campus on the right. The title 'SDSU Conference Guest' is centered above the image. Below the image, the section is titled 'Conference Wi-Fi'. It asks the user to enter their conference username and password. There are two input fields: 'Username' with the text 'Username assigned' and 'Password' with the text 'Password assigned'. Below the input fields, there is a 'Terms' section with a link to the SDSU Responsible Use Policy. At the bottom, there is a checkbox labeled 'I Accept' and a 'Log In' button.

Attendees need to read and accept the terms, checking the box I accept, then click Log In. In a few moments you will be logged in to the SDSU wireless network.

Please email wireless@sdsu.edu if you have any additional questions or concerns.