California State University, Bakersfield
Office of Student Housing & Residence Life
Student Handbook

Our Mission
The California State University, Bakersfield Office of Residence Life is committed to the academic success of its students as well as their intellectual and personal development. This is accomplished by providing a safe, clean, and community centered environment where students can live and learn. Our core priorities are academics, individual growth and development, and housing program expansion.

OFFICE OF RESIDENCE LIFE DIRECTORY
Crystal Becks, Director of Student Housing (661-654-3014)
   Responsible for the overall development, planning, and administration of the Housing Program
Ashley Scott, Assistant Director of Residence Life (661-654-2712)
   Responsible for the design and coordination of student learning goals, outcomes, and interventions
Max Julian Ham, Residence Life Coordinator (661-654-3013)
   Responsible for the supervision of the Resident Assistants, student development, and daily support
Therese Dozier, Coordinator of Conference Services and Transitions Specialist (661-654-3022)
   Responsible for coordinating conferences, marketing, and the transition from the current residence hall facilities to the new housing facilities to open in January 2015.
Salina Bouasangouane, Administrative Support (661-654-3014)
   Responsible for the Housing front office.

Custodial Services:
   Bill Rodriguez: In charge of Rohan and Numenor halls
   Jose “Joey” DeLeon: In charge of Lorien and Entwood halls
   Maria Paredes: In charge of Dobry and Rivendell halls

Residential Life Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
The University Grill:
   Monday – Friday: Breakfast 7:30- 9:30, Lunch 11am-2pm, Dinner 5-7pm
   Saturday – Sunday: Brunch 10:30 a.m. – 12:30 pm & Dinner 5 - 7p.m.
The University Grill After Dark: 5 – 10 PM

Frequently Used Phone Numbers
Academic Advancement Center .......................................................... 654-3124
Admissions ....................................................................................... 654-3036
Associated Students, Inc ................................................................. 654-2418
Athletic Ticket Office ................................................................. 654-3472
Bookstore ...................................................................................... 654-2273
University Police ........................................................................ 654-2111
Career Center ........................................................................... 654-3033
Campus Dining ......................................................................... 654-2254
Counseling Center ..................................................................... 654-3366
Computer Help Desk ............................................................... 654-6677
Disabled Student Services .................................................... 654-3360
Doré Theatre Box Office ............................................................. 654-3150
Financial Aid ........................................................................... 654-3016
Graduate Studies .................................................................... 654-2231
Health Center ........................................................................ 654-2394
Information .............................................................................. 654-2011
Library ..................................................................................... 654-3172
Photo ID Center ......................................................................... 654-2009
Student Activities .................................................................... 654-3091
Student Union Information Desk ............................................ 654-2496
Telecommunications (Phones) .................................................... 654-3200
The Runner/Student Newspaper ............................................. 654-2165
Undergraduate Studies ............................................................. 654-3420
Check-In/Check-Out

Check In
When you check in you will be given a “Hall Inventory.” Please fill out this form carefully and completely. This sheet is used to assess damage fees once you move out of your room and must be returned to the Office of Residence Life by September 15, 2014. If you fail to turn it in by this date, we will use the one currently on file to assess your damage fees at checkout. If you find any maintenance issues when you check in, please email housingfixit@gmail.com with detailed information regarding the issue and it will be addressed in a timely manner.

Canceling 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 Residence Life. The request must be approved in order 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 $400 cancellation fee for approved cancelations. If you fail to check out properly, according to our policies, you will be charged an additional $100 improper check out fee.

Residence hall fees are due as indicated in the 2014-15 Payment Schedule. It is the responsibility of the student to remember the payment due dates. You will not receive a billing reminder from Housing. A delinquent account can affect your registration, freeze your records and interrupt your meal plan.

If for any reason you have problems or questions about fees or the license agreement, contact the Office of Residence Life immediately.

Check Out
Your RA will hold a “Closing Meeting” towards the end of the Spring quarter and hand out all the information you will need to properly check out.

FACILITIES AND SERVICES

Maintenance and Custodial Services
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 a problem with the outside sprinklers or grounds, or you just need a new light bulb… PLEASE email housingfixit@gmail.com 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 trash bins outside the building. Trash bins are located in gated areas near each building. We request that trash from your room not be deposited in the smaller waste cans located within the buildings, but disposed in the dumpsters outside. All food products must be thrown away outside in the dumpsters. Failure to follow these guidelines could result in monetary fines.

Parking
In order to park on campus you must purchase and display a Campus Parking Permit You may purchase a Parking Permit at the Cashier’s Office. University guests and visitors must purchase and display a Parking Permit to avoid citation as well. Daily permits may be purchased at permit dispensers.

Personal Telephone Service
Telephone service is provided by AT&T. To connect telephone service, residents must call 1-800-310-2355. The phone will be listed under your name and you will be held responsible for all payments, installation and disconnection. The Office of Residence Life will not let the telephone company installers into your room; you must make arrangements yourself. There is only one telephone jack per room, so roommates are expected to share. If you change rooms, contact Telecommunications on campus at Ext. 3200 to have your phone transferred.
Cable Television Service
Basic cable service is provided by Brighthouse. The cost is included in your housing fees.

Campus Telephones
Campus phones are located in the lobby of each building. Dial x2111 for emergency or the last four digits of any on campus number to be connected to that office/person.

Dining Services: Campus food service is operated under contract by Aramark

Students choosing to live in University residence halls must select from one of the available meal options. No meals are served during the long Thanksgiving weekend or during quarter breaks. The meal plan option selected may be changed only during the first two weeks of a quarter. All meal plan changes must completed through the Dining Office. They can be reached at 661-654-2254.

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. Students without their card will not be admitted to The University Grill. If you lose your card, you must get a new one before regaining access to your meal plan.

Recreational Facilities
The Swimming Pool
The swimming pool is available for your enjoyment from 11:00 a.m. to 10:00 p.m. The pool is closed until 11:00 a.m. for cleaning. Guests must be accompanied by a resident. Since there is no lifeguard on duty, you swim at your own risk. Children are not allowed to swim without the presence of an adult who is responsible for their safety. For safety reasons, glass containers are not allowed in the pool areas. Basketball and sand volleyball courts are open for your use from 10:00 a.m. – 10:00 p.m.

Vending Machines
Beverage machines are located in each building lobby. Malfunctions or money losses should be reported to the University Corporation by following the instructions posted on each machine. The University Corporation can also be reached at (818) 677-6583.

Laundry Facilities
For your convenience, coin-operated washers and dryers are provided on the south side of the Commons. 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 through the Cashier window in Administration West. There is a change machine in The Commons across from the office.

Mail – Receiving, Sending, and Picking it Up
If you will be having mail sent to you while you are living in student housing, the address you will use is as follows:

(Your Name)
9051 Stockdale Highway, Box No.________
Bakersfield, CA 93311-1022

* An outgoing mail slot is located in The University Grill

If you receive a package or oversized envelope that will not fit into your resident mailbox, you will receive a package slip in your mailbox. 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 Office of Residence Life. For security reasons, only the person to whom the package is addressed, with appropriate I.D., may pick up the package. Mailboxes are located in The University Grill.

ABOUT YOUR ROOM
You and your roommate(s) will be sharing a room 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) agreements available for you and your roommate(s) at the building meeting. 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, 2 beds, 2 desks, and 2 chairs to accommodate the number of people assigned to that room. (Or 3 of each for triple rooms.)

Appliances
Listed below are kitchen appliances are 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
A microwave oven is in the lounge of each residence hall. These microwaves are for resident student use only. Please clean up after yourself. 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.

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 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.

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 DUTY PHONE NUMBER: 661-654-321-6290

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. Your room key will open the exterior doors to your building.
**Lost Keys**
You are responsible for your room key and mailbox key issued to you. If either key is lost or stolen, immediately contact the Housing Office to obtain a new one. The cost of a replacement key is as follows: room key $50.00, mail box key $25.

**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**
The University Police Department can be reached by dialing 661-654-2111 x2111 or, from off Campus, 911.

**What Can I Do?**
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 effort 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 (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 living room 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.

**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 Residence Life.

**DO NOT LOAN** your key(s) 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.

**REPORT** suspicious people or circumstances to the RAs, our office, or the police. This includes vendors and unescorted, non-residents who are inside the building. The Department of 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

- When the fire alarm sounds, stay calm.
- 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.
- 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.
- IF YOU ENCOUNTER SMOKE, STAY LOW.
- IF YOU ARE OVERCOME BY FLAMES: STOP, DROP, ROLL, AND COVER YOUR FACE.
- Move to the designated Evacuation Point outside the building, and wait for instructions from a staff member.
  - Lorien, Entwood, Dobry, and The Commons: Evacuate to Parking Lot F
  - Rivendell, Numenor, Rohan: Evacuate to Parking Lot E
- 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.
- 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 in Residence Halls:
- Hallway, near interior stairwell door (all 3 floors)
- Hallway, near exterior stairwell door (all 3 floors)
- Main entrance door, inside

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 654-2111.

Earthquakes

- Duck or drop down on the floor.
- 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).
- If you take cover under sturdy furniture, hold on to it and be prepared to move with it.
- Hold your position until the ground stops shaking and it’s safe to move.
- 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.
- If you have an Earthquake Emergency Kit, bring it.
- 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.
- 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.

ROOMMATE RELATIONS

Two to three strangers placed together may not always get along. While it is not required that you become best friends with your roommate(s), 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 roommate(s). 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 roommate(s)?**

**Here are some tips:**

- Communication is key. Talk to each other! Tell your roommate(s) when you’re upset about something they did.
- Be tactful when sharing your feelings with them.
- Be a good listener. Try to see their point of view.
- Control your emotions.
- Discuss little problems as they arise to prevent them from escalating into bigger conflicts.
- Be assertive, not aggressive in asking for what you want or need.
- Use the RA staff or the RLC staff to assist you in this process. RAs have Roommate 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 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.
- If you need a mediator, contact your RA or your RLC.

**Consider the following issues as you discuss your room with your roommate(s):**

- Study time in the room – how late and when will we study?
- Visitation and guest policy – when can guests visit, how late, and for how long?
- Cleaning the room – who cleans what and when?
- Use of stereo, TV, video games (if applicable) – how will we share this equipment, what times should we use it, etc.?
- Sharing of and shopping for food
- Use of each other’s personal property
- 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 on a weekly basis. Look for information about date, time and place at the front entry of your building. Please bring any questions, concerns, or suggestions about life in on-campus housing to the meeting. For more information call 654-3013 or come to a 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:

- Sleep and reside in the community without undue interference of excess noise.
- Live in a clean and healthy environment.
- Demand respect for one’s personal belongings.
- Expect privacy within the “Right of Entry” policy guidelines stated in the lease agreement.
- Live free from intimidation, physical, and emotional harm.
- Be an individual in a manner that does not interfere with the rights of others.
- 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. The sale or distribution of alcohol is prohibited in housing.

II. 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.
III. 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. 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.

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

V. 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.

VI. 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.

VII. 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 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.
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.

VIII. Failure to Comply with an Administrative Request

a. Failure to comply with an administrative request when a University staff member is 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, misrepresented, or non-negotiable information or documents.

IX. Fire Hazards and Safety: The following constitutes a list of violations that could 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 chemicals.

e. Storing fuel-driven engines including motorcycles, mopeds, etc. in residential housing. They may be parked in parking lots as long as they follow all University Police and Parking Services guidelines.

f. Open flames (including candles and incense), combustible decorations and chemicals, deep fryers, electric fry pans, grills, space heaters and halogen lamps are prohibited.

g. Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation).

X. Fishing: The ponds were never intended for recreational use such as swimming or fishing. The ponds are currently fenced and posted "No Trespassing." However, in addition to the "No Trespassing", the policy of CSUB is that any type of fishing is prohibited. In the event someone is observed trespassing or fishing in the ponds, University Police should be notified immediately.

XI. 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.

XII. Guest Policy: This visitation policy is designed with the safety and consideration of our community members and property in mind. In addition, these policies are dictated by California law in Title V of the California Code of Regulations. Residents are permitted to host guests as long as the rights and privacy of the other persons living in the room and residential halls are taken into consideration. The definition of a guest is any person who does not hold a Housing license agreement for a bed space within on-campus housing for that particular unit. An overnight guest is defined as any person, including a visitor but other than a licensee, who is permitted by a licensee, the President of the university or her designee to make use of any housing facility after 1:00am. Consequences to violating this policy included a judicial hearing and judicial fine of up to $30 per night of violations. The following is a list of policy guidelines for hosting guests:
a. Roommates must give their approval before a guest may be hosted in the unit. In cases where roommates cannot agree, the right of a person to occupy her/his room without the presence of a guest must take precedence over the right of a roommate to host guests.

b. No resident is authorized to extend residency to their guests or other students and/or authorize visitation beyond five nights per 30-day period.

c. Residents are responsible for the guest’s conduct at all times and any damages incurred by that guest. All guests must comply with all University and Student Housing policies. Guests may be asked by University staff to provide identification or leave the premises at any time. The guest must comply.

d. A guest must be accompanied by their host at all times. Guests are not permitted to be unescorted and may not be left unattended in the host’s room or within the community.

e. Advertising for open parties or gatherings is not permitted under any circumstance.

XIII. Harassment: Verbal, written, electronic, or other types of harassment - including, but not limited to, sexual, racial, ethnic, or religious harassment that causes injury to, 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. Locks: Installation on any door locks other than those provided by Student Housing and approved by such staff is prohibited. Unauthorized duplication of keys is also prohibited.

XVIII. 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) quarter units for undergraduate students and nine (9) quarter 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.
XIX. Pets: Animals are not allowed in campus housing at any time.
- Exceptions: Assisted living animals verified by our department and fish tanks that do not exceed a total capacity of 10 gallons, for each room, the hold fish submerged in water. No other pets are permitted in the 10 gallon tank.

XX. 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 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.).

XXI. Quiet Hours:
- All musical and percussion instruments must be registered with your Residence Life Coordinator before being played in the residence halls. Permission must be obtained in writing from roommates and neighboring rooms.
- 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.
- 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 quarter
  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.

XXII. Room Transfers/Swaps & Cohabitation: Unauthorized room transfers are strictly prohibited. Housing must ask that residents not change rooms without authorization. Instead please contact your Residence Life Coordinator 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 room/suite mate(s). Students must follow all Residence Life administrative guidelines regarding room/apartment transfers or other changes in housing status

XXIII. 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:
- The unauthorized use, possession, or duplication of room or master keys including lending keys to any person;
- 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.
- Unauthorized entry into a room or building other than the one in which a resident has key access;
- Unauthorized presence on rooftops, ledges, or areas marked for restricted access;
- Unauthorized use of or entry/attempted entry into computer or telecommunications systems;
- Providing access to buildings or rooms within buildings to those other than residents with key access, staff, or attended guests by any means;
- Failure to lock or secure doors, entrance doors, or allowing a person entrance into a building and leaving them unattended in a public area;
- 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.

XXIV. Sexual Assault: Sexual assault, sexual battery, 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.

XXV. Smoking: Due to California State University policy, smoking is prohibited in all of our buildings, residential hallways, restrooms, lounges, stairs, balconies, volleyball and basketball courts, pool areas and all public areas. Residents may only smoke 30 feet away from any building. E-cigarettes, electronic cigarettes, smokeless cigarettes, etc. are prohibited in the same manner as smoking regular/traditional smoke cigarettes.

XXVI. Social Media: When using all social media outlets, including but not limited to Facebook, Twitter, Instagram, 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

XXVII. 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 Associate 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.

XXVIII. Weapons, Firearms or Ammunition: The possession or use of firearms, 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.)