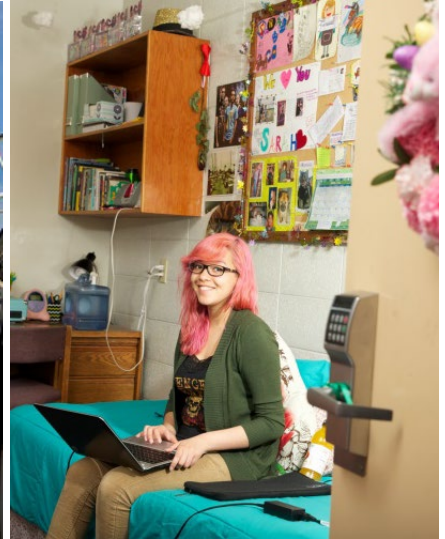


# ResLife & You Handbook



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## Important Phone Numbers

Admissions	<a href="tel:(707)826-4402">(707) 826-4402</a>
Center Activities	<a href="tel:(707)826-3357">(707) 826-3357</a>
Clubs & Activities	<a href="tel:(707)826-3776">(707) 826-3776</a>
Counseling & Psychological Services (CAPS)	<a href="tel:(707)826-3236">(707) 826-3236</a>
Dean of Students	<a href="tel:(707)826-3504">(707) 826-3504</a>
EOP Admissions	<a href="tel:(707)826-4781">(707) 826-4781</a>
Financial Aid Office	<a href="tel:(707)826-4321">(707) 826-4321</a>
Housing Cashier	<a href="tel:(707)826-5510">(707) 826-5510</a>
Housing & Residence Life Office	<a href="tel:(707)826-3451">(707) 826-3451</a>
Cal Poly Humboldt Emergency Conditions Info	<a href="tel:(707)826-INFO(4636)">(707) 826-INFO (4636)</a>
North Coast Rape Crisis 24 Hour Assistance	<a href="tel:(707)445-2881">(707) 445-2881</a>
Oh Snap! Student Food Programs (Food Pantry)	<a href="tel:(707)826-4556">(707) 826-4556</a>
Recreation & Wellness Center	<a href="tel:(707)826-6011">(707) 826-6011</a>
Registrar	<a href="tel:(707)826-4101">(707) 826-4101</a>
Residence Hall Association (RHA) Office	<a href="tel:(707)826-3018">(707) 826-3018</a>
Student Health Center	<a href="tel:(707)826-3146">(707) 826-3146</a>
University Police (Non-Emergencies)	<a href="tel:(707)826-5555">(707) 826-5555</a>
University Police (Emergencies)	9-1-1

## Service Hours (subject to change for breaks and holidays)

Jolly Giant Commons, 1 <sup>st</sup> Floor		
Info Desk & Rec Room	Monday – Friday	5:00 PM – 10:00 PM
	Saturday & Sunday	10:00 AM – 10:00 PM
Jolly Giant Commons, 3rd Floor		
Front Desk	Monday – Friday	8:00 AM – 5:00 PM
	Saturday & Sunday	Closed
Housing Cashier	Monday – Friday	9:00 AM – 4:00 PM (Closed for lunch 1:00PM – 2:00PM)
	Saturday & Sunday	Closed
Mailroom	Monday – Friday	9:30 AM – 5:00 PM
	Saturday	10:00 AM – 2:00 PM
	Sunday	3:00 PM – 5:00 PM
College Creek Community Center, 1 <sup>st</sup> Floor		
Mailroom	Monday - Friday	10:00 AM – 3:00 PM
	Saturday	10:00 AM – 2:00 PM
	Sunday	3:00 PM – 5:00 PM

# Welcome

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On behalf of the entire Housing & Residence Life staff, welcome to Cal Poly Humboldt and our on-campus communities. We are excited to have you living with us! Housing & Residence Life is an integral part of the educational and academic support services of Cal Poly Humboldt, and our goal is to provide you with a comfortable and safe learning environment in housing. We strive to support you in your academic pursuits by emphasizing diverse perspectives and multicultural communities that are conducive to academic achievement and success. The Housing & Residence Life staff is here to assist your personal development by offering a multitude of activities and leadership opportunities that focus on social interaction, educational growth, as well as environmental and social justice advocacy.

This handbook is your essential guide to residence hall living at Cal Poly Humboldt. In this handbook, you will find information about services, facilities, leadership opportunities, procedures, and community guidelines. **When you signed your Housing & Residence Life and Dining License Agreement, you agreed to follow all of the terms and policies outlined in this handbook.** Please make sure that you take time to familiarize yourself with the policies and guidelines outlined in this handbook.

## Guiding Statements

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### Community Respect Statement

Each resident shares the responsibility of creating an environment in which all residents are respected and valued. Doing your part includes getting to know people from different groups and cultures as individuals; challenging your biases; and reporting incidents of misconduct to Housing staff as soon as possible. Join us in embracing our differences and appreciating the unique perspectives each resident brings to the Cal Poly Humboldt experience.

### Cal Poly Humboldt University Mission

Cal Poly Humboldt is a comprehensive, residential campus of the California State University (CSU). We welcome students from California and the world to our campus. We offer them access to affordable, high-quality education that is responsive to the needs of a fast-changing world. We serve them by providing a wide array of programs and activities that promote understanding of social, economic, and environmental issues. We help individuals prepare to be responsible members of diverse societies.

### Division of Enrollment Management Mission

Operating under a student-centered philosophy, the Division of Enrollment Management supports students in the achievement of their academic, personal, and professional goals. Our programs and services promote individuality, responsible citizenship, sustainability, and inclusiveness. To achieve this mission, we strategically focus on enrollment management, engagement, diversity, student development, health and wellness, and operational efficiency.

### Housing & Residence Life

The Department of Housing & Residence Life enhances the mission of the division of Enrollment Management and the University by providing residents with high quality facilities, programs, and services that support and promote learning, academic achievement, personal growth, community service, environmental consciousness, and social justice.



## Residence Life Mission

The intention of Residence Life is to focus on the education and holistic growth of the student by creating a safe, socially just, and environmentally responsible community.

## Cal Poly Humboldt Non-Discrimination Policy

Cal Poly Humboldt is committed to maintaining an environment free from unlawful discrimination. To fulfill this commitment, the University will work to prevent unlawful discrimination from occurring and will ensure that University policies prohibiting discrimination are fully enforced. The University affirms and protects the rights of students and employees to seek and obtain the services of the University without discrimination. No employee or student shall on the basis of disability (physical and mental), gender (or sex), gender Identity (including transgender), gender expression, genetic information, marital status, medical condition, nationality, race or ethnicity (including color or ancestry), religion (or religious creed), sexual orientation, sex stereotype, or veteran or military status be excluded from participation in, be denied the benefits of or be otherwise subjected to unlawful discrimination, including discriminatory harassment, under any program of the University. Employees and students who cause these rights to be violated may be subject to discipline. This policy should not be interpreted as superseding or interfering with collective bargaining agreements or other California State University policies and procedures currently in effect. If discipline of an employee is sought as a remedy under this policy, the procedural rights under applicable collective bargaining agreements and system-wide procedures will continue to apply. However, those rights may not supersede or interfere with the requirements of state and federal law.

## Accommodations

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Our policy is to provide reasonable accommodations for students with disabilities in accordance with applicable law. Students with documented disabilities are encouraged to register with the [Campus Disability Resource Center](#) (CDRC). If you require accommodations, please contact their office by email at [cdrc@humboldt.edu](mailto:cdrc@humboldt.edu) or by phone at [\(707\) 826-4678](tel:707-826-4678).

## Assistance Animals

The Americans with Disabilities Act (ADA) defines a “service animal” as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog or mini horse has been trained to provide must be directly related to the person’s disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Emotional Support Animals (ESAs) are companion animals that a medical, or mental health professional has determined as needed by an individual with a physical, psychiatric, or intellectual challenge in order to alleviate one or more identified symptoms or effects of a person’s disability. Training or certification is not required.

Assistance animals – both ESAs and service animals – must be registered with Housing & Residence Life and we encourage registration with the [Campus Disability Resource Center \(CDRC\)](#) prior to arriving to campus. The CDRC and Housing & Residence Life must approve Emotional Support Animals prior to coming into the residence halls. Unapproved ESAs will be asked to leave until the approval process has been completed or face a \$250 fine. Students seeking this accommodation must review and follow Housing & Residence Life guidelines. Please remember to clean up after your animal. [For more information regarding Cal Poly Humboldt’s policy regarding Animals on Campus, please refer to the Cal Poly Humboldt Policy Website.](#)

## Events

Our Residence Life Staff plan various activities throughout the year to build strong community, and we strive to make our events accessible to all residents. Residents who wish to request disability related accommodations for events, including sign language interpreters, should contact Residence Life at [reslife@humboldt.edu](mailto:reslife@humboldt.edu).

Please request accommodations as soon as possible since some types of accommodations take several weeks to arrange. Cal Poly Humboldt can usually provide accommodations requested one week prior to the event. Additionally, information produced by the department (including this handbook) can be made available in alternative media given similar notice, which can be inquired about at the Housing Office.

## Residence Life Staff

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### Professional Staff

**Residence Life Coordinators (RLCs)** are professional staff members who live on campus and serve as a resource to help you navigate living on campus. They work as a team to help make each resident’s on-campus experience a positive one. These professional staff supervise student staff, advise area councils, administer the student conduct process, offer supportive counseling and assume responsibility for the general management of the various living areas. For general information or questions regarding Residence Life staff, you may email [reslife@humboldt.edu](mailto:reslife@humboldt.edu). Below is the list of contact information for each Residence Life area.

RLC Area of Responsibility	Phone	Office Location
College Creek & Campus Apts	<a href="tel:(707)826-5588">(707) 826-5588</a>	College Creek (2nd Floor)
Cypress	<a href="tel:(707)826-5542">(707) 826-5542</a>	Trinity River Suite (3rd Floor JGC)
Canyon	<a href="tel:(707)826-5535">(707) 826-5535</a>	Trinity River Suite (3rd Floor JGC)
Creekview	<a href="tel:(707)826-3042">(707) 826-3042</a>	Creekside Lounge (off the laundry room)
The Hill	<a href="tel:(707)826-5501">(707) 826-5501</a>	Redwood Hall (off main lounge)
Comfort Inn	<a href="tel:(707)826-5501">(707) 826-5501</a>	Redwood Hall (off main lounge)

### Student Staff

**Resident Advisors (RAs)** are student leaders, selected for the position based on leadership skills and concern for peers and other students. RAs are trained to provide information on campus resources, organize community events, and peer advising. Additionally, they help ensure safety and security on campus in the residence halls by maintaining community guidelines. The RA on Duty is available to assist residents after 5pm and on weekends for various emergencies.

**ResLife Student Assistants (SAs)** assist the RLCs, residents and staff by serving as mentors for Resident Advisors (RA) and provide administrative support. These positions are also unique student staff positions that provide support for the following themed and Living-Learning Communities: Rainbow Community / Gender Inclusive (RGI), Outdoor Adventure & Recreation (OAR), Students for Violence Prevention (SVP), Sustainability, and Place-Based Learning Communities.

## General Housing & Residence Life Information

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Cal Poly Humboldt offers many opportunities for students to get involved in the creation of community on campus and to have fun in the process. Research has demonstrated that student involvement in campus activities has many benefits including: new relationships, better time management, improved academic performance, retention, and experiential learning.

Involvement in your living area and the campus community will be a major factor in the level of your academic and personal success. Residence Life Staff members are here to assist you, but ultimately you must decide to engage yourself in creating opportunities, solving community problems, and seeking assistance when needed.

We hope that you will become involved in the residence hall and campus community. Below you will find information on the many ways in which you can become involved on campus and/or engaged in your living community. Get involved, have fun, and enjoy this wonderful opportunity!

## Housing & Residence Life Websites

To keep up to date with Housing & Residence Life during the year, please visit the sites listed below. On these sites, you will be able to stay current on what is happening on campus and locate more resources on ways to get involved:

[Housing & Residence Life](#)  
[Cal Poly Humboldt Events Calendar](#)  
[Facebook](#)

[CenterArts Calendar](#)  
[North Coast Journal](#)

## Residence Hall Association

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Your involvement and ideas will ultimately shape what your living environment looks and feels like. Funding, support, and advice for community projects is available from the councils in the residence halls. Listed below are a few of the councils and committees in which you can participate. Please visit the [Residence Hall Association website](#) for more information, meeting times, dates, and locations.

**Residence Hall Association (RHA)** is the student government organization for the residential community. RHA is comprised of representatives from each area council and satellite committee. RHA allocates funds from resident activity fees to create and implement activities throughout the year. RHA exists to support area councils and satellite committees in the residence halls. Elections and appointments for the RHA executive board take place in the spring; however, most council and committee positions are filled in the fall.

**National Residence Hall Honorary (NRHH)** is a national organization designed to recognize outstanding service in the residence halls. Active membership is limited to the top 1% of leaders within the resident population, or 20 students. Members must be nominated and are inducted into NRHH at

the end of each semester. NRHH is focused on recognizing the efforts of excellent students, staff, and programs through “Of the Month” (OTMs) awards and the Residence Life Student of the Year Award. In addition to being recognized locally, these awards often receive regional and national recognition. You can recognize people who are doing great things in your community by nominating them for an OTM award. Click [here](#) for the link to the form.

**Area Councils** are community groups that represent their area’s interest to the RHA and also contribute to their community. Getting involved in an area council is an opportunity to get to know people in your community, create events, and make your living area a home. Your involvement in an area council is a great way to see your tastes and ideas reflected in your community.

Campus Apartments, Canyon, College Creek, Creekview, Cypress, and the Hill each have their own area council. The Residence Life Coordinators serve as advisors to these groups. These councils form at the beginning of the fall semester. Concerns, event ideas, and funding requests for programs can be brought to area councils.

**Resident Programming Board (RPB)** produces large community-wide events. RPB is comprised of representatives from each of the RHA organizations and community members who wish to participate. Through collaboration with campus partners, such as the Cultural Centers for Academic Excellence, the Clubs and Activities Office, and Associated Students; RPB has created or sponsored programs like the Social Justice Summit, World AIDS Awareness Day, Casino Night, Haunted JGC, a Mental Health Fair, and the annual residence hall Clubs & Activities Fair.

**Satellite Committees** are interest-based groups that meet weekly to plan events, propose housing policy, develop education campaigns, and form social networks. These interest groups can change from year to year, and include topics like social justice, mental health, or gaming. These committees are a great way to find friends with similar passions and impact change in the residence halls, on campus, and in the community. Residents interested in starting their own committee should contact the Residence Hall Association.

## Money Matters

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Although we do not require a security deposit, damaged or missing items from your room, failure to check out properly, lost keys, unauthorized room changes or possession of common area furniture are some of the reasons the Housing & Residence Life department may charge you for damages. After you move out at the end of the year, you will be sent an email notifying you of any damage fees that have been posted to your [myHumboldt](#) account.

### Housing Payments & Payment Plans

You are responsible for making your room and meal plan payments on time. Payments can be made at the Housing Cashier in the Housing Office, at Student Financial Services in SBS or online using your [myHumboldt](#) account. The room & meal plan charges are due by August 22<sup>nd</sup> for Fall and January 16<sup>th</sup> for Spring. Installment plans are available through Student Financial Services. You are responsible for making your payments by the due date. If you have questions about your housing or meal plan charges, please email [housing@humboldt.edu](mailto:housing@humboldt.edu). Failure to make payments on time will result in late fees, holds on your account and possible eviction.

If you are 18 years or older in California you are legally an adult and, as such, you are personally responsible for your debts. Even if your parents or guardians pay for your expenses, the department cannot release your financial information to anyone except you without your written consent. In your [myHumboldt](#) account, go to Personal Information, and then go to Authorized to Release to list individuals you'd like your information released to, and check of the Housing box.

## Living Here Next Year

Each spring, current residents have the opportunity to apply for on-campus housing for the approaching academic year. Online applications will be available in March through your [myHumboldt](#) account. After you log-in, go to the Quick Links box on your home page and select [myHousing](#) to complete the application. In order to be eligible to return to the residence halls, you must have a positive student conduct record and have your residence hall room and meal plan fees paid in full. Being placed on Housing probation or being removed will make you ineligible to apply to return to the residence halls. More information about the application process will be sent out to all residents in February.

## Cal Poly Humboldt Identification Card (Humboldt ID)

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If you uploaded your photo ahead of time, you will receive your Humboldt ID card during Housing Move-In. Otherwise, your Humboldt ID card can be picked up from the library. This card will serve as your library card, meal card, C-Card and Jack Pass. It also serves as your access card to your building, floor and room.

The amounts for each meal plan vary depending on the type of meal plan you selected. C-Card money enables you to make purchases at the Bookstore, Library Café, as well as use the vending and laundry machines on campus without cash. C-Card money can be added at the Housing Cashier or online at <https://get.cbord.com/humboldt>. Once you put money on your C-Card account, all of your purchases made at participating locations will be automatically deducted from your account balance.

Please be aware that your meal card is like a credit card – if you lose it, someone else can try to use it. You are fully responsible for your Humboldt ID card and only you should use it to purchase food, access your hall or make purchases. Dining Services is not responsible for unauthorized use of your meal plan funds on your card prior to being notified of loss or theft.

The magnetic strip on the back of your Humboldt ID card contains your account number and allows you to transact university-related business. This magnetic strip needs to be protected from stereos, TVs, microwaves, magnets, and any other equipment that may erase this strip. Avoid bending your card, putting it in a pocket with keys or other sharp objects, biting, or otherwise denting the card. You are responsible for taking care of your Humboldt ID card.

A kiosk is available on the first floor of the JGC near the Information Desk for residents to change their pin number. It is highly encouraged to change your pin on a periodic basis for your safety and security. Student birth dates are used by Housing staff to initially assign pin numbers. **Birthdates are widely available and discoverable to others (via social media, etc.); we ask that students promptly change their pin numbers after they first check in.**

## Lost or Misplaced Humboldt ID Card

Immediately report your card missing <https://get.cbord.com/humboldt>. Replacement ID Cards can be purchased at the Housing Cashier or at Student Financial Services on the 3rd Floor of the Student

Business Services Building. Once purchased, Humboldt ID cards can be made at the Housing Cashier's office or in the Library. Your new ID will automatically be encoded with your meal plan and C-Card account information. You will need to have your replacement card encoded at the Housing Front Desk or Information Desk to gain access to your room (excluding Campus Apartments as hard keys are used for doors).

## Cal Poly Humboldt Email

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The Departments of Housing & Residence Life and Dining will use email to communicate official University business and distribute break and closing information, receipts, and other such documents (refer to Cal Poly Humboldt email policy below). Therefore, it is the resident's responsibility to check their email for important information. Cal Poly Humboldt email accounts are the officially recognized accounts for email communication between students and Cal Poly Humboldt. Distribution of such items through email will constitute proper service of notification, so residents are encouraged to check email daily. All Cal Poly Humboldt students are responsible for checking their Cal Poly Humboldt email account for official communications. While students may choose to redirect messages sent to their Cal Poly Humboldt official email address by registering a "preferred" email address, those who redirect their email to another address do so at their own risk.

Please visit [here](#) to learn more about Email Policy.

Having email lost as a result of redirection does not absolve the account holder from responsibilities associated with communication sent to their official email address. The university is not responsible for the handling of email by outside vendors or unofficial servers.

This policy does not preclude Cal Poly Humboldt from utilizing other forms of communication, such as registered mail.

## Your Living Environment

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### Lounges/Common Area Amenities

All residents have access to community lounges in their specific living areas intended for studying, programming, watching television or hanging out with friends. These common areas have a variety of furniture, equipment, and games for the comfort and enjoyment of the residents. Canyon and the Hill have community kitchen facilities located in the basements (Canyon) and lounges (Hill). Cookware is not supplied in the kitchens but can be checked out from the Information Desk located on the first floor of the Jolly Giant Commons. We expect that residents will respect each other and keep the residence hall facilities clean for everyone to enjoy. As with all common areas, all residents of the community are responsible for their area. Common areas such as lounges may be reserved by residents through their Residence Life Coordinator.

### Emergency Phones

Each complex has an emergency phone in a convenient location. Housing, university business and office phones with the prefix 826 can be reached by dialing the last four digits of the phone number. The phone locations are as follows:

- Hill: Phones are located outside the back door of Redwood and the front door of Sunset.

- Canyon: Phones are located near the front doors of Chinquapin, Hemlock, Madrone, and Maple.
- Cypress: Phones are located on the west end of the 2<sup>nd</sup> floor, the east end of the 3<sup>rd</sup> and 8<sup>th</sup> floors.
- Creekview: Phones are located in front of Juniper, Willow and Laurel.
- Campus Apartments: Phones are located on the south side ground level by the bike racks, by the gazebo, also on the library-parking lot side, and in the SBS parking lot.
- JGC: Phones are located in the parking lot.
- College Creek: Phones are located on the north side of the Del Norte/Shasta main entrance, the Community Center on the Harpst/Rossow street side, east side of the Trinity/Mendocino main entry, and the west side of the locker rooms by the soccer field along L K Wood.

## Your Roommate & You

Roommates can be a lot of fun. Most people enjoy the companionship of another person and want to share opinions, interests, good times, and educational experiences. Learning about each other and adjusting to differences between you and your roommate will benefit you both tremendously. Cooperating to overcome your personal differences will result in both of you gaining self-awareness and personal confidence. However, making these compromises does not come easily to everyone. Living with someone you don't know can be challenging at times and often requires tolerance and patience; but with a little work, your roommate relationship can turn into a lifelong friendship. Failure to establish and maintain a reasonable level of respect with your roommate or suitemates, as determined by Residence Life staff, can result in an administrative room move or possible removal from the residence halls.

### Tips for Roommates

#### Set Ground Rules

Chores - who does what and when? Who can borrow what, when and for how long? When is study time? When is an agreed time to turn the lights off? How early is too early? Are overnight guests ok? Make agreements and keep your word.

#### Communicate

Discuss pet peeves, personal habits, musical tastes, needs, and other expectations. Your RA can be an asset if difficulties arise between you and your roommate. They can help facilitate communication and attempt to help you resolve issues that you and your roommate alone are not able to resolve. Using your RA as a mediator early on can help keep small problems from becoming overwhelming barriers.

#### General Guidelines

- Do be accepting and understanding of lifestyles different from your own.
- Do keep accurate records of any shared bills.
- Do make an effort to keep your living space clean and comfortable. The more livable your space is, the happier you both will be.
- Do return or replace anything you've borrowed or broken.
- Do talk about your feelings (a roommate cannot respond to unexpressed feelings).
- Do communicate in person instead of leaving notes or using online forms of communication (e.g., Facebook, email, text messaging, etc.).
- Do discuss any problems instead of thinking they will go away on their own.
- Do resolve issues instead of pretending that everything is fine.
- Do go see your RA if you need any help!

## Right of Entry

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The University shall have the right to enter the premises occupied by Licensee for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purpose. The University shall exercise these rights reasonably and with respect for the Licensee's right to be free from unreasonable searches and intrusions into study or privacy. Some examples of common reasons to enter rooms are:

- Safety checks during Cal Poly Humboldt breaks
- Mid-Semester Health & Safety Inspections
- Maintenance requests made by you or staff member, others in your suite/apartment
- After a suitemate moves out to inspect and clean their room and shared space

## Resident Services

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The Jolly Giant Commons (JGC) is the main building for Housing & Residence Life and Dining Services and is where the bulk of our resident services are located. Resident Services Student Assistants (RSSA) are student staff who primarily work in the JGC and are responsible for staffing the Information Desk, Housing Front Desk, JGC Mail Room, and College Creek Mail Room. RSSAs are the initial contact for the Housing & Residence Life department and interface with students, parents, guests, and the campus community on a daily basis. They also assist residents with lockouts, maintenance requests, check equipment in and out, provide access to Housing & Residence Life Facilities, and answer general Housing questions. RSSAs provide many of the services available in the JGC that are described below.

## The Jolly Giant Commons

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The JGC is the main Housing & Residence Life building where many offices and amenities are located. It is named after the Jolly Giant Creek, which runs under the building. You can see and hear the creek near the east end of Cypress.

### 1st Floor of the JGC

The **Information Desk** is open in the evenings and weekends, and can answer any of your Housing & Residence Life and Dining questions, as well as provide you with the following services:

- Access to the weight and cardio room
- Get assistance when locked out of your room by obtaining a temporary key
- Report maintenance problems
- Report noise/safety/maintenance/custodial concerns
- Locate lost and found items
- Find programming information
- Use the Onity kiosk to change your ID card pin number

The **Recreation Room** is adjacent to the Information Desk on the first floor of the JGC. It is a great place to hang out with friends, watch TV and play pool or the piano. To reserve the Recreation Room, please submit a request through the campus reservation system [25Live](#).

The **Giant's Cupboard** is a convenience store that sells a variety of products that can be purchased using your Flex Dollars, C-Card, and credit cards. It is open evenings and weekends.



The **Weight Room** is located behind the Information Desk on the first floor. Residents and their invited guests may gain access during Information Desk hours. Showers are also available. Resident hosts are responsible for the actions and behavior of their guests and must accompany them at all times when using the facility. There may be no more than one guest per resident. Residents must bring their Humboldt ID card. Please exercise caution when using these facilities. Neither Cal Poly Humboldt nor Housing is responsible for any accidents or injuries that may occur during or as a result of weight room use.

## 2nd Floor of the JGC

There are meeting rooms available for resident use when not reserved by student organizations. Residents who wish to use these rooms for group studying should check availability with the Housing Office or Information Desk (depending on the time of day) or through [25Live](#).

The **Residence Hall Association (RHA) Office** is located on the 2<sup>nd</sup> Floor of the JGC in Agate A. Look out for upcoming events or just come by and say hello to the RHA staff.

## 3rd Floor of the JGC

The **Housing & Residence Life Office** is the central point of contact for our department, and it can be found on the 3<sup>rd</sup> floor of the JGC. Here you can find answers to all of your Housing & Residence Life and Dining questions. Housing & Residence Life and Dining administrator offices are located here.

At the Housing Office Front Desk, you may:

- Find event information
- Get assistance when locked out of your room or obtain a temporary key
- Locate lost and found items
- Submit maintenance requests
- Report noise/safety/maintenance/custodial concerns

The Housing Cashier can help with:

- Ask questions and make changes to your meal plans
- Make housing and any [myHumboldt](#) account payments
- Purchase parking permits
- Purchase and print a new Humboldt ID card

The **Trinity River Suite** is home to several Residence Life staff offices.

The **Jolly Giants Commons Mailroom** is the north side mail room for the Canyon, Hill, Cypress and Creekview.

## 4th Floor of the JGC the J Dining Commons

The “J” Dining Cafeteria and the “J” Grill (located within the “J” Dining Commons) are located on the fourth floor. You may access the dining facility from either the east or west entrance. Also found on the fourth level is a second elevator that allows access to the main campus without having to walk up the remaining portion of stairs.

## Mail Services

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Residence Hall Addresses	
Canyon, Cypress & Hill Residents	Creekview Residents
Resident First & Last Name 355 Granite Ave., <i>Room Number</i> Arcata, CA 95521-7914	Resident First & Last Name 3000 Granite Ave., <i>Room Number</i> Arcata, CA 95521-7914
Campus Apartments Residents	College Creek Residents
Resident First & Last Name 335 Laurel Dr., <i>Apt. Number*</i> Arcata, CA 95521-7914	Resident First & Last Name 1 Rossow St., <i>Room Number</i> Arcata, CA 95521-7914

***\*Remember: It is crucial that all mailing addresses follow the format above in order to expedite delivery.***

\*Special note for Campus Apartments Residents; United States Postal Service (USPS) has requested that you use only your apartment number for mailing address purposes (e.g., 17B). Your apartment number consists of a number, followed by a letter and another number (e.g., 17B1). DO NOT include the last digit when addressing letter mail, but please try to include it on packages. USPS delivers mail directly to Campus Apartments. Packages can be picked up at the College Creek Mail Room.

### Package & Mail Pickup Locations

- Creekview, Canyon, Hill and Cypress – JGC Mail Room 3rd Floor of the Jolly Giant Commons (JGC)
- Campus Apartments and College Creek – College Creek Mail Room 1<sup>st</sup> floor of Community Center on Harpst Street

Please change your address with those that you correspond with, i.e. friends, family, Amazon, your bank, when receiving mail while you live on campus. **Do not officially change your address with USPS; keep your permanent home address as your official address until you move off-campus.** The University is designated as a business with USPS, and USPS will not let you officially change your address from the University when you move. It is critical that residents notify correspondents of changes to their room number to expedite delivery of mail.

Our mailroom provides notifications via email and text message when a package or mail arrives. Notices are sent 30 minutes from when the package is entered in the system. Emails are mandatory, but you have the option to opt-out of receiving any further text notices. To opt-out simply reply “Stop” to the message. Your number will be removed from the messaging list. Text notices are sent to the cell phone number you provided to campus. If you have not provided a number and would like to, or if you would like to update or remove your number you can do so through your Student Center account in your [myHumboldt](#). The number can be changed or added in the Personal Information section of your Student Center. You can also change your phone number in your [myHousing](#) on the Home page.

Once you receive a notification of your package, you will need to show your Humboldt ID to the mailroom staff during mailroom hours to pick up your package. If your package notification is actually your Humboldt ID card please indicate this to the staff member.

The mailroom does not provide all the services of a United States Post Office (USPS). For instance, we do not sell postage, shipping supplies, or offer additional PO Boxes. USPS, FedEx, UPS and Special Deliveries are received for distribution by mailroom staff.

Do not send live creatures through our mailrooms. This includes, but is not limited to, crickets, worms, turtles, etc. We are not responsible for the livelihood of any creature sent through the mail.

Residents who receive items that require additional postage will be notified via letter from the USPS. They will then need to bring their notification letter and payment to the Arcata Post Office on 799 H St. to pick up their parcel.

**When you check out of the residence halls, be sure to update your myHumboldt account to ensure that your mail can be sent to your new address. If you live in Campus Apartments you will also need to update your address through USPS. Forwarding cards are available at the Arcata Post Office or online at [www.usps.com](http://www.usps.com). Please note that forwarding delays mail for approximately 10 days.**

Upon move-out, we will forward your mail for up to one year. Please be aware that FedEx and Ontrac will not forward. Any mail received from these particular carriers will be returned to sender.

## Internet Connectivity (“ResNet”)

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In order to support the academic pursuits of residents, the department has installed wireless access points throughout the residence halls and Ethernet ports in resident rooms, except for Campus Apartments, herein known as “ResNet”. Each student has the opportunity to connect to the Internet and the university campus network if the resident has a personal computer with either a wireless network adapter, or an Ethernet adapter and patch cable. By using ResNet services you accept the ‘[ResNet Acceptable Policy](#)’ in addition to the ‘[CSU Responsible Use Policy](#).’ If you have questions please contact ResNet at [resnet.humboldt.edu](mailto:resnet.humboldt.edu) or view our ResNet website at [resnet.humboldt.edu](http://resnet.humboldt.edu). You are responsible for compliance with this policy (located on page 31 or online at <https://housing.humboldt.edu/resnet/policy>).

To access ResNet through your laptop, smart phone, or tablet you will need to first go into your device network settings and select the wireless onboarding network called **HSUConnect**. Follow the prompts to setup a permanent connection to Cal Poly Humboldt’s official wireless network, **eduroam**. More information on the process is detailed on the ResNet website in the [Getting Connected](#) section and on the [Information Technology Services website](#).

To access ResNet from your gaming console, streaming media player, smart TV or device that can’t authenticate with HSUConnect or eduroam, you may connect to the open wireless network called **ResnetWireless**. This network is NOT for laptops, smart phones or tablets.

If you find yourself stuck or without access please contact the Cal Poly Humboldt Help Desk for assistance by calling (707) 826-4357 or emailing [help@humboldt.edu](mailto:help@humboldt.edu).

## Facilities - Maintenance/Grounds/Custodial Services

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Housing & Residence Life have Maintenance, Grounds and Custodial teams to keep up with the large volume of work generated within our residential community. The people who work in these positions

enjoy working with and among college students and are considered members of the residence hall community. Say “hi” to these staff members when you see them!

Maintenance requests can be entered online through your [myHousing](#) account (accessible through the Quick Link box on your [myHumboldt](#) home page). Requests can also be submitted by calling the Housing Office (707) 826-3451. Routine maintenance requests that occur after 4pm will be addressed the next day. By reporting maintenance, grounds or custodial concerns immediately, we can address the issue and possibly avoid further damages. Please do not wait until the end of the semester to report issues since it is difficult to complete all this work at once.

**Report emergency maintenance problems to the Housing Office, Information Desk, RA on Duty, or University Police immediately.**

Please understand that if you or your roommate(s) report a maintenance issue in your living space, you give implicit permission for maintenance staff members to enter your room.

Other reasons maintenance staff will enter a resident room:

- To attend to emergency maintenance situations
- To complete room inspections, required maintenance, repair damage, and inspect and clean after roommate/suitemate moves out to inspect their side of the room and shared space
- To comply with routine federal, state or department health and fire safety inspections. These inspections will be conducted every quarter

The common areas in the Canyon and the Hill are cleaned regularly by our custodial staff. In Cypress, the bathrooms are cleaned regularly. Please understand that as a community member, you are expected to assist in keeping these areas clean. If you need additional 409 or Tilex, you can submit a request to the Housing Office or by a service request through your [myHousing](#) account. Residents can be billed as a community for any required cleaning above what is considered reasonable, for any damage, or for any vandalism discovered during periodic inspections.

## Recycling & Waste Reduction

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Recycling is an easy and mandatory requirement for all residents!

Cal Poly Humboldt recycles all paper, cardboard, aluminum, metal, glass containers, and plastics #1-7 in a “single stream” process. Single stream recycling allows all of these materials to be co-mingled for collection. The goal is to make recycling so easy that everyone participates!

Rooms come with blue bins for residents to separate recycling from trash. These bins can then be used to carry recyclable items to the large recycling containers located outside of all residence halls and apartment buildings on campus.

Many other items can be donated or recycled. Bring electronic waste (e-waste), batteries, used ink cartridges, disks and spent CFL’s to the special recycling bins located on the third floor of the JGC and in the lobby of the College Creek community center. Bring any reusable school or office supplies to the Reusable Office Supply Exchange (ROSE). This is also a great place to stock up on free school supplies! Go to their [web site](#) for more information.

Contact your RLC, the Resident Sustainability Advisor, or Campus Recycling (707-826-5889) to recycle or donate appliances, clothing, miscellaneous kitchen, bath, or bedroom items, or to learn more about recycling or composting.

## Energy Management & Sustainability

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In an effort to keep energy costs down and to conserve our valuable limited global energy resources, Housing employs a Resident Sustainability Advisor (RSA) who, in partnership with the **Green Scene** and other campus energy and sustainability groups, provides ongoing awareness of energy use and its impact on residence hall living. Many programs are available throughout the year and participation is encouraged, including opportunities to replace incandescent bulbs with compact fluorescent light bulbs (CFLs) in order to cut down on your energy consumption. For more information, see the PowerSave Program at [humboldt.edu/green](http://humboldt.edu/green).

### *What is Sustainability?*

Sustainability is based on a simple principle: Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations.

### *Green Room Virtual Tour*

Green living is a big part of the residential experience at Cal Poly Humboldt. Having a green room means choosing to reduce the amount of energy and water used, waste created, and consumption of limited natural resources. It also means being creative, staying healthy, saving money, making friends, and having fun!

What does a Green Room look like? What should you bring – and not bring – from home to set up your own Green Room? Take the Green Room Virtual Tour at [humboldt.edu/greenroom/](http://humboldt.edu/greenroom/) to find out!

### How to get Green Room Certified

The Green Room Certification is awarded to residents that choose to reduce the amount of energy and water used, waste created, and consumption of limited natural resources. Once certified, residents receive a customized certificate to post on their door as a way to demonstrate their achievements and their commitment to sustainable living.

Complete the online [Green Room Checklist](#).

- Use the checklist to request a free consultation by a green living expert.
- Once submitted you will receive an email indicating your overall Green Room score.
- A high score on the checklist will earn you a 'Green Room Certified' certificate, which you will be able to post on your door to show off your achievement.

### Energy Saving Tips

- Turn off all electrical items (lights, computers, radios, etc.) when they are not in use or you are not in the room.
- Keep windows closed and securely locked when you are not in the room and during breaks.
- Do not tamper with thermostats. If you live in an area that allows for the adjustment of the thermostat, seek consensus on a comfortable temperature for all and stick to it.

- Wash clothes in cold water as much as possible.

## Cal Poly Humboldt Dining Services

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Our Dining Service program is managed by Chartwells Higher Education, which is an auxiliary organization of Cal Poly Humboldt. There are 4 meal plans offered on campus. Each plan is designed primarily for meals in The J Dining Hall. However, each plan has Flex Dollars, as well as Meal Exchanges that can be used at other Dining locations on campus. Each plan also has meals that can be used for resident guests.

### Your Meal Options On-Campus

The “J” Dining Commons (third floor of the JGC) provides 19 meals per week (3 meals per day Monday-Friday, brunch and dinner on the weekends). The “J” serves all-you-can-eat meal options.

The College Creek Marketplace is a store located on the first floor of the College Creek Community Center. The Marketplace is much more than a convenience store, with a wide range of items including fresh pizza, espresso, deli sandwiches, fresh produce, locally baked breads and pastries, and a variety of organic, vegan, and gluten free items. The Marketplace also carries greeting cards, home and school supplies.

The Depot is the most centrally located dining facility located in the Student Activities Center. The Depot features “food court” style dining with local food vendors offering hot, ready-to-go, meat and vegetarian breakfast and lunch specials. Local vendors include Los Bagels, Hey Juan Burritos, Obento, Kinetic Koffee and Wild Blue Sushi.

Bigfoot Burgers is a casual made to order dining for burgers, fries, shakes and vegetarian options too. Beer is also available after 5pm. Bigfoot Burgers is located in the Student Activities Center.

The Giant’s Cupboard is a convenience store located on the first floor of the JGC, adjacent to the Recreation Room, and carries a variety of snack foods, including fresh and healthy choices. The Cupboard is open late for student convenience.

Library Café is located on the first floor of the Library and features pastries, espresso drinks and coffee, as well as a relaxing dining area, complete with outlets to charge your electronics while you study.

**Items may be purchased at any Dining location with cash, credit, meal plans or C-Card**

## Check-in/Check-out/Room Condition

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All residents are required to follow designated check-in and check-out instructions. Residents will be able to access their Room Condition form through their [myHousing](#) account and will have approximately two weeks to complete it once they’ve moved-in. If a resident fails to complete their room condition within two weeks of moving-in, they default accept the room condition as submitted from our staff’s inspection. To access the Room Condition tab, log in to your [myHumboldt](#) account, and

go to [myHousing](#). Once in your [myHousing](#) select the “Room Condition” option in the menu bar and follow the instructions to complete all relevant inspections for the room and any shared spaces.

When living in a suite or an apartment with a shared bathroom, kitchen, and/or living room, all residents of the suite/apartment should determine the room condition of the shared spaces together. The room condition for the shared spaces, is expected to represent the views of the whole suite, regardless of who submits it. Only one inspection for the shared areas can be submitted, and all residents of that suite/apartment will have access.

Residents assume complete responsibility for maintaining the condition of the furnishings and facilities included in the Room Condition form. If you complete a room swap, switch beds within a room or between rooms with another individual, you accept the condition of the room as they have seen it. In the cases of room swaps there is no opportunity for our staff to go in and inspect otherwise. If you have anything you believe to be broken please submit a maintenance request.

When you are checking out of the residence halls, your room and any shared spaces (if applicable) should be left in the same condition as when you arrived; this includes the furniture arrangement. You will be expected to clean your room and your portion of the shared spaces in your living area (if applicable). Failure to adhere to any check-out instructions provided by Housing & Residence Life staff can result in an improper check-out fine of \$35. Once you check out of your room, the premises will be inspected and you will be held financially liable for any damage or loss other than what is determined to be normal wear and tear.

If you wish to contest damage or cleaning charges, you will have 90 days to submit a written appeal to the Housing Office. If the damage charges were a result of you not properly documenting preexisting damages on your room condition report and charges are reversed, you may be charged a \$25 administrative fee.

Any exception to persons being held financially responsible for damages, be it between roommates or those acknowledged by housing staff, must be documented in writing and on file with the RLC prior to check-out. Verbal acknowledgments by roommates or staff will not be accepted as reason to cancel or redirect damage charges. If you have concerns about being assessed for damages that are the result of actions of known individuals, you are encouraged to speak with your RLC prior to check-out.

The residence halls close for the academic year on the Saturday of Finals Week at 10:00 am; you must be completely moved out of the residence halls by this time. Please inform your family of this check-out date and time as extensions are only granted for graduating seniors for an additional 24 hours if they request it from the Housing office prior to finals week by emailing [housing@humboldt.edu](mailto:housing@humboldt.edu). Beginning at 10am, residents will be charged \$100 per day until they have completely vacated their room and checked out.

## Equipment Check-Out

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Residents are encouraged to use a variety of equipment – including tools, sporting equipment, games, sewing machine, cooking utensils, and more – available at the Information Desk. Residents will be required to present their Humboldt ID Card when checking out an item. Residents are responsible for checking the condition of the item and returning the item in the same condition. A cleaning charge of \$5.00 per item will be assessed for any kitchen equipment returned dirty. Residents will be expected to

pay for the costs associated with repair or replacement of damaged or lost items. Items are available for checkout for 4 days for free. Residents who fail to return a borrowed item by the assigned date will be subject to a late fee charge; this fee is \$1.00/day per item borrowed up to 14 days. After 14 days, the resident will be billed \$14 or the cost of the item.

## Room Change Policy

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The Room Change period occurs between the 3<sup>rd</sup> and 10<sup>th</sup> week of each semester. A room move may be granted outside of the room change period only if there is a serious and compelling reason. To request a room move, please login to your [myHousing portal](#). You can find the Room Change Request under Forms. You will need to indicate why you are requesting a room change and your preferences for a new living space (for example, a double in the Canyon). In some situations, you may be asked to participate in roommate mediation before a room change is approved. Once you have requested a new room, when/if a room is available that accommodates your request, you will be contacted.

Please be aware that **different rooms on campus are charged different rates and have different meal plan requirements**. Singles are the highest priced room. Therefore, your room change may result in additional housing fees. Be sure to clarify with the Housing Cashier regarding such fees before committing to the room change, as you will be financially responsible. Failure to correctly follow room change procedures will result in an improper room change fine of \$35, plus a \$50 administrative fee.

Requesting a room change does not guarantee a new room and changes are subject to availability. Our staff is trained to handle most problems you may encounter in your living environment, so if you are experiencing difficulty, you are strongly encouraged to work with your Resident Advisor (RA) or Residence Life Coordinator (RLC) to address any issues or concerns you have.

In addition, near the end of the fall semester, there is an opportunity to make a room change for the spring semester. More information will be sent by email during the fall semester, or you may speak with your RLC.

As stated in Section II-B of the [Housing & Residence Life and Dining License Agreement](#), Cal Poly Humboldt reserves the right to change room assignments, assign a new Licensee or reassign a current Licensee to any unoccupied bed space at any time and/or consolidate vacancies in the interest of health, discipline, occupancy or for the general welfare of the Licensee. Any resident who is asked to consolidate may request permission from Housing to keep their current double room as a “super single.” If such permission is granted, those residents will pay a higher fee for the balance of the academic year and will be required to keep their “super single” room unless they move to another location. Further details on the issues of assignment, reassignment and/or consolidation may be obtained from Housing & Residence Life.

## Keys/Lockouts

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You are permitted free assistance with two lockouts per semester. After the first two lockouts, you will be charged \$5 the next two lockouts; after four lockouts, you will be charged \$10 for each additional lockout.

Residents who lose or damage their Humboldt ID card will need to purchase a new card. The Housing Cashier can make replacement Humboldt ID cards for \$5. (Cards can also be made with a new photo in



the library; however, \$5 must first be paid to the Housing Cashier or Student Financial Services.) When your Humboldt ID card is made, it will be encoded with your meal plan and/or C-Card Account. You will need to go to the Housing Front Desk or Information Desk to get your card encoded for room access.

If you lock yourself out of your room Monday through Friday, 8am to 5pm you may obtain a temporary key card for your room from the Housing Office while you retrieve your Humboldt ID card from your room. If you lock yourself out or lose your key card after 5pm on weekdays or on the weekend or holidays, you can contact the Resident Advisor for your area to let you into your room. If you lose your Humboldt ID card, the Housing Front Desk can temporarily provide you access to your room until you purchase a new Humboldt ID card from the Housing Cashier the next weekday. Proper identification from all borrowers will be required. In the event the Housing Front Desk is closed and you are unable to reach your RA on their phone, you may contact University Police for assistance getting into your room.

For Campus Apartments residents, if you lose your key, you must report this immediately to the Housing Front Desk or the RA for safety and security reasons for yourself, your belongings and suitemates. If you believe you have lost your key, a new lock must be installed, and there will be a charge of \$70 for the installation and the new keysets.

Tampering with key cards, locks or other door hardware is strictly prohibited. You may not misuse your key card or hard key (for Campus Apartments residents). **Lending your key card or hard key to another person is prohibited and may result in student community action.** For fire safety reasons, additional locks may not be installed on your door. If circumstances warrant, residents may be billed for costs related to repairing locks and other hardware.

## Laundry Facility Use

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Laundry equipment is provided in each area of the residence halls. The washers are high efficiency front-loading units that use far less water and, as a result, will use less detergent as well. The cost to do laundry is \$1.75 per load to wash and \$1.75 per hour to dry. To use the machines, residents can download [CSC GO](#), a mobile app and pay through the app, or scan their Humboldt ID and use funds from their C-Card. Each new user gets a free \$5.00 when they download the [CSC GO](#) app. In addition, the app will also tell you what machines are available, and alert you when your load is finished. The app also works with credit, debit, google and apple pay.

Residents should report any malfunction of laundry equipment to the Housing Office at (707) 826-3451 or through the Maintenance tab in the [myHousing portal](#). When reporting an issue, make sure you tell them the location of the machine, as well as its identification number, located on the front of the machine, and a description of the problem.

Refunds on malfunctioning laundry equipment are available from the Housing Cashier in the Housing Office. Cal Poly Humboldt is not responsible for any lost or stolen laundry items or items damaged while laundering. Residents are encouraged to stay in the laundry room when using laundry room equipment.

## Mold

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Humidity sets up prime growing conditions for mold. Buildings in naturally humid climates, such as Humboldt County, experience more mold problems than those in dryer climates. However, mold can also grow irrespective of the natural climate when moisture is present. Leaking plumbing and weatherproofing may introduce moisture that will lead to mold growth in any structure. **Residents**

should promptly report any maintenance conditions that may lead to mold to the Housing Front Desk or Information Desk.

It is important that residents regularly allow air to circulate in their rooms/apartments. Poor ventilation, numerous overwatered houseplants, and poor housekeeping contribute to the spread of mold. Proper housekeeping and maintenance will remove and prevent mold. Here are several preventative measures that can be taken to reduce the possibility of mold in your room or apartment:

## Ventilation

- Be sure to turn on your bathroom exhaust fan or open a window while taking a shower or bath.
- Leave the exhaust fan on for one hour after taking a shower to reduce humidity levels.
- Keep an air space between furniture, bedding, and other items and the walls/floors to allow air movement.
- Consider using an oscillating fan (a fan that rotates side to side while blowing) in your room or apartment for air movement.
- Hang wet articles such as towels and clothing.
- Use exhaust fans whenever cooking, dishwashing or cleaning.

## Cleaning

- Keep all areas (bedrooms, kitchens, bathrooms, living rooms, common areas) clean and uncluttered. This includes routinely emptying trash and recycling, vacuuming, dusting, cleaning floors, showers, sinks, and toilets, not letting food items sit in the room more than 24 hours, reducing room clutter by keeping clothing put away and not allowing piles of clothes to accumulate.
- Routinely wipe condensation off windows and other surfaces.
- Avoid creating areas of standing water, routinely emptying saucers under houseplants, and not letting dishes sit with water for extended periods.
- Use cleaning solutions that will discourage the growth of mold - Cleaning products are supplied and included in each apartment or available by contacting the Housing Office.
- Use of moisture absorbing products such as Damp Rid™.

Mold in your room or apartment common areas that result from poor housekeeping is your responsibility to clean. If you need additional 409 or Tilex, you can submit a service request through your [myHousing](#) account or by contacting the Housing Office. Failure to address significant mold issues may result in additional cleaning charges or administrative action.

## Bed Bugs

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“Bed bugs” are parasitic insects of the Cimicidae family that feed exclusively on blood. The name of the bed bug is derived from the preferred habitat: warm spaces and especially nearby or inside of beds and bedding. They are mainly active at night, but are not exclusively nocturnal. They can feed without being noticed, but may cause health effects such as bite marks and skin rashes. Rooms can become infested with bed bugs in a variety of ways, such as:

- People or pets visiting an infested area and carrying the bugs to another area on their clothing, luggage, or bodies
- Infested items brought in
- Nearby spaces or infested items

In the event a resident suspects they might have an infestation of “bed bugs” (Cimicidae) the resident must go to the Health Center to have the bite marks evaluated and then report it to Housing & Residence Life through the Front Desk or Info Desk.

If bed bugs are found to be present, your room will be treated using a heat process which takes 24 hours. If needed, the resident will be reassigned to a temporary room space until this is completed.

## Resident Responsibilities and Expectations

Once you have been notified that bed bugs may exist, residents will need to make arrangements to have space treated by maintenance staff.

Treatment consists of heating the living space to a temperature that will attract and eradicate the bugs. This treatment takes about 24 hours and will be completed within one day, if possible. During this time, you will not be able to enter your space. Treatment will be scheduled as soon as it can be done. The following steps will need to be followed:

- You must make the room available for Housing Staff to begin equipment set up by 8:30am on the scheduled date of treatment as listed above.
- You should complete thorough laundering of all clothing and personal belongings before they are returned to your room. All cloth items must be placed in bags provided by Housing. This includes bedding materials such as sheets, blankets, mattress covers and pillowcases, personal clothing, towels, and other cloth like items. Clothing worn when leaving the room must also be washed immediately. The original bag must be discarded and washed items placed in a new clean bag also provided by Housing.
- Plants, aerosol cans and any items that have the possibility of melting should also be removed. Consult with Housing staff if unsure about any items and for storage needs.
- Remove all food items including food in a personal refrigerator.
- Place all trash in a sealable bag and throw away.
- All other personal belongings that are not needed on a daily basis are to remain in the room.
- Items such as computers, televisions, game boxes, micro/mini refrigerators shall remain in the room, if possible, to be treated.
- After the treatment process and laundering of your personal items is complete, the room will be reopened for occupancy.

A prepaid laundry card will be provided to you to cover the costs of laundering your belongings.

## Publicity

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There are specific bulletin boards on which information will be posted by the Residence Life staff. Publicity that advertises the presence of alcohol, illegal drugs or represents a violation of our guidelines is prohibited. Solicitation is not permitted. For more information, please see our Solicitation Policy.

## Campus-Wide or Community Events (Non-Residence Hall)

Advertisements for campus or community events must be submitted to the Housing Front Desk for approval and posting. If events are not sponsored through a campus office, they must have the University Approval Stamp. This stamp can be obtained at the Student Activities Center. The Associate Senior Director for Housing & Residence Life or designee will make approvals. Publicity that advertises

the presence of alcohol or illegal drugs is prohibited. Commercial or personal advertising with a University Approval Stamp will not be widely distributed, but placed on the bulletin board directly across from the Housing Office.

## Electronic Displays

Publicity may also be displayed on electronic TV displays in the Jolly Giant Commons and College Creek Community Center. The image to display must be in JPG format, in portrait orientation. Email publicity requests to [housing@humboldt.edu](mailto:housing@humboldt.edu).

## “J” Posting Policy

Dining Services maintains the “J” posting policy. If you wish to post something on the 4th floor of the JGC, you must obtain approval from the Dining Services. Table tents are not accepted. It is recommended to email [dining@humboldt.edu](mailto:dining@humboldt.edu) for information or a PowerPoint slide to use on the “J” television systems.

## Chalking

The use of chalk on concrete surfaces to publicize events and programs is a fantastic way to reach a wide audience and reduce paper consumption. Chalking is only permitted if the event or activity is sponsored by the Residence Hall Association or Residence Life Staff.

Chalking may be present up to 72 hours and must be removed following the event or activity. Prior to chalking, you must submit a “chalking request” through your RLC to be submitted for approval. If approved you will then be allowed to chalk for your event/activity. For further information on chalking procedures and to obtain a “chalking request” form, please contact your RLC.

## Room Modifications & Furnishings

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We understand that your style of room decor will help make the residence halls your home. While your room is furnished with all of the basic essentials, we support a comfortable living environment that is individualized but does not create a health or fire safety hazard. Please note that **you cannot remove or rearrange any of the existing furnishings in your room.** Bringing additional furniture into your room is strictly prohibited. We do not have storage space available for personal belongings or for storing residence hall furniture. You may not move common area furniture into your room. If common area furniture is found in your room, you will be subject to a \$50 common area furniture fine.

Bed lofting is only available in certain areas. If you live in the Canyon, or College Creek and you would like your bed lofted, please email [housing@humboldt.edu](mailto:housing@humboldt.edu) or submit a maintenance request through your [myHousing portal](#). Residents can easily loft their own beds in the Hill. The majority of beds in Campus Apartments are already lofted. Beds cannot be lofted in Creekview and Cypress. Lofting isn't available in triple rooms in any area, as most are already lofted.

## Vacating the Residence Halls

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To vacate the residence halls prior to the end of the academic year, you must submit a Vacate Form. Forms can be found in your [myHousing](#) under Forms.

## Vacating During the Academic Year

A Vacate Form must be submitted by any resident who wishes to move out of the residence halls before the end of the Academic Year.

Students must provide at least a 30 days' notice to avoid penalty fees.

A Vacate Form that has been submitted during the fee period and is submitted less than 30 days prior to the date the student intends to vacate will be charged a penalty equivalent to 30 days times the daily room and meal plan rate for the living unit. The 30-day period will be calculated by counting the day on which the Vacate Form is submitted. In addition, the \$100 nonrefundable application fee will be forfeited, and a \$200 cancellation fee will be applied.

Thirty days or less prior to the end of the fee period for each semester, accounts will not be adjusted.

## Vacating at the End of the Academic Year

When you are checking out of the residence halls, your room and any shared spaces should be left in the same condition as when you arrived; this includes the furniture arrangement. You will be expected to clean your room and your portion of the shared spaces in your living area. Do not leave trash in the hallways of the building. Our custodial staff will have to clean it up and this could result in fines for every resident in the entire hallway. Please change your mailing address through your Student Center account in your myHumboldt portal. If you update your address, we will forward your mail to you for up to one year. If you do not update your address or a year has elapsed, we will return your mail to sender.

Failure to adhere to any check-out instructions provided by Housing & Residence Life staff can result in an improper check-out fine of \$35. Once you check out of your room, the premises will be inspected and you will be held financially liable for any damage or loss other than what is determined to be normal wear and tear.

If you wish to contest damage or cleaning charge, you will have 90 days to submit an appeal. To submit a damage or cleaning charge, login to your [myHousing portal](#). You can find the Damage/Cleaning Appeal under Forms. If the damage charges were a result of you not properly documenting pre-existing damages on your room condition and charges are reversed, you may be charged a \$25 administrative fee.

Any exception to persons being held financially responsible for damages, be it between roommates or those acknowledged by housing staff, must be documented in writing and on file with the RLC prior to check-out. Verbal acknowledgments by roommates or staff will not be accepted as reason to cancel or redirect damage charges. If you have concerns about being assessed for damages that are the result of actions of known individuals, you are encouraged to speak with your RLC prior to check-out.

The residence halls close for the academic year on the Saturday of Finals Week at 10:00 AM. You must be completely moved out of the residence halls by this time. Please inform your family of this check-out date and time as extensions are only granted for graduating seniors for an additional 24 hours. Beginning at 10:00 AM, residents will be charged \$100 per day until they have completely vacated their room and checked out.

## Housing Appeals

Residents who wish to appeal must submit an appeal in writing to the Housing Office within 6 months of vacating. After 6 months, appeals will not be reviewed and penalties will not be reversed for any reason.

Appeals may be submitted to the Housing Office through the [myHousing](#) portal under Forms. The Housing Appeals Committee will review all appeals. Grounds for an appeal include, but are not limited to a serious and unforeseen medical issue or recent financial circumstances that prohibit the licensee from fulfilling their license agreement obligations. An appeal for license agreement release will not be accepted for review without the appropriate supporting documentation. For more information, visit <https://housing.humboldt.edu/apply/cancellation-appeals>.

## Student Rights & Responsibilities

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The residence halls at Cal Poly Humboldt strive to provide an atmosphere in which students are encouraged to achieve individual goals while assuming individual and community responsibilities. This section will help you understand what those expectations and responsibilities are as members of the community.

### Student Rights

Students have the right to the following:

- Sleep and study in your room free from undue interference
- Have control over your personal belongings
- Enjoy a clean and safe environment
- Entertain guests when it does not infringe upon another resident's rights, or conflict with community guidelines
- Feel respected and valued
- Be free from all forms of intimidation and verbal, physical or emotional harm
- Have the ability to provide feedback concerning the development of the community
- Bring forward issues and grievances
- Seek the aid of staff in resolving conflicts

Additionally, it is your responsibility to assist in making your community a safe and comfortable place to live. If another resident is violating community guidelines or exhibits behavior that disturbs you or other residents, you should approach that resident and reasonably request that the behavior cease. Your Resident Advisor, Residence Life Coordinator, and other Housing Professional Staff are available to give advice about ways to make confrontational situations more comfortable.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the department does not permit access to or disclose information contained in a resident's student conduct records unless the resident signs a waiver allowing us to release this information.

### Student Responsibilities

Living in a community is not always easy. Each of us comes from different backgrounds and has different expectations for living in a group environment. The established guidelines are intended to give you and your neighbors a general set of standards by which you can ensure that your rights and responsibilities are clearly defined and protected. Residents are expected to become familiar with and adhere to all

guidelines and information contained in this handbook and the Housing & Residence Life and Dining License Agreement. Click [here](#) to access the agreement.

- Residents are responsible for demonstrating the ability and a willingness to establish and maintain a reasonable relationship with their roommate or suitemates.
- Residents are responsible for ensuring that their guests know and adhere to all University and Residence Life guidelines and policies. Residents can be held responsible, including financially, for the actions of their guests in and around the residence halls.
- **Residents have a responsibility to remove themselves from any situation during which a violation is occurring. All persons present during a violation may be held responsible for the violation. Residents can also be held responsible for any violation that occurs in their room (even if they are not present).**
- Residents are responsible for community common areas so that if damage occurs and billing follows, residents can and will be held financially accountable.
- In order to help create both a safe and secure environment, residents are responsible first to ensure that doors are closed and locked, second to know those residents who reside in their community, and third be able to identify persons who do not reside in their community.

These guidelines do not attempt to define every acceptable or unacceptable form of behavior. Failure to adhere to these expectations can result in removal from the residence halls. In situations not covered by specific guidelines, residents are expected to use common sense and conduct themselves in a mature and responsible manner.

## Housing Guidelines

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As per your Housing & Residence Life and Dining License Agreement, you are responsible for knowing and following the housing guidelines in this section. Failure to read these guidelines does not release you from this responsibility and will not be an acceptable excuse should you be found in violation of housing guidelines. We identify several ZERO TOLERANCE policies, which could result in removal from the residence halls on a first offense. Familiarize yourself with these guidelines and make informed decisions about your behavior as a member of the residential community. If you have questions regarding any of these guidelines, contact your Resident Advisor or Residence Life Coordinator.

You can review the Housing & Residence Life and Dining License Agreement at:

<https://housing.humboldt.edu/resident-resources/forms-and-documents>

## Abandoned Property

- The University and Housing assumes no responsibility or liability for loss, damaged, or destruction of personal property belonging to Licensee or their guests during the term of their license. Unclaimed, lost, or abandoned property – including any property left in the unit beyond the term of the license agreement - valued at or above three hundred dollars (\$300) shall be held by the campus for a period of at least three months. After such time, the property, except unclaimed cash, shall be offered at public auction to the highest bidder. Notice of such sale shall be published once at least five days prior to the sale in a Humboldt County general circulation newspaper. Internet-based auction services may be utilized as a means of public auction provided they follow all applicable laws Auction proceeds received and any related interest earnings shall be used for scholarships and loans to students enrolled at Humboldt State

University. The campus may dispose of any property, except cash, upon which no bid is made at any sale. Items valued under \$700 may be donated to another public institution or not-for-profit organization or otherwise disposed.

- Any property, including bicycles, left in the outside surrounding areas beyond the term of the license agreement shall be deemed abandoned, and the University may dispose of such property in accord with the above provision.
- The Board of Trustees of the California State University, Humboldt State University, and their officers, agents, and employees assume no responsibility or liability for disposing of any unclaimed, lost, or abandoned property in the manners described above.

## Alcohol

Substance use/abuse can negatively impact both the individual and the community and is not conducive to the promotion of an educational and academic environment. Violations of Housing alcohol policies will be addressed in the student conduct process and may have different results due to the nature of the violation(s). Outcomes may include educational administrative sanctions, a student's removal from Housing, referral to the Dean of Students Office, and possible legal charges (including citations and fines).

**Alcohol is not permitted in or around spaces where underaged persons reside.** You must be at least 21 years of age to possess or consume alcohol in the Residence Halls. If of legal age, alcohol consumption is permitted in private rooms and common spaces within suites and apartments where all person's present are of legal age - with the door to the public area closed.

The following items/activities are prohibited in or around housing facilities:

- Possession/consumption/production of alcoholic beverages or possession of empty alcohol containers, by those under the age of 21 (Note: empty containers of alcohol may be considered evidence of prior consumption).
- Being under the influence of alcohol in public areas or, if under the age of 21, in your residence hall room.
- Disrupting the residence hall community while under the influence of alcohol, illegal drugs, or controlled substances.
- Providing alcohol to underaged persons
- Kegs of beer or bulk alcohol in any form or container (including partially full or empty kegs, party balls, or multiple cases of alcohol) regardless of age.
- Drinking games or other behaviors designed for the purpose of rapid and/or excessive consumption, such as beer pong or Quarters, beer bong, funnels and similar devices (due to the abusive nature of intended use) regardless of age. Simulating drinking games using water, soda, or other non-alcoholic beverage is also prohibited.
- Possession/consumption of alcoholic beverages in common areas including, but not limited to the Jolly Giant Commons, residence hall lounges, the College Creek Great Hall, and laundry rooms, regardless of age, is not permitted.
- Consumption or transportation of open alcohol containers in public areas of the residence halls regardless of age. Public areas include patios, quad areas, gazebos, courtyards, hallways, stairwells, walkways, parking lots, lawn areas, lounges, and any other area that might reasonably be described as public.
- Presence in a space where alcohol is being consumed is prohibited for persons under the age of 21.



- **Presence in a location where any one of the above-listed activities is taking place.**

The inability to exercise care for one's own safety, the safety of others, or the safety and care of property owned by the university or other residents due to being under the influence of alcohol is considered a violation of Housing guidelines.

Exhibiting aggressive or offensive behavior while under the influence of alcohol will result in student conduct action. Gross intoxication (e.g., vomiting or passing out due to excessive consumption) will also result in student conduct action.

**Residents are reminded that the University Police may be involved in addressing violations related to alcohol. University Police are authorized to enter a resident's room without warning if "probable cause" exists or if a search warrant has been obtained.**

## Animals

No animals are permitted in the residence halls except for fish, reptiles, and amphibians.

- Animal must be adequately contained in an aquarium no larger than 10 gallons.
- Animal must fit adequately in the aquarium as prescribed by a professional able to determine such matters (e.g., pet store owner, veterinarian, etc.).
- You must consult with your roommate prior to bringing the pet to address any concerns your roommate might express.
- All pets must remain within the confines of the resident's room and may not be in the Jolly Giant Commons at any time.
- One aquarium is allowed per resident, except in a triple room where only two aquariums would be allowed.
- Clean up after your pet.

**Students who have an unapproved animal found in their residence are subject to a \$250 fine and further judicial conduct action. Additionally, roommates who do not report unauthorized pets can be held equally responsible for fines and damages incurred.**

Residents must arrange for the care and feeding of pets during Cal Poly Humboldt break periods and any other time when they will be away for an extended period. You cannot provide your key card to have someone look after your animal while you are away. Please note that electrical outages – which will affect aquarium pumps and equipment – these outages may be planned during vacation periods if maintenance work needs to be completed.

## Appliances

All appliances must be plugged directly into an outlet. Appliances that may damage the electrical power system or create fire safety hazards, including portable/window air conditioners, are strictly prohibited. 3-D printers are also prohibited. Appliances such as clocks, lamps, hair-dryers, computers, stereos, televisions, and the like are permitted in student rooms and public areas of the facilities, provided the resident ensures the following:

- Appliances are UL-approved
- The wiring of appliances is safe and plugged into an electrical outlet utilizing a surge protector
- Appliances are turned off when not in use
- Requests from other residents or staff regarding noise from appliances are respected

Use of items such as electric fry pans, coffee pots, toasters, toaster ovens, rice cookers, air fryers, and blenders are not allowed in student rooms and are only permitted for use in the kitchen area of the residence halls, apartments and suites.

Residents of College Creek, Campus Apartments, Cypress Hall and Creekview Apartments are not allowed to have microwaves or mini refrigerators in their personal rooms. Microwaves and refrigerators are provided in the kitchen area of each apartment or suite of these complexes. Residential-sized coffee pots, Keurigs, and small electrical tea kettles that are UL-approved, do not have an open hot element, and have automatic shutoffs, are allowed in the bedrooms of the Canyon and Hill residence halls. However, such appliances are not permitted in the bedrooms of College Creek, Campus Apartments, Cypress, and Creekview residence halls.

Housing will provide one microwave and one mini refrigerator per room for the residents of the Hill and the Canyon. Only one microwave and one mini refrigerator is allowed in each room. Students are not permitted to purchase and bring these items from home unless as a needed accommodation.

Students with medical needs requiring additional refrigeration space need to contact the Campus Disability Resource Center at [cdrc@humboldt.edu](mailto:cdrc@humboldt.edu). If approved, the refrigerator must be kept in an open space that allows ventilation. Refrigerators may not be placed in a closet or under a desk.

Appliances with open heating coils, such as space heaters, hot plates and other such heat-producing appliances, are fire safety hazards and are not permitted in the facilities at any time. UL-certified space heaters, which have fire-preventative features like tip-over, overheat protection, and automatic shutoff, are permitted. Irons are heat-producing and therefore considered a fire safety hazard. You can only use irons in laundry rooms. Dehumidifiers, electric blankets, and space heaters that do not adhere to the aforementioned restrictions are prohibited in the residence halls.

## Bodily Fluids

Depositing of bodily fluids, including but not limited to: vomiting, urinating, or defecating in public areas, rooms, apartments or inappropriate locations is prohibited. Residents and their guests in violation of this guideline will be billed for clean-up and may likely be removed from Housing. The storage of bodily fluids is prohibited in the residence halls. Bodily fluids must be disposed of in the proper waste removal system.

## Candles, Barbeques & Incendiary Products

Candles, incense, barbecues, torches and other such incendiary products (e.g., fire poi, tea light diffusers, etc.) are fire safety hazards and are prohibited inside of housing facilities. A resident found with any of these items in their possession will need to remove the item and will be subject to judicial action.

Public barbecue areas are stationed on the Canyon lawn, Cypress lawn, Creekview picnic areas, the Hill Quad, and at the College Creek patio area for use by residents and should only be used with charcoal briquettes. Burning of wood or any other substance in the barbecue is prohibited.

Flammable liquids such as lighter fluid, gasoline, and charcoal starter may not be stored in or adjacent to any facility but can be stored at the Housing Grounds shop by contacting the Grounds office at (707)

826-5514. You will need to leave a voicemail with your name, room number, the reason you are calling, and a contact number. The Lead Grounds worker will contact you to set up a time to place the items in storage. Access to stored items will be by appointment only. In order to access stored items after work hours, contact the Information Desk. **Possession of a butane torch will result in removal from Housing on a first offense.**

## Cleaning Responsibilities

To ensure a safe and healthy environment, a reasonable level of cleanliness is expected in individual resident rooms. Your assistance in keeping bathrooms, kitchens, and lounges clean is expected by both residents and staff. Personal trash, bottles, magazines, newspapers, and other such items should be deposited in the outside dumpsters and recycling bins and not in bathroom or lounge trashcans. Staff will regularly check kitchen areas to ensure the health and safety of residents. Failure to maintain a reasonable level of cleanliness in any common area (e.g. Cypress kitchen, Hill TV lounge, etc.) may result in a loss of access to that area, relocation to a new residence hall, and/or charges for excessive custodial time.

Custodial services do not clean the common living areas of Creekview, Campus Apartments or College Creek. Students living in these areas are expected to maintain a reasonable level of cleanliness in the common areas. Residents in each apartment and suite are responsible for the cleaning of the common area kitchen, bathroom, living room and hallway and are responsible for supplying toiletries and bathroom tissue. Establishing a cleaning schedule is one way to ensure that everyone participates equally in the cleaning endeavors. Vacuums are available in all areas. If you need additional 409 or Tilex, you can submit a request to the Housing Office or by a service request through your [myHousing](#) account. Please do not use powdered carpet freshener because it damages the carpet.

## Common Area Furniture

Furniture in the various common areas (living rooms, lounges, kitchens, etc.) is for everyone to use and enjoy. Please treat this furniture with care and do not remove it from the common areas at any time. **If furniture is missing, damaged, or relocated; repair or replacement costs will be the responsibility of all residents with access to the common area unless the cause can be attributed to specific individuals.**

## Community Responsibility

- Community members are expected to comply with all reasonable requests for courtesy towards others, including, but not limited to, issues regarding noise, use of common area space, trash disposal, face coverings, and physical distancing.
- Residents must demonstrate an ability and willingness to establish and maintain a reasonable level of respect with members of the Housing community. Failure to do so can result in an administrative room move, restriction from certain residence halls, or removal from the residence halls.
- Residents are responsible for reporting violations of policy. Failure to prevent a violation, especially within their space, of any stated regulation violates their responsibility as a student and member of this community.

## Computer (“ResNet”) Acceptable Use Policy

The ResNet system connects workstations and computers in Housing at Cal Poly Humboldt. It also provides access to national and international computer networks. However, network connectivity

requires that you understand the responsibilities of being a network user in order to protect the integrity of the system and the integrity of other users. In order to use ResNet services, you must first accept the “ResNet Acceptable Use Policy” in addition to the “CSU Responsible Use Policy” when you first log in. Using the Cal Poly Humboldt ResNet is a privilege. The following policies are intended to help you use the Cal Poly Humboldt ResNet responsibly.

You are NOT allowed to use your connection to:

- Run a business or organization for profit or nonprofit purposes
- Monitor data on the network by means of any monitoring or “sniffer” software
- Provide a pass-through site to other campus hosts
- Provide remote login on your computer for anyone other than yourself
- **Transfer copyrighted materials to or from any system via ResNet without express consent of the owner**

You will be disconnected from the network if you:

- Use an IP address or port that is not assigned to you
- Run any type of server that can interfere with others’ ability to use ResNet (e.g., DHCP or DNS servers)
- **Modify or tamper with network services, wiring and ports in your room, this includes extending the network beyond the single network outlet (e.g. Cable/DSL routers, hubs/switches, Wireless Base Stations)**
- View, copy, alter or destroy any file or connect to a host on a network without explicit permission of the owner
- **Attempt to circumvent protection schemes or exercise security loopholes in any computer or network component**

ResNet will disconnect any computer if it is found to contain viruses in order to protect the network and other users. It is the responsibility of the user to make sure their computer has current virus protection software installed and operational. The user’s ResNet connection will be restored when it has been determined that the user’s computer is completely free of viruses.

ResNet network is a shared resource. Use of applications that inhibit or interfere with the use of the network by others is not permitted. This includes applications that use unusually high portions of bandwidth for extended periods of time or causes someone else’s computer on the network to malfunction. You are ultimately responsible for ALL the network activity to and from your assigned port and computer. These policies are in ADDITION to the University Acceptable Use Policy. The University Acceptable Use Policy is available on-line: <https://its.humboldt.edu/about/its-policies>.

## Damages

Damage, destruction, and vandalism are unacceptable. All members of a living area will be charged for damages, destruction, vandalism or loss of furnishings and equipment in common area facilities unless specific responsibility can be determined. To report responsibility for a damage charge, please talk to your RA or RLC.

While Custodial, Maintenance, and Grounds staff have regular duties in maintaining a safe and clean living environment, residents have a responsibility for their environment as well. Excessive damage may pose an unsafe or unsanitary condition that must be addressed and disrupts staff’s regular routines in

the upkeep of facilities. Residents will be billed for damages, and the charges are inclusive of all costs, including the labor and materials. This may include time to gather materials or order parts, the actual cleaning and repair, returning equipment, storage of unused materials, disposal of refuse, and administrative time spent processing charges. Most damages are repaired in a timely fashion, although we may elect to postpone some repairs.

After damage has been cleaned or repaired, residents will be notified by their RLC of the damage cost. It is our expectation that the resident(s) responsible for the damages will take responsibility for their actions by informing their RLC. If a resident would like to accept responsibility, but is unable to pay, they may elect to pay towards the amount through completion of community service. The number of hours of community service will be dependent on the rate of student labor and the total cost of the damage.

If the responsibility of damage is not claimed or reported, all residents in the area will be responsible for payment of the charge. Residents may collect the money on their own and give the full amount to the Housing Cashier. This payment must be accompanied by the invoice sheet and made in appropriate denominations. You can obtain the invoice sheet by contacting your RLC. If no effort is made to pay the charge by the posted deadline and responsibility cannot be attributed, Housing will bill all residents in the living area as appropriate. A minimum of \$5.00 will be assessed to each student's account. The money collected for damage charges is deposited into the general Housing fund which is used to pay for staff labor, materials, and other expenses.

All charges are based on and will depend on the severity of the incident, the type of labor (student vs. professional), and the cost of materials. Examples of actions leading to common charges include, but are not limited to:

- Bodily fluids such as vomit, blood, urine or fecal waste
- Carpet replacement
- Cigarette pick-up/removal
- Clean/unclog drinking fountains
- Damage caused by an animal
- Excessive mess in bathrooms (i.e. hair dye, etc.)
- Exit sign damage/replacement
- Extra clean-up in common areas
- Hole in the wall
- Improper disposal of personal trash
- Landscape vandalism/damage
- Trash in outdoor areas that can be attributed to a living area
- Window screen replacement

## Dangerous Behavior – ZERO TOLERANCE POLICY

Any activity or behavior that can be interpreted as endangering or harming oneself, a member of the community, or a guest is prohibited.

## Disorderly Conduct

- Acts or behavior that compromise the peace, safety and/or health of other residents or compromise the educational purposes of the community are prohibited.
- Acts that result in additional clean up in or around residential facilities and/or interfere with others normal use of facilities are prohibited.

- Any activity which damages another's personal property
- Water fights and/or pranks that cause personal harm are prohibited. Activities that entail entry into another resident's room without the specific permission of that person are strictly prohibited.

## Drugs and Controlled Substances – ZERO TOLERANCE POLICY

Substance use/abuse can negatively impact both the individual and the community, and is not conducive to the promotion of an educational and academic environment. Violations of Housing drug policies will be addressed in the student conduct process and may have different results due to the nature of the violation(s). Outcomes may include educational/administrative agreements or sanctions, a student's removal from Housing, and referral to Dean of Students, and possible legal charges (including arrest and fines).

The university adheres to all federal and state laws as they pertain to illegal substances. Providing, manufacturing, consuming, and possessing illicit drugs or drug paraphernalia is strictly prohibited at Cal Poly Humboldt. **Additionally, the university does not recognize the privileges associated with a medical marijuana card.**

Drugs are defined as:

- Any stimulant;
- Intoxicant (including alcohol);
- Nervous system depressant;
- Hallucinogen;
- Other chemical substance, compound, or combination used to induce an altered state;
- Any otherwise lawfully available product or substance (such as over-the-counter or prescription drugs, glue, paint, etc.) used for any purpose other than its intended use

Drug Paraphernalia includes, but is not limited to all equipment, material and products intended for use in growing, processing, harvesting, storing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body.

While marijuana is legal in the state of California, it is not legal as recognized by the Federal government. Since we are a federally funded institution, we must follow Federal law to retain funding.

The following items/activities are prohibited in and around the residence halls:

- Being under the influence of drugs prohibited by federal and state law in housing facilities and public areas.
- Disrupting the residence hall community while under the influence of drugs prohibited by federal and state law or controlled substances.
- The inability to exercise care for one's own safety, the safety of others, or the safety and care of property owned by the university or other residents due to being under the influence of a controlled substance is considered a violation of Housing guidelines.
- Possession, use, cultivation, production, sale, gift or exchange drugs prohibited by federal law (Note: in addition to other sanctions, residents found responsible for smoking marijuana will be subject to a \$25 damage charge). Smelling of marijuana may be considered evidence of possession or use.

- Possession of drug paraphernalia prohibited by federal law, including, but not limited to pipes, bong, hookahs, or vaporizers.
- Abuse, misuse, or distribution of legally prescribed drugs.
- Use or intoxication by other substances such as Salvia, synthetic marijuana, or bath salts.
- **Being present in a room when any of the above-listed activities is taking place.**

**Did You Know?**  
 Cal Poly Humboldt and all California State University campuses do NOT recognize medical marijuana (215) cards.

Exhibiting aggressive or offensive behavior while under the influence of alcohol or drugs will result in student conduct action. Gross intoxication (e.g., vomiting or passing out due to excessive consumption) will also result in student conduct action.

**Residents are reminded that the University Police may be involved with violations relating to alcohol or illegal drugs. University Police and Housing Staff are authorized to enter a resident’s room without warning if “probable cause” exists or if a search warrant has been obtained.**

### Failure to Comply

- In order to create a successful academic environment and maximize the residential living experience for the entire community, residents and their guests are required to comply with official requests or directives of University and Housing staff, both verbal and written, while in the performance of their duties.
- Failing to provide information to staff, interfering with staff while performing their duties, being uncooperative (e.g., failing to identify yourself, remaining in a building during an evacuation, or refusing to open your door at a staff member’s request) or being verbally abusive to staff is a violation of Housing guidelines.
- Presenting information or documents which are fabricated, falsified, or misrepresentative to a university official is prohibited.
- Residents are expected to comply with officially posted signs and notices.
- Failure to fulfill community action agreements (e.g., reflection papers, community service, restorative community actions, etc.) is a violation of Housing guidelines and will most likely result in additional administrative actions that could lead to probation or removal from the residence halls.

### Fire & Safety Regulations

Fire safety equipment installed in the halls is for use only in emergencies. Tampering with, covering and/or utilizing for unintended purpose of any such equipment – including fire extinguishers, fire alarm pull stations, fire alarm horns, fire hoses, sprinklers, nozzles, exit signs, smoke detectors, heat detectors or any other equipment – is a threat to life and is strictly prohibited.

**Residents may be held responsible for intentional or unintentional negligence that leads to alarms/sprinklers being activated. Pulling a fire alarm, tampering with fire safety equipment or intentionally exiting a building through a fire exit when there is no emergency can be grounds for**

immediate removal from the residence halls and is subject to the following Fire and Health Safety Codes:

**California Fire Code Chapter 9 Fire Protection Systems 2013ed Section 901.8 – Removal or Tampering with equipment.** It shall be unlawful for any person to remove, tamper with or otherwise disturb any fire hydrant, fire detection and alarm system, fire suppression system, or other fire appliance required by this code except for the purpose of extinguishing a fire, training purposes, recharging or making necessary repairs, or when approved by the fire code official.

**Health and Safety Code Section 13112** – Every person who violates any provision of this chapter, or any order, rule, or regulation made pursuant to this chapter, is guilty of a misdemeanor punishable by a fine of not less than one hundred dollars (\$100) or more than five hundred dollars (\$500), or by imprisonment for not more than six months, or by both. A person is guilty of a separate offense each day during which he or she commits, continues, or permits a violation of any provision of, or any order, rule, or regulation made pursuant to this chapter.

Residents are required to evacuate a facility immediately any time the alarm in that facility sounds. Residents are required to evacuate a facility under various circumstances (e.g., such as a bomb threat, flood, etc.) when requested to do so by any Housing or University staff member. Since the alarm system is not used to evacuate facilities under circumstances such as a bomb threat, it is important that residents be aware of the requirement to evacuate when instructed to do so. Residents who fail to evacuate during an alarm or refuse to follow instructions given by a staff member will be subject to disciplinary action. In addition to evacuating residents from the facilities, Housing staff may conduct room checks as needed after every evacuation to ensure all residents have left the building.

To ensure emergency vehicle access to facilities, driving or parking in Campus Apartments, Canyon, College Creek, or the Hill access lanes, other access roads adjacent to the residence hall facilities, or the Hill Quad is prohibited. Specific designated areas will be available when moving in or out of the halls (20-minute maximum loading/unloading time). Vehicles left unattended are subject to towing or fines.

Residents are prohibited from storing dangerous chemicals or highly flammable materials including, but not limited to, gasoline, industrial cleaning solvents, spray paint, personal barbecues, charcoal, lighter fluid, vehicle parts, fuel, and oil. Gas-operated motorized vehicles are prohibited from being stored in resident spaces. The obstruction of balconies, doorways, and hallways with the use of screens, bamboo, or other coverings is prohibited for fire life safety requirements. Draperies, tapestries, blankets or posters displayed on walls, and doors shall not be placed in a manner which could facilitate ignition, block exits or fire detection units or present overhead fire hazards. As per state fire codes, these items shall not cover more than 10% of wall space. Draperies and tapestries may not hang suspended from doorways or ceilings. Draperies and tapestries (non-housing issued) must be made of or treated with fire-resistant material, fastened flat against the wall with no air pockets, and may not hang suspended from doorways or ceilings.

Lighting designed for festive purposes is only allowed 2 weeks prior to a major event or holiday and shall be removed immediately following. Festive lighting must have the following:

- Each strand is plugged directly into a surge protector rather than into each other
- They are LED and not heat-creating bulbs
- Do not block doors, be hung from the ceiling, or otherwise violate other policies



Live or dead trees/wreaths are not allowed. Only certified flame-retardant artificial holiday trees up to 3 feet tall and wreaths up to 24" inches are permitted.

## Gambling

Gambling in any form is not permitted in residence halls. Such activities include, but are not limited to, football parlays, card games involving money, lotteries, and raffles in which a ticket must be purchased.

## Good Samaritan

To ensure that students receive prompt medical attention in situations that may be a threat to their health or safety (alcohol or drug intoxication, physical violence, etc.), students/community members who observe a medical or other emergency are obligated to call for help. In order to encourage responsible decision-making in reporting incidents of this kind, should the reporting individual be found in violation of a Housing guideline at the time of the incident, their decisive actions will be taken under consideration during the student conduct process. Failure to seek assistance for a community member who appears to be dangerously intoxicated due to the consumption of alcohol or other drugs will result in disciplinary action.

## Guests

Please be advised that guest policies are subject to change at any time to conform to public health and university guidelines.

Guests must be accompanied by the host resident at all times. Residents are responsible for the behavior and actions of their guests at all times. Violations of any Housing and Community Guidelines by guests may result in student conduct action against the hosting resident. Guests involved with violations of any Housing and Community Guidelines may be required to leave the residence halls and/or the Cal Poly Humboldt grounds.

Residents may invite guests to stay overnight with them in their rooms, provided that all such guests are registered by using the Visitor registration link via [myHousing](#) portal page and roommate(s) agrees. Guests should be registered as soon as possible on the date that they arrive. Before having any guest sleep in a common area (Creekview, Cypress and College Creek living rooms, Canyon suite living rooms only), residents must obtain explicit and unanimous consent from all residents sharing that common area. **Sleeping in public areas (i.e., TV lounges) is not permitted under any circumstances.**

Non-resident guests may reside in the halls for no more than **three consecutive nights** and/or **ten nights total** during the academic year and **3 nights total** during the summer. Cohabitation – defined as the extended presence (daily or nightly) of any person in any room, suite or apartment who is not assigned a bed-space in that specific living area – is not permitted. If found in violation of this guideline, the host will be billed a nightly rate for the number of nights an unregistered guest has resided in the space. A resident may have a maximum of up to 2 guests per night unless otherwise approved by the Residence Life Coordinator. Any resident found to have a guest living in their space will be placing their housing status in jeopardy.

Housing & Residence Life reserves the right to restrict any non-resident guest from the residence halls at any time given reasonable cause as determined by a Housing staff member.

## Instruments

Amplified instruments, horn instruments, drums, bongos, and other like instruments often create a significant disruption in the community. The density of the population in such close proximity is not conducive to the use of these types of instruments. Due to this, these instruments may not be played in or around the residence halls at any time (this includes the Hill Quad and College Creek Courtyards; Hill, Creekview, Campus Apartments, and Jolly Giant Commons parking lots; Canyon and Cypress Lawn areas; Cypress decks or patios; personal resident rooms).

We recognize that residents may need to practice instruments for academic instruction. Time has been designated from 5:00pm-7:00pm each day for academic instruction practice and it must occur in the Jolly Giant Commons. Reasonable noise levels must be maintained with amplified instruments and we reserve the right to ask residents to practice elsewhere due to departmental functions, meetings, and courtesy hours. Instrument practice will be suspended the Friday prior to Finals week due to 24 Hour Quiet Hours.

The Klamath River Room in the Jolly Giant Commons may be reserved for recreational or band practice during certain hours on Fridays, Saturdays, and Sundays. Details regarding this policy and alternative accommodations for special programs are available from your RLC.

## Key Misuse

Lending your Housing keys to another person is prohibited and may result in student conduct action. Use of another resident's key to enter a building or another resident's room is strictly prohibited.

## Obscene Matter / Posting

- The distribution or posting of any materials not approved by Housing & Residence Life is prohibited
- Public display of "obscene matter" as defined in the California Penal Code, Section 311, or items which may be disruptive to the community, is prohibited anywhere on campus, including the housing facility.
- Housing & Residence Life reserves the right to remove from public view any signs or objects deemed offensive to others or prejudicial to the overall goals of the university. This includes offensive or alcohol/drug related materials. "Public display" and "public view" includes the outside of room doors, windows facing out and hallway bulletin boards.

## Physical/Written/Verbal Abuse, Threats, and Harassment – ZERO TOLERANCE POLICY

Every member of the Housing and University community deserves to be treated with respect. A climate of fear or intimidation is not acceptable in the residence halls. Threats, racist/sexist/ethnic/gender-based harassment, malicious pranks, abusive name calling, or physical violence toward any member of the Cal Poly Humboldt community will not be tolerated anywhere in Housing or the dining facilities. Any behavior of this nature could result in immediate removal.

Causing physical or mental harm, bullying, and/or the apprehension of physical or verbal harm to any person will result in disciplinary action and/or arrest by the police, as appropriate. Harassment of any person and/or group, through any medium, including the Internet is not permissible. This includes statements posted on social media sites such as Facebook, SnapChat, Craigslist, email, Twitter, Instagram, etc.

## Quiet Hours

The Housing department is committed to providing an environment within the residence halls that is conducive to academic achievement. **The right to study, sleep and enjoy a peaceful living environment supersedes the privilege to create noise that is disturbing to others.**

- Quiet hours will be in effect from **10pm to 9am Sunday through Thursday** and **12am to 10am on Friday and Saturday, regardless of any campus closure days.** During quiet hours, noise from any student room that emanates to any public area and noise in public areas emanating into student rooms, is prohibited. Public areas include the Hill quad, Cypress walkways, Canyon fire lane, Creekview parking lot, College Creek courtyards, Campus Apartments Gazebo, etc.
- Quiet hours in Academic Intensive theme housing communities are in effect from 10pm to 10am every day, including weekends.
- **Courtesy Hours** apply during times when quiet hours are not in effect. During courtesy hours, any resident has the right to politely request another resident to lower the level of noise.
- Each semester, **24-hour quiet hours will be in effect from 5pm on the last day of classes before finals through the last day of finals. Violations of this policy will likely lead to your immediate removal.** Residents are reminded that final exam periods usually create an increased level of stress for everyone.
- Speakers should not, at any time, be positioned so that music is directed out of windows, doorways, or balconies. Violators may have speakers/devices removed.
- Residents are expected to ask others to reduce bothersome noise levels before seeking the assistance of staff.

## Sexual Misconduct, Dating or Domestic Violence, and Stalking Policy – ZERO TOLERANCE

Cal Poly Humboldt and Housing & Residence Life are committed to a community free from sexual assault, rape, domestic violence, dating violence, sexual harassment, and stalking. The Cal Poly Humboldt and Housing & Residence Life communities are committed to emphasizing the wellbeing and rights of the survivor, while ensuring due process for the accused, in response to sexual misconduct, dating and domestic violence, stalking and retaliation. All members of the university community, including students, faculty, staff, and administrators, share responsibility for upholding this policy as we strive to attain our goal of a violence-free community.

Individuals alleged to have committed sexual assault, rape, dating and domestic violence and stalking may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline/sanctions at the university. Employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining unit agreements.

Students charged with sexual discrimination, sexual harassment, sexual assault, rape, dating and domestic violence and stalking will be referred to Cal Poly Humboldt's Title IX Office. Those students will be subject to the procedures pursuant to the CSU Systemwide Policy Prohibiting Discrimination, Harassment & Retaliation, Sexual Misconduct, Dating & Domestic Violence, & Stalking Against Students (Executive Order 1097), subject to discipline pursuant to the CSU Student Conduct Procedures (see Executive Order 1098), and subject to appropriate sanctions. In addition, during any investigation, Cal Poly Humboldt may implement supportive measures in order to maintain a safe and non-discriminatory

educational environment. Such measures may include immediate emergency removal (interim suspension) from the university, required move from university-owned or affiliated housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident. For information concerning the various conduct processes, see “Information Regarding the Cal Poly Humboldt Campus’ Criminal and Civil Consequences of Committing Acts of Sexual Violence” at <https://titleix.humboldt.edu/>.

Cal Poly Humboldt’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol, or other university policies. Except in extreme circumstances, or for conduct that places the health and safety of another person at risk, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

**If you need to report an incident of sexual misconduct/assault, contact any Housing staff member.**

### Skating/Bicycles/Hoverboards

Skateboarding, hoverboards, roller blades, in-line skating, bicycles, and scooters are prohibited in the interiors of all facilities, around the exterior of the JGC, in the Hill quad, College Creek courtyards and on walkways, catwalks, fire lanes (Creekview, Hill, Campus Apartments), and access roads. Such activities pose a safety threat to people and potential damage to facilities. Additionally, skateboarding is limited on campus as well. Please refer to the University Code of Rules and Regulations to read about the [campus skateboarding policy \(Section 3407\)](#).

- **E-Scooters/ E-Bikes** – E-scooters and E-Bikes must be UL listed with UL2849 for bikes and 2272 for scooters. They should be plugged directly into a wall outlet for charging.

Due to safety concerns, hoverboards are banned at Cal Poly Humboldt.

### Smoking

Smoking is not allowed anywhere on campus, including the residence halls, at any time. Smoking is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe or other lighted smoking product, including electronic cigarettes. Violations of the smoking policy are subject to a \$25 charge plus additional damage charges.

### Solicitation

Soliciting in the residence halls is prohibited. Soliciting is defined as door-to-door selling, leafleting, and verbal proselytizing, conducting surveys or other similar activity. This policy applies to all individuals, campus groups and organizations, and non- Cal Poly Humboldt groups and organizations. Please contact a staff member or University Police immediately if someone soliciting in the residence halls contacts you. Please note that the Census Bureau conducts census surveys in the residence hall, which is permitted by law. The Residence Hall Association (RHA) may also canvas the halls.

### Theft/Burglary

Theft or unauthorized possession of University, Housing, or another person’s property, appliances, or equipment is a serious offense. Individuals found responsible for theft/burglary will be subject to disciplinary action, including removal from Housing. Contact University Police at (707) 826-5555 to file

a report. For the safety of all residents and for theft prevention, students are required to lock the doors and windows in their personal spaces as well as shared spaces when they are not home. Windows and balcony doors should be locked when residents are not present or other times as necessary.

## Use of Facilities

- Tampering with or removing blinds, windows, or window screens from any part of the building is prohibited and subject to damage charges.
- Tampering with cameras is prohibited and can result in student community action, including a fine of up to \$150 and financial responsibility for repair or replacement.
- Students are not permitted to climb in or out of apartment windows.
- Climbing onto or rappelling from buildings, trees, lamp posts, stairwells, balconies, rooftops or any other area can threaten the safety of people and damage the facilities. Such activities are prohibited. Housing staff members are available to assist you if you are locked out of your room.
- Unauthorized presence on rooftops, outside ledges, other residents' rooms or apartments, or areas marked as restricted within the residence hall community is prohibited and grounds for removal. Unauthorized entrance into and presence in construction sites in the vicinity of the Housing community is prohibited and grounds for removal.
- Sports and recreational activities such as baseball, football, golf, catch, Frisbee, soccer, darts, hacky sack, wrestling, bowling or any similar activities are prohibited in the interior of buildings at all times.
- Throwing objects into or out of windows or doorways or in the interior areas of facilities is prohibited. This includes keys, trash, water balloons, liquid, and other such objects. Residents are also reminded that screens may not be removed from windows. Residents may not enter or exit the building through windows, sliding glass doors (except in Campus Apartments) or balconies. Removal of screens will result in student community action, including a fine of \$50 and financial responsibility for repair or replacement.
- Using one's balcony as a means of entry or exit, or using it to store unsightly articles, garbage, or University property is not permitted. Sitting on, perching on, or jumping over balcony railings is also prohibited.
- Residents must keep balconies clear of obstructions such as screens, bamboo or other coverings that block the view for safety personnel.
- We also ask that you recognize the potential damage that can be done to the lawns; please stay off them when they are wet and never use cleats. We ask that you respect the efforts of our Grounds Crew and keep our beautiful area free of litter.
- Other activities such as hacky sack may be played in the exterior areas adjacent to the buildings as long as caution is taken. Cal Poly Humboldt and Housing & Residence Life reserve the right to request that such activities cease if participants exhibit reckless behavior while playing such games.

## Weapons/Fireworks – ZERO TOLERANCE POLICY

Firearms, ammunition, fireworks, dangerous chemicals, butane torches, swords, and other weapons (including non-cooking knives greater in size than 2.5 inches, stun guns & tasers, mace, pepper spray, and bow arrows) are not allowed in or around the residence halls at any time and may lead to removal from the residence halls. Cooking knives are only allowed to be stored and used in kitchens. Plastic guns or fake weapons that could be construed as actual weapons, paintball guns, and pellet or BB guns, are also strictly prohibited. Permitted items that are used to threaten, intimidate, or cause harm to another person are considered weapons. Cal Poly Humboldt reserves the right to confiscate or remove any of

the above items from either public or private areas of the residence halls and may result in removal from the residence halls, Cal Poly Humboldt and the CSU System.

## Community Action Process & Purpose

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Community Guidelines are designed to promote a quality living and learning environment for all residents and to set forth the conditions governing residents' eligibility to remain part of the residence hall community. The department has designed the student community action process to address violations of guidelines outlined in this Handbook and the [Housing & Residence Life and Dining License Agreement](#). It is important to note that we have a trifurcated system at Cal Poly Humboldt, which means that any Housing student community action process may take place prior to, or concurrently with, University or criminal processes. It is also important to understand that the student community action process will take precedence over any request to vacate the residence halls. Please note that residents who are on housing probation will not be eligible to sign another Housing & Residence Life and Dining License Agreement for at least one year from the start of probation.

The student community action process begins with an incident report, indicating an alleged violation of community guidelines. While housing staff members are instructed to document apparent violations of community guidelines, not all incident reports result in a student community action conference or a community action agreement. The incident report provides the Residence Life Coordinator with information to determine if a student community action conference is necessary. Incident reports are kept for a period of seven years.

Residents will receive notification concerning the alleged violation of community guidelines through the official Cal Poly Humboldt email and/or via mail at the resident's on-campus address. This notification may request your attendance at a community action conference with one of the following staff members: Residence Life Coordinator, Area Coordinator, Senior Director for Housing & Residence Life, or the Dean of Students Office.

In most cases, you will be given 48 hours advance notification of the time and date of your community action conference via email. If you are unable to attend a scheduled meeting due to a class conflict or employment, you may request to reschedule. **Note: you must make this request at least 24 hours prior to your scheduled conference time.** During this conference you will have the opportunity to discuss the incident. If you are found responsible for a community guideline violation, following the community action conference, a community action agreement may be reached as to how you can restore / provide restitution to your community. If an agreement cannot be reached, the hearing officer will decide and notify you via email.

**Please note that if you fail to attend a community action conference, the student community action process will proceed without your participation. Also note, failure to receive notice of the community action conference due to not checking your mail and/or Cal Poly Humboldt email is not a valid excuse for missing the conference.**

Residents may have an advisor present for support, but they may not speak on behalf of the resident. The use of attorneys is not permitted in the student conduct process.

## Accountability Sanctions

Depending on the violation and student community action conference history of the resident, a variety of sanctions may be assigned. This list gives some examples of potential sanctions:

- Community service
- Restorative community action
- Fines
- Cal Poly Humboldt Probation
- Formal warning
- University suspension or expulsion
- Housing Probation
- Removal/Ban from Housing
- Removal of personal property creating the violation

## Housing Probation

Students placed on Housing Probation can still receive additional sanctions. If a student is found to be responsible for ANY other violations of policy or fail to complete any assigned sanctions during the period of probation could result in removal from Housing. In some cases, students placed on probation could be prevented from completing a license agreement for up to one year.

## Removal from Housing

Removals will generally take place 3 business days from the date of notification. In cases where the immediate safety and security of residents is threatened, removal could take place in less than 3 business days. Residents are notified via Humboldt email and in some cases, notifications are hand-delivered. **Please note that failure to check your email is not an acceptable reason to request an extension of the removal date.** If you are removed from the halls, you are not released from your financial obligations. **You are legally and financially responsible for payment of applicable housing and dining charges for the academic year** and you will lose your privilege to live on campus and are banned from all Housing grounds for a minimum of two years. Students who are removed may submit a petition to return after two years to the Senior Director for Housing & Residence Life at [ResLife@Humboldt.edu](mailto:ResLife@Humboldt.edu).

## Student Conduct Appeal Process

You may request an Appeal if you meet one or more of the following conditions:

- The outcome of a community action process was determined without sufficient information/insight.
- The department did not provide due process. Due process in a university administrative proceeding essentially means that:
  - The Department has followed the student community action process as presented in this *ResLife & You Handbook* and the [Housing & Residence Life and Dining License Agreement](#);
  - Notice of the alleged violation(s) has been provided;
  - If applicable, an opportunity to present thoughts/information at a conference has been provided.
- The assigned accountability sanction(s) is inappropriate in relation to the resident's student conduct record and/or the nature of the violation.
- New information/insight becomes available that would have likely made a substantive difference in the outcome of the conference.

Requests for an appeal must be submitted in writing within 2 business days of the resident receiving written notice of the outcome of the conduct hearing in question. Requests should be submitted

through email to [ResLife@humboldt.edu](mailto:ResLife@humboldt.edu). Requests must outline how the specific circumstances meet one or more of the conditions listed above. Please also include in the request your name and contact information.

Once a request is submitted, the Senior Director for Housing & Residence Life, or designee, will review the request and determine if grounds for an appeal exist. Generally, you will be notified whether or not you have been granted a review within 3 business days of submitting a request.

**Submitting a request does not automatically grant an appeal.** Additionally, a review does not guarantee that a sanction will be overturned or a less severe sanction, but could result in additional sanctions. Questions about this process should be directed to your Residence Life Coordinator.

**Please Note: If the request is denied, the removal date and any additional sanctions assigned will still be in effect. Residents are expected to comply with all sanctions and plan accordingly until otherwise notified.**

**Please note that simply disagreeing with a student conduct decision made by a Residence Life staff member is not sufficient to make an appeal. One of the four criteria listed above must be met.**

## Multiple Jurisdictions

As a resident, you are responsible for adhering to the guidelines outlined in this ResLife & You Handbook and the Housing & Residence Life and Dining License Agreement. You are also responsible for adhering to campus-wide regulations regarding student conduct, CSU regulations regarding student conduct and local, state and federal laws.

In some instances, regulations will overlap. When a violation occurs, residents may be held accountable by virtue of all the various sets of regulations, which address a violation. This means that a student who violates a regulation that is covered by more than one enforcement agency may be held responsible by all agencies that have regulations relating to the violation.

## Your Feedback

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Your feedback is essential in making Housing & Residence Life the best we can be. The Housing Office (707) 826-3451 can help direct you to the appropriate staff member whenever you have questions, comments, concerns or suggestions. You may email your thoughts and concerns to us at [housing@humboldt.edu](mailto:housing@humboldt.edu). We look forward to meeting you, hearing about your experiences and assisting you in any way we can.

Our annual Residence Hall Satisfaction Survey is distributed via email. We encourage and appreciate your participation and responses to this survey. When you choose to have your voice heard through completing the Satisfaction Survey, you will be entered to win various prizes.

## Residence Hall Safety & Security

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Part of our mission in Residence Life is to maintain a safe environment within the residential community. Therefore, we have policies and procedures that enable us to help maintain safety and security. All community members play a part, including staff, guests, and residents. If you ever feel



unsafe in the residence halls, be sure to contact a Residence Life staff member (such as an on-duty RA or your RLC) or the University Police Department (UPD) for assistance.

## On-Call Staff

To help facilitate safety and security, the Resident Advisors (RAs) conduct rounds. These staff members in conjunction with the Residence Life Coordinators (RLCs) are available to assist with emergencies, potential guideline violation response, lockouts and other issues that may arise. You may contact the RA after hours, on weekends, and holidays for assistance by calling the RA duty phone number posted in your area or on the Housing website. If you need general information or maintenance assistance, please call the Housing Office at (707) 826-3451.

## Student Safety Responsibilities

Though many University departments, including Housing & Residence Life, as well as Dining Services and the University Police Department, have instituted safety and security policies and services, your personal safety and security is largely up to you. When you fail to take precautions such as closing your door or wearing a face covering, you put yourself at risk. An awareness of the environment and your surroundings is the best place to start. We will continue to develop and implement security measures, but these measures cannot succeed without your participation and support.

## Cal Poly Humboldt ID Card Access System

Our Card Access System enhances our building security. Residents should always carry their Humboldt ID card. For safety reasons, residents must identify themselves and produce a Humboldt ID card when it is requested by housing staff or by other university officials. This card and your pin number allow you to gain access to the building, floor, room to which you are assigned, and laundry facilities. Additionally, this card will contain your meal plan funds. If you would like to change your pin number, the key card kiosk is located on the first floor of the Jolly Giant Commons near the information desk. **Do not give/lend your Humboldt ID card to anyone.**

## Safety Checks

We conduct safety checks of each resident room during winter break to assure items are unplugged and there are no potential fire or safety hazards in unoccupied rooms. An informational memo will be sent out to residents to your Humboldt email a few weeks prior to the break period. This memo will instruct residents of procedures that should be followed in preparation for the break.

## University Police Department (UPD)

The University Police Department is located in the Student Business Services Building, Room 101. The State-certified police officers at Cal Poly Humboldt are responsible for the protection of life and property in our campus community. Some of the services provided by UPD include:

- Safety escorts (Call 707-826-5555 to request an on-campus escort)
- Bicycle licensing
- Motorist assistance
- Law enforcement
- Crime prevention programs and information
- Engraving services to mark property

## Residence Hall Security Tips

You may have valuable possessions in your room such as jewelry, television, laptop/desktop, or perhaps your favorite pair of jeans. You must ensure that these things are not vulnerable to theft or damage.

These crime prevention tips may save you some grief:

- Always keep your door securely closed.
- Store valuables out of sight.
- Be aware of strangers on your floor and notify UPD of any suspicious person(s).
- Do not allow people access to the halls without checking if they live in that area.
- Never prop doors open.
- Keep an inventory of your belongings.
- Always securely lock your window when you leave your room.
- Safes are available for rent – for more information please refer to page 24 (Room Modifications & Furnishings).

## Emergency Information Card

Located on the back of your room door is an Emergency Information Card. This card provides you with important safety and evacuation information. Be sure to familiarize yourself with this emergency information and learn where all exits are located. Do not tamper with or remove this card. If this card is missing from your room, please contact the Housing Front Desk.

## Cal Poly Humboldt Sexual Misconduct, Intimate, Dating or Domestic Violence, and Stalking Policy

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Cal Poly Humboldt is committed to maintaining and strengthening an educational, working, and living environment founded on dignity and social responsibility. Sexual misconduct, (including sexual assault and sexual harassment), intimate partner/domestic violence, dating violence, and stalking as well as acts of retaliation against survivors go against the standards and ideals of our community and will not be tolerated.

Cal Poly Humboldt aims to eliminate these harmful actions through education, training, clear policies, and serious consequences for violations of these policies. This policy applies to all university community members, including university employees, students, and third parties. (Examples of third parties include employees of auxiliary organizations, volunteers, independent contractors, vendors and their employees, and visitors.) If a university community member is found responsible for committing sexual misconduct, intimate partner violence, or stalking, they can face criminal charges and/or the appropriate Cal Poly Humboldt conduct process.

For information concerning the various conduct processes, see “Information Regarding the Cal Poly Humboldt Campus’ Criminal and Civil Consequences of Committing Acts of Sexual Violence” at <https://titleix.humboldt.edu/>. Cal Poly Humboldt is committed to the well-being and rights of the person reporting the assault, while ensuring due process for the accused.

For more information on filing a report or accessing support services related to this policy, please check the Title IX web site <https://titleix.humboldt.edu/> and the CSU Executive Order 1095 <https://calstate.policystat.com/policy/6741651/latest/>.

## Sexual Misconduct

**Consent** - Fully conscious, voluntary acceptance and agreement to engage in a sexual act. If force, fear, threat, coercion, incapacitation (including by alcohol or other drugs), or violence is used or someone takes advantage of an individual who is incapable of giving consent due to that individual's age or disability or by the use of coercion through one's position of authority, consent cannot exist. Consent cannot be inferred from a current or previous sexual, romantic, or marital relationship, nor can it be inferred from consenting to any other sexual acts. Consent can be taken away at any time.

**Criminal Charges** - Upon law enforcement investigation a report may be forwarded to the District Attorney's office, which is solely responsible for the decision of whether to file criminal charges.

**Dating Violence** - A form of sexual violence and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website.

**Intimate Partner/Domestic Violence** - A pattern of power and control that results in physical, sexual, or mental harm, or other forms of abuse, by a person who is or has been in a social relationship of romantic nature, including spouses. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. Domestic violence also includes abuse committed against a current or former cohabitant or someone with whom the abuser has a child. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

**Retaliation** - Adverse action taken against a person who has reported or opposed conduct which the person reasonably and in good faith believes is discrimination or harassment, has participated in an investigation/proceeding, or has assisted someone in reporting or opposing discrimination, harassment or retaliation or is perceived to have done either of these things.

**Sexual Assault** - Any attempted or completed sexual act without consent, including unwelcome sexual touching, oral, anal, or vaginal contact and/or penetration. Rape is defined as sexual intercourse without consent, and is a form of sexual assault.

**Sexual Harassment** - Consists of both non-sexual conduct based on sex or sex-stereotyping and conduct that is sexual in nature which can be verbal, nonverbal, or physical. Sexual harassment also includes hostile behavior based on sex or gender stereotypes, or one's sexual orientation or gender identity, even if that behavior isn't explicitly sexual. This behavior has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, limiting one's ability to participate in or benefit from the services, activities or opportunities offered by the University.

**Stalking (including cyber-stalking)** - A repeated course of conduct directed at a specific person that places that person in reasonable fear for their or the safety of others or causes the victim to suffer substantial emotional distress. This can encompass a range of behaviors, including following someone in person or otherwise monitoring them.

Go to the <https://titleix.humboldt.edu/> for more information concerning these definitions.

## Survivors

Cal Poly Humboldt Housing & Residence Life is committed to supporting the needs of survivors of sexualized violence. Cal Poly Humboldt Housing recognizes that anyone can be a survivor of sexual assault regardless of gender identity/performance, race, class, ability, sexuality, or age.

We are here to support you in any and all efforts to process through survival of an incident. If you need to report an incident of sexual assault or misconduct, contact any Housing staff member; be aware that Housing Staff members are required to report incidences of sexual assault to university officials.

### Survivors may seek assistance from:

*Cal Poly Humboldt Counseling and Psychological Services (CAPS) - [\(707\) 826-3236](tel:(707)826-3236) (Anonymous & Confidential)*

*Enrollment Management Office Staff - [\(707\) 826-3361](tel:(707)826-3361) (Mandated Reporter)*

*University Faculty/Staff Members with whom you feel comfortable (Mandated Reporter)*

*North Coast Rape Crisis Team - [\(707\) 445-2881](tel:(707)445-2881) (Anonymous and Confidential)*

*University Police Department - [\(707\) 826-5555](tel:(707)826-5555) (To file a criminal report)*

*Ravin Craig - [\(707\) 826-5235](tel:(707)826-5235) (Confidential)*

*Mira Friedman - [\(707\) 826-5234](tel:(707)826-5234) (Confidential)*

## Confidential Reporting

Survivors of sexual violence choose to file or not file a report for many different reasons. There is no one right choice. If you would like to talk to someone first about what is involved in the various processes of reporting, the [North Coast Rape Crisis Team](tel:(707)445-2881) is available 24 hours a day at [\(707\) 445-2881](tel:(707)445-2881). Advocates are also available to accompany you if you choose to make a report to the University Police Department, the Student Conduct System, or the appropriate law enforcement agency. You may also contact the Counseling and Psychological Services Center on campus at [\(707\) 826-3236](tel:(707)826-3236).

### To Make a Report

You can talk to any Housing staff member including your RA or RLC. These staff members are resources available to support you and ensure your safety. Housing staff members can be reached by calling the Housing Front Desk at [\(707\) 826-3451](tel:(707)826-3451). If you would like to file a complaint or make a report, a Housing staff member can help you begin the process.

Your campus Title IX Coordinator and Deputy Coordinators are available to explain and discuss your right to file a criminal complaint (sexual misconduct, violence, and stalking); the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. Contact information for the campus Title IX Coordinator is as follows:

David Hickcox

Title IX Coordinator and DHR Prevention Administrator

1 Harpst Street, Arcata, CA 95521

Office: Siemens Hall 213

Email: <mailto:david.hickcox@humboldt.edu>

Telephone: [\(707\) 826-5177](tel:(707)826-5177)

If you are in the midst of an emergency, please consider calling the police by dialing 9-1-1.

#### University Police

1 Harpst Street, Arcata, CA 95521  
Student Business Services Building Room 101  
Telephone: [\(707\) 826-5555](tel:(707)826-5555) (business)

9-1-1 EMERGENCY

The North Coast Rape Crisis Team offers a 24-hour crisis line with immediate support services to survivors of sexual assault and their family and friends, information on medical and legal procedures survivors can expect to encounter, accompaniment to medical exams and law enforcement agencies, and on-going support for survivors. You DO NOT have to deal with a rape/sexual misconduct/assault situation alone; these resources are accessible to you.

If you would like to get involved in activism on campus focused on ending sexualized violence contact the Women's Resource Center at [hsuwomyn@gmail.com](mailto:hsuwomyn@gmail.com) or the Health Educator, Mira Friedman at [mira@humboldt.edu](mailto:mira@humboldt.edu). You can also check the Cal Poly Humboldt Sexual Assault Prevention Committee website at <http://stoprape.humboldt.edu>.

### Check It

CHECK IT is a student led project and growing movement on campus. It's about rejecting our culture's passive acceptance of harm and making it a norm to CHECK IT (intervene) if we see an absence of consent or a high-risk situation where someone may be hurt. CHECK IT is about making clear to those who commit acts of violence (specifically sexual assault, dating violence, stalking) that it is not acceptable and we are not going to put up with it in our community.

CHECK IT is about strategizing as a community different ways we can take action when we see potential moments of violence or harm happening around us so that in those moments we have the tools to do something instead of nothing. CHECK IT is about creating a campus culture that's more rooted within a sense of community where we all look out for one another and have each other's backs.



To learn more or get involved with CHECK IT, visit <https://checkit.humboldt.edu/>.

## Missing Persons

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A resident may be considered a "missing person" if the resident's absence is contrary to their usual pattern of behavior and/or unusual circumstances may have caused the absence.

Individuals having reason to believe that a resident is a missing person must immediately notify the Cal Poly Humboldt Police Department (UPD), Housing & Residence Life Department, or Dean of Students. A sworn police officer should initiate an investigation in accordance with the UPD's missing person policy, procedures, and regulations. View the entire policy and procedure online at: <http://housing.humboldt.edu/resident-resources/forms-and-documents>.

## Self-Harm and Suicide

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We know our residents deal with a great amount of stress as college students. On top of that, many are also dealing with stress from home, work, and personal lives, which can make it a challenge to maintain mental health. It is our goal to assist residents by evaluating each student's situation on a case-by-case basis with the intention of promoting the well-being of the individuals and their communities as a whole. Self-harm and suicide are defined as:

**Self-harm:** The intentional injuring of one's body without suicidal intent.

**Suicide:** The act of killing oneself intentionally.

Residence Life student staff members are required to inform a Residence Life Coordinator (RLC) if a resident has spoken of thoughts of suicide and/or to self-harm, as well as if they believe a resident is engaging in any self-harming behaviors or is currently intending to follow through with plans of suicide. An RLC will talk with the resident to provide help, care, and resources to assist with the resident's safety. If the RLC involved believes that the resident poses an immediate danger to themselves, the RLC will contact the University Police Department (UPD) to perform a welfare check.

During a welfare check, officers speak with the resident to evaluate their well-being and ensure their safety; there is no criminal liability. If UPD determines that the resident does pose an immediate danger to themselves, the resident will be transported by ambulance to a mental health facility. An emergency contact will be notified if the resident is under 18 years old or has been transported by ambulance. Housing staff members make every effort to allow residents the opportunity to call their emergency contact person themselves. Both the emergency contact and release of information forms are completed by residents during the application process and can be updated throughout the year.

If a medical transport is not necessary and upon UPD recommendation, the RLC can walk the resident to Counseling and Psychological Services (CAPS) during business hours (9am – 4:30pm) or contact the after-hours number, which is [\(707\) 826-3236](tel:7078263236).

If any other residents in the community are affected by these events, they are also encouraged to go to CAPS.

A follow-up meeting with the resident and an RLC may be scheduled after any self-harm related incidents occur to help the resident establish a behavior plan. Depending on the impact of these events on the community, the possibility of removal from the residence halls will also be discussed. Residents can contact their RLC for further information. Additionally, residents are encouraged to utilize CAPS, which is free to students. CAPS is located on the second floor of the Student Health Center and can be reached at [\(707\) 826-3236](tel:7078263236). More information can be found at <http://counseling.humboldt.edu>.

### Other Resources

- Counseling and Psychological Services: [\(707\) 826-3236](tel:7078263236) (24-hour line) & [TimelyCare](#) (QR code)
- Humboldt County Mental Health 24-hour Crisis Line: [\(888\) 849-5728](tel:8888495728)
- Suicide Prevention 24-hour Crisis Line: [\(888\) 784-2433](tel:8887842433)
- National Suicide Prevention Lifeline: [\(800\) 273-8255](tel:8002738255)
- Spanish Language Suicide Prevention Lifeline: [\(888\) 628-9454](tel:8886289454)
- The Trevor Project: [\(866\) 488-7386](tel:8664887386)



- California Poison Control 24-hour Hotline: [\(800\) 876-4766](tel:8008764766)
- University Police Department: Emergency: 9-1-1 or [\(707\) 826-5023](tel:7078265023)
- Non-Emergency: [\(707\) 826-5555](tel:7078265555)

## Wildlife

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Since we live in a rural area with a community forest as our backyard, seeing wildlife on campus is not an uncommon occurrence. Raccoons, deer, foxes, and other such animals are regularly seen on campus. While none of these animals pose a threat to humans, any wild animal can be potentially dangerous and should be avoided. So as to not attract unnecessary wildlife presence around the residence halls, please dispose of trash in designated areas and check to make certain trashcan lids are closed tightly.

**If animals are demonstrating unusual behavior or being aggressive without provocation, call UPD at 911 immediately.**

### Wildlife Safety Tips

- Keep your distance. Animals like having their own space and can become aggressive when they are cornered. These are living creatures that have a will of their own, and the possibility of disease or injury can make an animal very unpredictable.
- Do not touch. These are wild animals. They might look cute, but they also have teeth.
- **Do not feed.** Most human food is not healthy for wild animals to digest. In addition, feeding them causes them to become dependent on humans for food rather than hunting or foraging for themselves.
- Do not take them home with you. These are wild animals and should remain in the wild.
- Do not harass or throw things at wildlife.

### Mountain Lions

Mountain lions are very shy creatures and are rarely seen. However, they have been spotted in the community forest on occasion and in the woods behind the Canyon. Should you have an encounter with a mountain lion, DO NOT turn and run away. Give the animal its space, shout or yell at it, this will likely cause it to move along on its way. Be sure to contact UPD if you have an encounter or spot a mountain lion on campus.

## Emergency Preparedness

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Disaster planning and response is everyone's responsibility. Are you prepared? Do you know what to do? You could be anywhere – in class, in the library, or eating dinner: disasters can strike quickly and without warning. Some emergencies may be preceded by a buildup or warning period, which can provide sufficient time to warn the Cal Poly Humboldt staff and student body, and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment.

Other disasters occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan. Being ready for a disaster is part of maintaining your independence and safety. Although you may not know when a disaster will strike, if you are prepared ahead of time, you will be better able to cope and recover from one more quickly.

The best way to cope with a disaster is to learn about the different challenges and effects of a disaster, and to prepare yourself! For example, with a strong earthquake there may be power outages, damages to facilities and structures, and disruptions in communication and other services. The resources below will provide you with information to assist you should there ever be a disaster or emergency.

## Be Prepared

- Have a Disaster Preparedness Kit that will satisfy minimal food, water, clothing (warmth), sanitation, first aid, and other needs for a period of 72 hours. If you own a vehicle, it is wise to also have a kit in your car in case you do not have access to the one in your room. Lists of possible items to include in your kit are available at most of the websites listed below.
- Be familiar with building floor plans, evacuation routes (located on the back of your room door) and campus emergency assembly points.
- Know where fire alarm pull stations and fire extinguishers are located and how to operate them.
- Store breakable and heavy objects on lower shelves where they will not fall on you while sleeping or studying.
- Keep your exit routes clear by not cluttering exits, hallways and stairways with personal belongings, empty boxes or other fire hazards.

## Additional Resources

American Red Cross: [www.redcross.org](http://www.redcross.org)

Federal Emergency Management Agency: [www.fema.gov](http://www.fema.gov)

U.S. Department of Homeland Security: [www.ready.gov](http://www.ready.gov)

Cal Poly Humboldt Emergency Operations: <http://risksafety.humboldt.edu/emergency-management>

**“It is better to be 5 years too early, than 1 minute too late” (Emergency Preparedness Center)**

## Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and can evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooters usually will continue to move throughout a building or area until stopped by law enforcement, suicide, or other intervention.

If you hear gunshots or are aware of an active shooter situation, you should quickly determine the most reasonable way to protect your own life. If it is safe to do so, call 9-1-1 immediately. Give details of incident (who, where, etc.). Do not hang up the telephone first.

To protect yourself:

- Option 1: **Get Out** - Alert others, leave belongings behind, keep hands visible for police. Never go to Rally points.
- Option 2: **Hide Out** - If you can't escape, find a room and hide. Lock or block the door, close or cover windows and silence cell phones.
- Option 3: **Take Out (Defend)** - This is a personal decision but may be the only option. Act with physical aggression to stop or incapacitate the shooter if the shooter enters your hiding place.

**Reminder: Never go to Rally Points during an Active Shooter incident**



**RESPONDING TO POLICE:** Officers may not know you and it is important that they do not view you as a shooter. Remain calm and follow officer instructions, put down items in hands, and keep hands raised and spread fingers.

## Bomb Threat

- DO NOT TOUCH OR MOVE a suspicious object.
- Call 911.
- Give the location of where there is a possible threat, as well as a description of what the suspicious package looks like.
- Immediately remove yourself and others from the area.
- Follow all instructions given by University Police and/or Housing Staff.
- Do not return to the building or area until University Police has deemed it clear.

## Earthquakes

California is part of a geological ring along the Pacific Coast of North and South America and Asia, which accounts for 80 percent of the world's earthquakes. Overall, the state averages 1-1/2 feeble quakes a day and 1 per year strong enough to do some damage. Panic can easily claim more lives than an earthquake itself. Your instincts may tell you to scream and run, though the key is to remain calm and shield yourself from possible hazards.

### During an Earthquake:

- **DROP, COVER, HOLD:** take cover under and hold on to a desk or table or sit against an inside wall away from falling hazards.
- Stay away from all glass such as windows and mirrors.
- Dress appropriately and exit the building from the nearest exit when the shaking stops. Remain outside.
- Do not stand under overhangs on the outside of buildings. Move into the open and stay away from power lines.
- Follow the instructions given by staff.



### After an Earthquake:

- Check for injuries. Seek first aid if needed.
- DO NOT use matches, candles, or open flames because there could be gas leak.
- DO NOT operate electrical switches or appliances.
- Check for safety hazards: fire, gas leaks, water supply, etc.
- Do not use telephones or roadways unless necessary. Keep them open for emergency use.
- Be prepared for aftershocks.

- Cooperate. Stay informed. Remain calm.

## Fire

### Fire Alarm Procedures & Fire Safety

To help minimize the risk of fire in our residence halls, we have set in place some policies and guidelines, such as no candles, incense, or smoking in the halls and no tampering with fire alarm equipment. Additionally, at the beginning of each semester, we conduct fire alarm drills in all of the residence halls, and regardless of the time of day or night, we require residents to evacuate whenever the fire alarm sounds. It is important that each fire alarm be treated as real, as time is of the essence during a fire. Additionally, to ensure compliance with the mandatory evacuation of the building during a fire alarm, housing staff conducts room checks after every fire alarm.

### During a Fire:

- Feel the door for temperature (use the back of your hand). If the door is hot, do not open it.
- Close the windows.
- If you cannot leave the room, stay calm.
  - Call 911 to notify authorities of your location.
  - Stuff wet sheets or clothing under doors.
  - Hang a sheet out the window or shout to attract attention.
- If you leave the room, close the door behind you.
  - Stay low to the ground if smoke is present.
  - Move quickly, but do not run.
  - Take a towel to avoid smoke inhalation.
- Do not re-enter the building until permitted to do so by a staff member.

Tampering with or disabling any part of the fire alarm system, discharging an extinguisher, registering a false alarm, or setting a fire can endanger life and property and will be grounds for removal from the residence halls, a fine, and possible criminal charges. All residents will be expected to evacuate the residence hall if the fire alarm sounds. Smoke and heat detectors in student rooms and common areas must be kept in working order. It is essential to report any malfunctions to the Housing Office immediately.