



# **CSUB**

**Student Housing EAST  
Residence Life  
Handbook  
2021-2022**

**California State University, Bakersfield**  
**Office of Student Housing & Residence Life**  
**Student Handbook for Student Housing East**  
**2021 - 2022**

**Our Mission**

*In support of the University's mission and core values, CSUB Student Housing strives to be an integral part of the academic success of its students, both intellectually and through personal development. Through intentional programming, responsible stewardship of facilities, finances and resources, we create a dynamic and heartfelt space to learn and grow, producing conscientious, well-rounded citizens within and beyond the Housing community.*

**OFFICE OF RESIDENCE LIFE DIRECTORY**

**Student Housing East Facility**

**Crystal Becks**, Director of Student Housing (661) 654-3014

Responsible for the overall development, planning, and administration of the Housing Program

**Ashley Scott**, Associate Director of Student Housing (66) 654-2712)

Responsible for resident applications, billing, information technology, StarRez, Onity, Multicard, and Food Services

**Hilda Nieblas Valenzuela**, Interim Assistant Director of Residence Life (661) 654-3013

Responsible for design and coordination of student learning goals, judicial services, duty coordinator, staff training & development, and assessment

**Operations & Custodial Services:**

Jose “Joey” DeLeon

Maria Paredes

Maria “Rocio” Del Rodriguez

**Student Housing and Residence Life Office Hours:**

Monday – Friday, 8:00 a.m. – 5:00 p.m.

## Campus Partners Phone Numbers: (661) -

<a href="#">Academic Advising &amp; Resource Center</a>	654-2700
<a href="#">Admissions &amp; Records</a>	654-3036
<a href="#">Associated Students, Inc.</a>	654-2418
<a href="#">Athletic</a>	654-3472
<a href="#">Campus Dining</a>	654-2254
<a href="#">Campus Programming</a>	654-3091
<a href="#">Center for Career Education &amp; Community Engagement</a>	654-3033
<a href="#">Computer Help Desk</a>	654-2307
<a href="#">Counseling Center</a>	654-3366
<a href="#">Doré Theatre Box Office</a>	654-3150
<a href="#">Financial Aid &amp; Scholarships</a>	654-3016
<a href="#">Graduate Studies</a>	654-3420
<a href="#">Runner Bookstore</a>	654-2273
<a href="#">RunnerCard Photo ID Center</a>	654-2009
<a href="#">Services for Students with Disabilities</a>	654-3360
<a href="#">Student Health Services</a>	654-2394
<a href="#">Student Union, Inc. &amp; Organizational Governance</a>	654-2496
<a href="#">The Runner/Student Newspaper</a>	654-2165
<a href="#">Undergraduate Studies</a>	654-3420
<a href="#">University Police</a>	654-2111
<a href="#">Walter W. Stiern Library</a>	654-3172

## CHECK-IN / CHECK-OUT

### Check In

When you check in, you will be expected to complete the online “Room Condition Report” and “Common Area Room Condition Report.” Please fill out this form carefully and completely within 72 hours of checking-in and submit it electronically to the Office of Student Housing and Residence Life. It is very important that you submit these completed forms to the Office of Residence Life as they are used to assess damage fees once you move out of your room. If you find any maintenance issues when you check in, please report them to our office.

### Cancelling Your License Agreement

If you want to move out before the end of the academic year/end of your License Agreement (Lease) you must submit a “Request for Release from Student Housing Licensing Agreement,” which is a form you can pick up in the Office of Student Housing and Residence Life or you may download the form from the department’s website. **The request must be approved for you to be released from your License Agreement.** If you move out without submitting a “Request for Release from Student Housing Licensing Agreement” or if your request is denied, you will still be charged all of your housing fees for the year. There is a \$50 cancellation fee for approved cancellations.

### **Check Out**

Your Resident Assistant (PA) will hold a “Closing Meeting” towards the end of the Spring semester and will provide all the information you will need to properly check out.

## **FACILITIES AND SERVICES**

### **Parking**

To park on campus, you must purchase and display a Campus Parking Permit. You may purchase a Parking Permit through your myCSUB portal. University guests and visitors must purchase and display a Parking Permit to avoid citation as well. Daily permits may be purchased at permit dispensers located at campus entrances.

### **Dining Services**

Campus food service is operated under contract by Aramark.

Students choosing to live in University residence halls are mandated to have a meal plan and must select from one of the available meal plan options. No meals are served during the Thanksgiving weekend or during semester breaks. The meal plan option selected may be changed from the time you have completed your housing application up to the first two weeks of a semester.

Student ID cards are activated to be used as your meal card. Attempted use of a meal card by someone other than the person to whom it was issued will result in its confiscation and, if appropriate, in disciplinary action against both borrower and lender. Meal cards must be presented at each meal. **If you lose your card, you must get a new one before regaining access to your meal plan.**

### **Maintenance and Custodial Services**

On-Campus Housing is your home for the coming year, and we are happy to have you here. If there are necessary repairs or maintenance issues problem with the outside sprinklers or grounds, or you just need a new light bulb...PLEASE stop by our office to complete a **Maintenance Request** form immediately. If the concern is an emergency (such as a toilet that is running over or broken window), please notify the office if it is during business hours or call the RA on Duty if it is after business hours. Maintenance or Custodial staff members usually respond to these requests within 24 hours. Most repairs are FREE OF CHARGE providing it was not due to vandalism or cause by the resident.

### **Trash Receptacles**

In an effort to maintain a clean and healthy living environment, please remove the trash from your room on a regular basis and deposit it in the large dumpsters that are located behind Juniper and Pinyon Hall. We request that trash *from your room not be deposited* in the Big Belly trash compactors located in the residential courtyard, but disposed in the dumpsters behind your

building. All food products must be thrown away outside in the dumpsters. Failure to follow these guidelines could result in monetary fines.

### Student Housing East Community Amenities

#### **Game Room**

Closed for the 2021-2022 academic year due to COVID-19 Social Distancing Guidelines.

#### **Vending Machines**

Food and beverage machines are located in the community center. Beverage machines are also located in the lobby of the second and fourth floors of each building. Malfunctions or money losses should be reported to the University Corporation Take-A-Break by following the instructions posted on each machine. Take-A-Break can be reached at (661) 322-9901.

#### **Laundry Facilities**

Our state-of-the-art, card-operated laundry room is open 24 hours and is located in the community center. The machines can only be operated using your runner card. Money can be loaded onto your card using the One Card Account Central machine located in the hallway of the community center. Remove your clothes promptly, do not leave your laundry unattended, and clean up after yourself. Please, report any broken machines to the Office of Residence Life. Refunds are done at the Circulation Desk in the Walter Stern Library. Due to COVID-19 Social Distancing Guidelines, only three residents are allowed within the laundry facility at a time.

#### **Group Study Rooms**

Closed for the 2021-2022 academic year due to COVID-19 Social Distancing Guidelines.

## **RESIDENTS MAILS**

#### **Mailbox**

Each resident residing in Student Housing East is provided with a personal mailbox for receiving incoming mail. Mailboxes are located in the Community Center. If you lose your mailbox key, please notify the Student Housing & Residence Life Office as soon as possible. There is a \$50.00 replacement fee, which will be added to your myCSUB account.

#### **Your Address at Student Housing EAST and Receiving Mail**

Below is your address at Student Housing East. Please remember to provide your mailbox number when you are giving your address to family, friends, businesses, or when you place orders online or by other means. Providing the correct address and mailbox number will ensure that you receive your mail.

\*Please note, mails and packages must be addressed to the resident living in Student Housing. Any incoming mails and packages under a different name other than the resident will be returned to the sender and/or not accepted if it comes in via special carriers.

**(Resident's Name)**

**8501 Stockdale Highway, Box No. \_\_\_\_\_** *(your mailbox # will be assigned to you by Housing)*  
**Bakersfield, CA 93311**

### **Receiving Package**

If you receive a package or oversized envelope that will not fit in your mailbox, you will receive a "Notifi" email notifying you that you have a package that needs to be picked up. You may retrieve your package when you bring both the package slip and a photo I.D. (CSUB I.D. or driver's license) to the Student Housing and Residence Life reception desk. For security reasons, only the person to whom the package is addressed, with appropriate I.D., may pick up the package.

### **Outgoing Mail**

If you have mail that you would like to send out, there is an outgoing mail slot located by the resident mailboxes. The Student Housing does not provide postage or shipping services.

### **Outgoing Package**

If you have a package you would like to mail out, you will need to utilize the off-campus carrier such as the United States Postal Office, UPS, FedEx, etc.

\*Please notify the Student Housing and Residence Life office in advance via email at [housing@csub.edu](mailto:housing@csub.edu) if you had request any of the special carrier to pick up a package that you are returning or sending out. AND you will need to drop the package off at the front reception desk in the Student Housing East Community Center.

## **ABOUT YOUR SUITE**

### **Suitemate(s) Agreement**

Our all-suite residence hall facility accommodates four - five students per suite that share a common living area and suite-exclusive bathroom. As you will be living with your suitemates in a shared community environment for the academic year, it would be a good idea to discuss with each other how you want to clean, share materials, and decorate/arrange the room so that you can live together comfortably. Your RA will have roommate(s) and suitemate(s) agreement forms available to you. This a great tool to help guide you in the process of deciding how you will live in your new space.

### **What's in my Room?**

All rooms are fully furnished with wall-to-wall carpeting and blinds and a bed, desk, closet/armoire, and chair for each resident of the room.

### **What is in my Community Common Area?**

Common Areas are equipped with furniture for sitting, microfridge unit, end table and cable connection.

## **Appliances**

Listed below are kitchen appliances that are permitted and not permitted for safety reasons.

### **NOT ALLOWED**

Microwaves, hotplates, fryers, electric frying pans, space heaters, Halogen Lamps, coffee makers

### **ALLOWED**

Refrigerator (4 cubic feet/3 feet high or smaller)

## **\*Microwave Ovens**

Students are not permitted to have microwave ovens in their rooms unless it is a mini-fridge/microwave combo with the same power and size specifications of the refrigerators above.

## **Doors**

Your room door is considered a part of your room. Mounting posters, signs, or other items on your door can invite vandalism and create fire hazards. The occupants of the room will be held responsible for damages to the door when the originators of the damage cannot be identified.

\*It is required that you NOT leave the deadbolt out preventing your door from closing (i.e., as a door prop). This action will damage the lock and suites occupants may be fined.

## **Walls & Ceilings**

Any method you use to attach something to the walls or ceilings may cause some damage, so carefully consider the potential damage before you proceed. While neither sanctioning nor prohibiting attaching things to the walls or ceilings, we remind you that the cost of repairing and repainting damaged room walls or ceilings will be billed to the residents of that room.

## **SAFETY and SECURITY**

The Office of Student Housing & Residence Life knows that in order for our residents to succeed both personally and academically at CSUB, **they must feel safe**. Because of the importance of safety, the department provides facilities, services, and procedures to try to make the complex as safe as possible.

## **Student Housing On-Call Duty System**

Two Resident Assistants are available and on-call each night, seven days a week.

### **RAs will be on duty from:**

**5:00 p.m. – 8:00 a.m. Monday through Thursday**

**5:00 p.m. Friday through the following Monday morning at 8:00 a.m.**

**And any time the University is closed**

While on duty, the RAs on duty will walk the communities, visit with residents, look for security and maintenance concerns, and address policy violations. The rest of the time, they will be available in and around the buildings.

## **RA ON DUTY PHONE NUMBER: (661) 321-6290**

A professional staff member is also on duty each night to assist with both personal and facility emergencies as well as with disciplinary situations. The professional on duty will be contacted by the RA as the need arises. They are trained to handle counseling, disciplinary, and crisis situations. Someone is on call 24 hours a day, 7 days a week, including holidays.

### **Building Entry**

In an effort to maximize the security of the residential community, all buildings are locked and require a swipe activated entrance via Runner Card. Students living in Student Housing East are able to access the building 24/7 with their Runner Card.

### **Lockouts**

Your room should be locked at all times, whether or not you are in the room. If you are accidentally locked out of your room, you should contact the RA on duty for assistance if it is between 5pm-8am. If you are locked out during business hours, Monday-Friday from 8am-5pm, you need to come to the Student Housing & Residence's front desk and someone will assist you. If you are locked out and is in no condition to come to the front desk, contact the front desk at (661) 654-3014. Within the academic year, the first lockout is free with a charge of \$10 for each subsequent lockout.

### **Lost or Damage Keys**

You are responsible for your key card and mailbox key issued to you. If your key card is lost or stolen, you must notify the Student Housing office immediately so that the key may be blocked thus preventing others from using it AND you must immediately obtain a new Runner Card at the Runner Card Office located on the lower floor of the library. Once the new card is obtained, you should stop by the Student Housing Office to get your card encoded for access to your residential hall, community center, suite, room, and bathroom. It is also advisable that you notify Food Services that you had lost your RunnerCard and that you have gotten a replacement. The cost of a replacement Runner card is \$5.00 for the first time and \$10 subsequently. If your card is lost when the Runner Card Office is closed, residents may contact the RA on duty for a temporary key card.

If your ID card is damaged (e.g. scratches, bumps, torn, etc) and as a result, you are unable to access your suite, room, bathroom, building or community center; you may be required to purchase a replacement card at the runner ID office.

If your mailbox key is lost or stolen, you should report it to the Office of Student Housing and Residence Life immediately to obtain a new one. The cost of a replacement mailbox key is \$50.00.

### **Right of Entry**

Student Housing & Residence Life 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. Student Housing & Residence Life shall exercise these rights reasonably and with respect for Licensee's right to be free from



unreasonable searches and intrusions into study or privacy and advance notice will be given for non-emergency maintenance or inspections.

### **Insurance & Personal Property**

The University does not assume liability directly or indirectly for loss or damage to personal property by fire, theft, water, or any other cause except to the extent provided by the law. Renters insurance is strongly encouraged for residents. Additionally, the University is not responsible for personal property left behind by residents after their withdrawal, transfer, departure, suspension, or eviction from any room.

### **The University Police Department (UPD)**

The University Police Department can be reached by dialing ext.2111 from any on-campus telephone or by dialing (661) 654-2111 or 911 from any off-campus telephone.

### **What Can I Do In Term of Security?**

In addition to the efforts made by our staff and the Police to provide security for the residential community, you must be actively involved in helping to maintain a secure environment for yourself and all residents. Make every attempt to ensure the careful treatment of both the facilities and the people who reside within them. Here are a few measures you can take to promote the safety of yourself and others.

**LOCK** your doors and windows when leaving your room/suite (even if you are only gone for a few minutes), when taking naps, and when retiring for the night. If you prop your door, make sure there is someone in the common area and make sure to un-prop the door when there isn't. Often residents forget to un-prop them, thus leaving your room open to anyone. \* Doors should only be propped by using a door stop. Use of the deadbolt to prop doors will result in damage of the lock mechanism and will result in labor and replacement charges to the resident.

**LOOK** out of your peephole installed in your door whenever someone knocks. Do not open the door for people you do not know.

**MAKE** a list of your personal belongings, including the identification and serial numbers of your items. Keep this information in a safe place.

**KEEP** all money and valuables in a safe place. Do not keep large amounts of cash in your room. Consider leaving valuable items at home or in a safe deposit box.

**CLOSE** all public area doors behind you. NEVER prop open lobby or bathroom doors.

**DO NOT LET** people you do not know into the building or your room. By opening the door for someone, you are accepting responsibility for him or her as your guest. Ask visitors who they are looking for and then refer them to the Office of Student Housing & Residence Life.

**DO NOT LOAN** your runner card to anyone! Not only is it a violation of Residence Life Safety & Security Policy, but it puts your roommate(s) and members of your community in jeopardy. In addition, your meal plan's dining dollars may be compromised.

**REPORT** suspicious people or circumstances to the RAs, Office of Student Housing & Residence Life, or the police. This includes vendors and unescorted, non-residents who are inside the building. The Department of Student Housing & Residence Life does not allow solicitation of residents in our buildings. If someone tries to sell you something in the building, Report It!

### **Fire Alarms**

- a. When the fire alarm sounds, stay calm.
- b. Before exiting the room, feel the door for heat and look at the door seals for signs of smoke. If the door is hot or you see smoke, stay in your room, put a wet towel at the base of the door, and call for help.
- c. If it's safe to exit the room, put your shoes on, grab your keys, and evacuate the building immediately. If it's safe to do so, bring a wet towel to cover your nose, mouth, face and head if necessary.
- d. IF YOU ENCOUNTER SMOKE, STAY LOW.
- e. IF YOU ARE OVERCOME BY FLAMES: STOP, DROP, ROLL, AND COVER YOUR FACE.
- f. Move to the designated Evacuation Point outside the building, and wait for instructions from a staff member. [Click here](#) for a map of Student Housing East.
  - **Pinyon Hall: Dirt lot area East of Pinyon Hall (facing Edgewater Apartments)**
  - **Juniper North: Grass field behind Juniper North (Stockdale side)**
  - **Juniper West: Soccer field West of Juniper West (AYSO Field)**
  - **Community Center- West half of community center evacuates to the soccer field area/ East half of community center evacuates to the Pinyon evacuation point.**
- g. Look for your RA, or a member of Housing Staff. They will have an orange vest on and a roster. Please make sure that they check you off and you remain at the evacuation point until emergency personnel release you.
- h. Whenever the fire alarm sounds you are to leave your room at all times even if there is no fire or smoke immediately outside your door.

### **Fire Alarm locations:**

Located in both building main entrance lobbies.

### **Fire Extinguisher locations:**

All floor lobbies, end of hall near exit and all floor intersections.

### **Injuries**

Residents are encouraged to purchase or create their own minor first aid kits. In the event of a serious injury or emergency, immediately contact the University Police at (661) 654-2111.

### **Earthquakes**

- a. Duck or drop down on the floor.

- b. Take cover under a sturdy desk, table or other furniture (or move against an interior wall, and protect your head and neck with your arms).
- c. If you take cover under sturdy furniture, hold on to it and be prepared to move with it.
- d. Hold your position until the ground stops shaking and it's safe to move.
- e. If it's safe to exit the room, put your shoes on, grab your keys, and evacuate the building. If it's safe to do so, bring essential items such as critical prescription medicine.
- f. If you have an Earthquake Emergency Kit, bring it.
- g. IF YOU CANNOT EXIT THE BUILDING, TIE A LIGHT COLORED CLOTH OUT THE WINDOW AND SUSPEND IT SO THAT IT CAN BE SEEN BY OTHERS.
- h. Move to the designated Evacuation Point taking care to keep away from downed trees, debris, and electrical lines.

### **Sheltering in Place**

If there is an emergency requiring you to 'shelter in place' (generally, staying where you are and taking precautions such as locking doors, closing and locking windows, turning off air handling systems (AC), etc. the University will make every effort to inform you of the need to do so. However, you are also responsible for your own safety and for gathering as much information as you can.

## **SUITEMATE RELATIONS**

Residents living together within a suite may not always get along. While it is not required that you become best friends with your suitemates, it is essential that you respect each other and try to get along. The same ideals that we use in Community Standards can also apply to you and your suitemates. You can't discover who they are unless you take the time to find out. We suggest you take some time right after you move in just to sit down and find out about one another.

### **How do you work through problems with your suitemates?**

#### **Here are some tips:**

- a. Communication is key. Talk to each other! Tell your suitemates when you're upset about something they did.
- b. Be tactful when sharing your feelings with them.
- c. Be a good listener. Try to see their point of view.
- d. Control your emotions.

- e. Discuss little problems as they arise to prevent them from escalating into bigger conflicts.
- f. Be assertive, not aggressive in asking for what you want or need.
- g. Use the RA staff or the RCC staff to assist you in this process. RAs have Roommate and Suite Agreement Forms that will help you succeed in this new relationship you have. While it may seem a bit formal to have a written agreement, being specific early on will help save you from communication problems later. **WE ENCOURAGE ALL RESIDENTS TO FILL OUT A ROOMMATE AND SUITE AGREEMENT FORM**, especially if you know the people you are living with prior to your being roommates. Often, the best of friends can be split apart by the common problems that occur when they live together.
- h. If you need a mediator, contact your RA or your RCC.

**Consider the following issues as you discuss your room with your suitemates:**

- a. Study time in the common room – how late and when will we study?
- b. Visitation and guest – who can be in the suite and when?
- c. Cleaning the common room and bathroom– who cleans what and when?
- d. Use of stereo, TV, video games (if applicable) – how will we share this equipment, what times should we use it, etc.?
- e. Sharing of and shopping for food
- f. Use of each other's personal property
- g. Space for clothes, luggage, and storage

## **STUDENT INVOLVEMENT IN STUDENT HOUSING**

### **Residence Halls Association (RHA)**

As the student government for on-campus housing, RHA is the voice of the residents. RHA is also the place to go for fun and educational programs and for a way for you to "get involved" in your community. RHA meets virtually on a weekly basis. Look for information about date, time and place on your floor bulletin boards. Please bring any questions, concerns, or suggestions about life in on-campus housing to the virtual meeting.

## **RESIDENT'S RIGHTS**

Each resident is entitled to certain basic rights. These rights describe the essence of our residential community. Each resident has the right to:

- a. Sleep and reside in the community without undue interference of excess noise.
- b. Live in a clean and healthy environment.
- c. Demand respect for one's personal belongings.
- d. Expect privacy within the "Right of Entry" policy guidelines stated in the lease agreement.
- e. Live free from intimidation, physical, and emotional harm.
- f. Be an individual in a manner that does not interfere with the rights of others.
- g. Settle conflicts in a reasonable manner.

## **STUDENT HOUSING RULES AND REGULATIONS**

### **Residential Code of Student Conduct – CSU, Bakersfield**

As residents of California State University, Bakersfield Housing you are responsible for abiding by all Residence Life Policies (RLP) as well as the Student Conduct Code as described in the CSUB Undergraduate and Graduate Catalogs. These policies are designed to benefit individual students as well as the entire residential community. Failure to abide by Residence Life and/or University Policies may result in disciplinary action, revocation of your Housing License Agreement, or criminal and/or civil action.

- I. Alcoholic Beverages:** It is our goal to establish and sustain an environment on campus that is conducive to the intellectual, emotional, and social growth of all members of our community. The Office of Residence Life is committed to the preservation of individual freedoms and the promotion of the health, safety and welfare of the community. Pursuant to these commitments, we have established the following policies governing the possession and consumption of alcoholic beverages in on-campus housing. Residential Life will enforce all state and local laws as well as Residential Life Policies relative to the consumption of alcohol. The following list of regulations comprise all appropriate local and state laws, as well as University and Residential Life Policies governing the use of alcohol in on-campus housing:
- a. Residents who are under the age of 21 are not permitted to use, possess, or be in the presence of alcohol.
  - b. A resident of the legal drinking age may possess and consume alcohol in his/her residential unit with the room door closed so long as they are not in the presence of anyone under 21 years of age. If a resident is of the legal drinking age but their

roommate(s) is not, they cannot consume alcohol in their residential unit if their underage roommate(s) is present. Please remember that all students have a right to be in their residential unit at all times.

- c. A resident of the legal drinking age may possess and consume alcohol in the residential unit of another resident who is at least 21 years of age. The host resident must be present, the door must be closed and no one under the age of 21 may be present.
- d. Open containers of alcohol are not permitted in ANY public area. This would include lounges, lobbies, outside of the residence halls, etc. Closed containers of alcohol are allowed in public areas only if they are being transported to the residential unit of a legal-aged resident.
- e. Large-group drinking parties, or parties where the focus of the gathering appears to be mainly for the purpose of consuming alcohol, are not permitted in residential units even if the residents are of legal age.
- f. Kegs, beer balls (empty or filled in any portion), or other large containers or quantities of alcohol are prohibited in housing.
- g. Per State law, students assume all legal responsibilities for actions and costs related to failure to comply with State laws regarding alcohol use.
- h. Any resident regardless of age found to be intoxicated and/or unable to exercise care for one's own safety and/or the safety of others due to intoxication is in violation of Residence Life Policy. Residents who violate any other university policy while under the influence of alcohol are also in violation of this policy.
- i. Drinking games or simulated drinking games are prohibited. These include water pong, flip cups and quarters and other variants.
- j. Possession of empty containers of alcohol will be interpreted as consumption of alcohol. Certain alcohol-related paraphernalia and alcohol-related decorations that contain or once served as containers for alcohol may be called into question, particularly in units where students who are under 21 are residing.
- k. Containers that originally contained alcohol and alcohol paraphernalia, including, but not limited to, cans, bottles, boxes, beer bongs, kegs, lighted signs, etc., are not permitted, should not be displayed and will be disposed of.
- l. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

**II. Babysitting:** Babysitting minors is strictly prohibited in the residence halls.

**III. Cleanliness:** Because we live in a community that is in close proximity to each other, all residents are expected to maintain cleanliness and hygiene in their living unit. Some causes for concern would include but are not limited to a significant odor, excessive trash rotting, or spoiling food left in the open, debris covering exit ways, etc.

**IV. Computer Use:** The Recording Industry Association of America (RIAA) has begun an effort to subpoena information about individuals who are believed to have engaged in unauthorized peer-to-peer file sharing of copyrighted music and other works.

Unauthorized downloading and uploading of copyrighted music, movies, and software constitutes as an illegal copyright infringement. Students should be aware that the unauthorized sharing of peer-to-peer file copyrighted works, including music, pictures, movies, and software is a violation of campus computer use policy. It is also illegal and may carry significant monetary and/or criminal sanctions. It is the responsibility of students who are downloading or uploading documents to make certain that they are not copyrighted works, or that the student has the permission of the copyright holder. Students who violate copyright laws are subject to university discipline as per Title 5, Section 41301 of the California Code of Regulations and may face criminal charges with the RIAA. Copyright infringement is a violation of subsection 15 (G) of the CSUB Student Code of Conduct which states: Use of computing facilities and resources in violation of copyright laws. If the university receives multiple complaints about a single user, their use of the university's wireless system will be disabled. Please refer to [Residential Network \(ResNet\) Acceptable Use Policy](#) for further explanation.

- If students are found to be violating this policy:
- 1st Offense: A judicial hearing and a \$72 fine if the student is not compliant and does not attend the hearing.
- 2nd Offense: A judicial hearing, an automatic \$72 fine, and loss of internet use (length of time determined in hearing)
- 3rd Offense: A judicial hearing, an automatic \$72 fine, and loss of internet for the academic year or longer.

*Misuse of computer facilities or resources also include:*

- (A) Unauthorized entry into a file, for any purpose.
- (B) Unauthorized transfer of a file.
- (C) Use of another's identification or password.
- (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
- (E) Use of computing facilities and resources to send obscene or intimidating and abusive message.
- (F) Use of computing facilities and resources to interfere with normal University operations.
- (G) Use of computing facilities and resources in violation of copyright laws.
- (H) Violation of a campus computer use policy.

**V. Communicable Diseases: *Any violations may result in eviction from housing property on the first offense.***

- a. Any Licensee diagnosed with a communicable disease by Student Health Center or by his/her health care provider will be sent home during the infectious period, or isolated in an assigned room as directed by University Housing in consultation with the Student Health Services, and/or the Licensee's health care provider (as permitted by the resident). Non-campus housing and travel arrangements are made at the student's expense. Student Health Center and/or the Licensee's health care provider will clear the Licensee to return the housing facility, dining services

and classes (in consultation with the Licensee's health care provider, as appropriate).

- b. Any Licensee suspected of having a communicable disease could be quarantined in his/her room or another assigned room while waiting for a diagnosis. Any Licensee exposed to a communicable disease should make an appointment with a physician at Student Health Center, to discuss the possible exposure, symptoms and treatment (if any treatment is available). Examples of communicable and infectious diseases may include: chicken pox, covid-19, hepatitis, measles, tuberculosis, and influenza-like illnesses.
- c. In the instance of an outbreak, University Housing will follow university and local emergency protocols.

**VI. Dangerous Behavior:** Any activity, which can be interpreted as endangering to or harming oneself, any community member, or guest is prohibited.

**VII. Destruction/Misuse/Theft of Property:** Property damage is inappropriate and demonstrates a lack of respect for the community and the property of others.

- a. Unauthorized possession, use or misuse, removal, defacement and/or tampering of University owned property or leased property or equipment or any property belonging to a community member or guest is prohibited.
- b. Any resident who maliciously or accidentally damages University owned property will be held responsible for the cost of the damage and/or the cost of the labor to restore or repair the property to its original condition.
- c. Residents will also be held responsible for the actions of and/or damages incurred by their guests.
- d. Residents are prohibited from physically repairing damages to University property. If property is damaged, please report the damage to Residence Life staff immediately.
- e. Common area damage charges not readily assigned to a particular individual may be charged to a group or floor of residents. University furniture may not be removed from student rooms or common areas.

**VIII. Disorderly Conduct:** Behaviors whether through conduct or expression which are not civil or respectful and which breach the peace within or around the residence halls or at any residence hall related function are not permitted. This includes any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.



- IX. Drugs, Narcotics, and Paraphernalia:** Possession, usage, or manufacture of controlled substances (including paraphernalia for intended or implied use) of any sort is illegal and prohibited. Residents suspected of violating this policy may be confronted by staff members and/or by civil authorities. The following consist of additional violations under this policy:
- a. Use of products that resemble or smell like marijuana, including but not limited to Spice, K2, any type of synthetic marijuana or other types of herbal cigarettes and/or incense.
  - b. The misuse, sharing or sale of prescription medication, legal pharmaceutical drugs and/or cleaning products or fumes. Also, the use of marijuana, even with a prescription, is prohibited.
  - c. Possession, use, distribution, or being under the influence of any State or Federally banned drugs is prohibited in or around the immediate area of on campus housing.
  - d. Using any legal substance in a manner which may impair normal functioning is not permitted.
  - e. Inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances or being under the influence of a combination of alcohol and drugs (itself potentially fatal), may result in an increase in criminal sanctions and penalties.
  - f. Suspicion of using illegal drugs and/or marijuana which includes, but is not limited to, marijuana odor emanating from a room or person, drug paraphernalia seen in a room or common area, etc.
  - g. Drug paraphernalia, or any object used as drug paraphernalia; including, but not limited to, pipes, water pipes/bongs, vaporizers, scales, grinders, hookahs, rolling papers and hollowed-out cigars, is prohibited in and around the immediate area of the on-campus housing. Residents in the presence of any State or Federally banned drugs or drug paraphernalia are subject to disciplinary action.
  - h. The sale and/or distribution of drugs and/or paraphernalia are prohibited.
  - i. Possession of medical marijuana cards does not permit resident to violate any of the above policies.
- X. Elevators:** In order to keep elevators in safe working conditions, the following are prohibited and may result in disciplinary action: Intentional damage/and or vandalism, misuse, or tampering with elevators; smoking in elevators; overloading; use of

emergency alarms and emergency stops in non-emergency situations. Due to social distancing guidelines, no more than one person is allowed in the elevator at all times.

**XI. Face Covering Policy:** When you are in public areas, you must wear a face covering over your nose and mouth at all times.

In Student Housing, this includes, but is not limited to, any space that is outside of your assigned suite or bathroom, including elevators, stairwells, hallways, and outdoor spaces. A minimum of 6 feet of social distance is still required at all times and your “household or residence” is considered to be your assigned bedroom, not your entire suite.

If you would like more information, please visit the California Department of Public Health at:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)

**XII. Failure to Comply with an Administrative Request**

- a. Failure to comply with an administrative request when a University staff member or any public safety officer while acting in his/her official capacity including: failure to appear/meet, to vacate a room, to cease inappropriate behavior, to produce identification, and/or to exit a facility when requested.
- b. Providing fabricated, falsified, misrepresentative, or non-negotiable information or documents.

**XIII. Fire Hazards and Safety:** The following constitutes a list of violations that could also result in prosecution and/or fines:

- a. Tampering or damaging fire equipment or intentionally misusing fire alarms, smoke detectors, fire sprinklers, fire extinguishers, emergency exit signs or pulling the fire alarm when the cause is unrelated to notification of a fire.
- b. Intentionally or negligently causing and/or creating a fire, explosion or release of poisonous gas or fumes.
- c. Failure to evacuate a building immediately following the sounding of an alarm, unless otherwise instructed by Residential Life staff, fire-safety or other emergency response personnel.
- d. Possessing or storing gasoline, fireworks and/or combustible decorations and dangerous chemicals.
- e. Due to fire safety regulations, gasoline-powered motorcycles, scooters, mopeds, battery operated hover boards, etc. are not allowed in the residence halls at any time, but may be parked in parking lots as long as they follow all University Police

and Parking Services guidelines. Bicycles, motorized skateboards, and motorcycle operators must follow all state, local, and university rules and regulations.

- f. Bicycles, skateboards, scooters, or any other motorized vehicle (unless medically necessary) should not be ridden inside the residence hall. All bicycles should be registered with the University Police Department. Motoring fuel-driven engines including motorcycles, mopeds, etc. in residential housing.
  - g. Open flames (including candles and incense), combustible decorations and chemicals, deep fat fryers, electric fry pans, toasters, toaster ovens, grills, space heaters and halogen lamps are prohibited.
  - h. Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation).
- XIV. Gambling:** All forms of gambling are prohibited on state property. This would include but is not limited to activities played for money, checks, or some other representative value.
- XV. Grill Usage:** The use of the Residential Grill located in the Residential Courtyard is not permitted without prior approval from the housing office. Requests to use the grill must be made 48 hours in advance of the intended use.
- XVI. Guest Policy:** Due to the current circumstances with COVID-19, a restricted guest policy has been adopted as determined by CSUB Emergency Operations Committee (EOC) and with municipal, state and federal government healthcare guidelines, including but not limited to the Kern County Public Health Department (KCPHDD), and the Center for Disease Control (CDC).

Under the restricted guest policy, no more than five guests are allowed within a suite at all times. Please note that guests are defined as anyone who has a current license agreement on file with the Office of Student Housing. Anyone who does not have a current license agreement with Student Housing is not permitted to be a guest or within Student Housing without a special written exemption from housing management staff. Written exemptions will be given for 2 family members (that have provided proof of recent COVID-19 testing) for specific events, i.e. move-in and move-out. In addition, only current Student Housing residents, employees who work in and with Student Housing, and emergency personnel will be allowed to enter Student Housing residence halls. Consequences to violating this policy include a judicial hearing with possible fines.

**XVII. Harassment:** Verbal, written, electronic, or other types of harassment - including, but not limited to, sexual, racial, ethnic, or religious harassment, intimidation or physical abuse that threatens, endangers, causes injury, distress, or emotional and/or physical discomfort of community members and/or Residential Life staff members will be considered a violation of this policy. Threatening remarks towards one's family or loved ones is also prohibited under this policy. All reported concerns will be addressed in accordance with CSU's Executive Order 1096 and 1097 - Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students and will be reported to the campus Title IX coordinator.

**XVIII. Harm or Threat of Harm to Self or Another:** Committing acts of physical or mental abuse or engaging in actions that intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of self or another person (including threats or attempts of suicide) is prohibited. This includes but is not limited to physical harm or threat of physical harm to any person and/or to self.

**XIX. Intolerance:** Acts of intolerance towards a community member or any Residence Life staff member disrupts the educational environment necessary for furthering the mission of the university. Acts of intolerance or bias-related incidents are behaviors, which by intent, action and/or outcome harm or threaten to harm a person or a group of people. Acts of intolerance include but are not limited to:

- a. Acts motivated by prejudice toward a person or a group of people because of their race, religion, ethnicity, disability, national origin, age, gender, and/or sexual orientation, and/or any other protected class.
- b. Overt actions such as verbal attacks and physical assaults on students, University staff and/or their property.
- c. Physical or written defacement or destruction of residential property and/or Residence Life postings and posters.

**XX. Littering/Trash Removal:** Littering, inappropriate disposal of trash, and/or sweeping debris into a public hallway or area in the residence communities or the surrounding grounds is not permitted. If the problem is persistent and not able to be resolved by the community, fines may be issued for violations of this policy.

**XXI. Locks:** Installation on any door locks other than those provided by Student Housing and approved by such staff is prohibited.

**XXII. Occupancy:** Students may only occupy their room during the specified dates as listed on your Student Housing License Agreement. Unauthorized entry during the break period may result in judicial action and appropriate financial accountability. Residents shall not

permit any other person to occupy their living unit. A late charge may be assessed to any resident who has not left by the 12-noon deadline during specified move-out dates. Residents must maintain status as a student registered at CSUB, with a minimum of twelve (12) semester units for undergraduate students and nine (9) semester units for graduate students. If a resident fails to enroll in the minimum required class units or drops below the minimum unit requirement after the beginning of the academic fee period, Student Housing and Residence Life may, at its sole option and discretion, revoke the student's housing license agreement.

**XXIII. Pets:** Animals are not allowed in campus housing at any time. The only exceptions are assisted living animals verified by our department and non-carnivorous fish. Fish tanks should not exceed 10 gallons. Prior to having a service or emotional support animal within the residential facility, residents should receive approval from the Office of Student Services with Disabilities and review and sign for acknowledgement the Office of Student Housing Service and Emotional Support Animal Guidelines.

**XXIV. Privacy Recording: Personal Facilities:** Making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) on Housing property in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy, without the knowledge and consent of all participants' subject to such recordings, is prohibited.

**XXV. Privacy Recording: Communication:** Students are expected to respect the reasonable expectations of privacy of other individuals within the Housing community. Accordingly, students are not permitted to make or attempt to make audio or video recording of private, non-public conversations and/or meetings on University premises, without the knowledge and consent of all participants' subject to such recordings. In such circumstances, the use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.

**XXVI. Posting:** Residential community members and residential student groups may post materials with the permission of the Residence Life staff member. Non-residential individuals and groups must obtain permission from the Student Union and Residence Life Office. No offensive or alcohol/drug-related materials may be posted in a public area or a place where they can be viewed from a public area (e.g. external door, in a visible place from windows, etc.).

## **XXVII. Quiet Hours:**

- a. All musical and percussion instruments must be registered with our office before being played in the residence halls. Permission must be obtained in writing from roommates and neighboring rooms.
- b. Quiet hours mean that community members must keep noise at a very minimal level in all of our housing, surrounding grounds, and recreation areas. Courtesy hours mean that residents are expected to maintain a reasonable or moderate noise level.
- c. During quiet and courtesy hours, requests for less noise from community members and Housing staff members will be respected in our community. Quiet and courtesy hours:
  - i. 10:00pm - 8:00 am Sunday night to Friday morning
  - ii. Midnight – 8:00 am Friday thru Sunday
  - iii. 24-hour quiet hours – in effect the last week 2 weeks of each academic semester
  - iv. Courtesy hours are in effect at all other times.
  - v. Violation of the noise policy can result in termination of the Housing License Agreement, University disciplinary action and/or legal action.

**XXVIII. Room Capacity:** For fire safety reasons, there is a limit for room occupancy. Fire Code regulations established by the Fire Marshall restrict occupancy to a total of 12 residents per suite.

**XXIX. Room Transfers/Swaps & Cohabitation:** Unauthorized room transfers are strictly prohibited. Housing must ask that residents not change rooms without authorization. Instead, please contact your Resident Assistant to file a room change request and avoid unnecessary charges later in the year.

Rooms and suites are to be occupied only by the students who have signed a license agreement with the University for that space. No student shall live with a person other than their assigned suitemate(s). Students must follow all Residence Life administrative guidelines regarding room transfers or other changes in housing status.

**XXX. Safety/Security:** Safety/Security policies are necessary for the safety of residents and therefore must be followed. The following is a list of security/security violations:

- a. The unauthorized use, possession, or duplication of room or master keys including lending keys to any person;

- b. Bypassing or tampering with the locking mechanisms for the lobby or room doors. Propping of any door, other than your own room door, is prohibited.
- c. Unauthorized entry into a room or building other than the one in which a resident has key access;
- d. Unauthorized presence on rooftops, ledges, or areas marked for restricted access;
- e. Unauthorized use of or entry/attempted entry into computer or telecommunications systems;
- f. Providing access to buildings or rooms within buildings to those other than residents with key access, staff, or attended guests by any means;
- g. Failure to lock or secure doors, entrance doors, or allowing a person entrance into a building and leaving them unattended in a public area;
- h. Removal of any window screens (except for evacuation due to a fire). All residents of a living unit may be fined if a screen is removed for a non-emergency purpose;
- i. Throwing, dropping, or projecting any objects from any residence hall building, doorway, or window;
- j. Using one's window as a means of entry or exit; or using your room to store unsightly articles, garbage, or university owned or leased furniture is not permitted.
- k. Use of sporting and recreation equipment are prohibited in indoor common areas such as lobbies, hallways, and entrances.
- l. Bicycles, skateboards, scooters, hover boards, or any other motorized vehicle (unless medically necessary and approved) should not be ridden inside the residence hall. Due to fire safety regulations, gasoline-powered motorcycles, scooters, mopeds, etc. are not allowed in the residence halls at any time. Bicycles, motorized skateboards, and motorcycle operators must follow all state, local, and university rules and regulations.

**XXXI. Sexual Assault:** Sexual assault, sexual battery, sexual misconduct, or rape of a community member or guest thereof is prohibited. Note: This behavior is defined as any sexual activity that carried out without the expressed consent of the parties involved. All reported concerns will be addressed in accordance with CSU's Executive Order 1096 and 1097 - Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students and will be reported to the campus Title IX coordinator.

**XXXII. Smoking:** In compliance with Executive Order 1108, all California State Universities have adopted a campus-wide “Smoke Free” policy.

- a. Smoke Free: “Smoke Free” means the use of cigarettes, pipes, cigars, and other “smoke” emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties.
- b. Smoking: “Smoke” or “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoke” or “Smoking” also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
- c. Tobacco Free: “Tobacco Free” means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.
- d. Tobacco Product: A product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, and snuff.
- e. Tobacco Device: An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. Any component, part, accessory of a tobacco product, whether or not sold separately. “Tobacco product” does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is market and sold solely for such an approved purpose.

**XXXIII. Social Media:** When using all social media outlets, including but not limited to Facebook, Twitter, Instagram, Yik Yak, messaging apps etc., all students are required to, in their posts and comments or pictures, or referencing another CSUB student, staff, or faculty member:

- Make no personal attacks, direct or implied
- Do not post content that is hateful, threatening or incites violence



- If someone requests that you remove a post or picture, about or involving them, you must comply immediately

**XXXIV. Social Distancing:** It is expected that everyone who comes into the community complies with the minimum 6 feet of social distancing policy.

**XXXV. Solicitation:** Door-to-door solicitation for commercial purposes is prohibited. Any nonprofit, political, and/or campus organization/group desiring to solicit in campus communities must secure permission in advance from the Assistant Director for Residence Life. Residential Life will never grant permission to any individual or organization not affiliated with the Housing Office to sell or advertise door to door within the buildings or parking lots.

**XXXVI. Weapons, Firearms or Ammunition:** The possession or use of firearms or guns, replicas, ammunition, explosive or combustible materials, pistols, revolvers, pellet guns, air guns, and/or injury-threatening weapons deemed by law enforcement to be deadly are strictly prohibited. This also includes but is not limited to dirks, daggers, machetes, slingshots, switchblade knives, weapons commonly known as blackjacks, sand-clubs, billy-clubs, and metal/brass knuckles. Metal pipes, bars, razors with an unguarded edge or any knife being used for a purpose other than the purpose for which it was intended (i.e. a kitchen knife being used as a weapon or to instill fear in another.)