

**RESLIFE &
YOU
HANDBOOK**

2008-2009

FULL VERSION

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Important Phone Numbers

Housing Office/Information Desk	826-3451
University Police (Emergencies – landline).....	9-1-1
University Police (Emergencies – cell phone).....	707-825-5023
University Police (Business).....	826-5555
North Coast Rape Crisis 24 Hour Assistance	445-2881
Counseling & Psychological Services	826-3236
Student Health Center	826-3146
Suddenlink (Cable Service)	1-877-443-3127
AT&T (Phone Service)	1-877-722-6787 or 1-800-310-2355
Collegiate Concepts (Loft, Safe & Refrigerator Rentals)	1-888-929-0806 or 515-597-2303
WEB Laundry Services.....	1-800-824-7780
Giant’s Cupboard.....	826-5317
“J” Menu Hotline	826-4600
ResNet	826-5532
RHA Office.....	826-3330

SERVICE HOURS

DINING SERVICES

"J" DINING

Breakfast (Continental only)	Mon. - Fri.	7:15 - 9:45am 9:45 - 10:30am
Brunch	Sat. & Sun.	10:30am - 1:00pm
Lunch	Mon. - Fri.	10:30am - 1:30pm
Dinner	Mon. – Thurs. Fri. - Sun.	4:30pm - 7:00pm 4:30pm - 6:30pm
“J” Grill	Mon. - Fri	5:00pm – 9:00pm

GIANT’S CUPBOARD

Mon. - Thurs.	6:00pm - 12:00pm
Fri.	6:00pm – 2:00am
Sat.	2:00pm - 2:00am
Sun.	2:00pm – 12:00am

HOUSING OFFICE

Front Office	Mon. - Fri.	8:00am – 5:00pm
Cashier	Mon. - Fri.	9:00am – 4:00pm

INFORMATION DESK

Mon.-Thurs.	4:00pm – 1:00am
Fri.	4:00pm – 2:00am
Sat.	10:00am – 2:00am
Sun.	10:00am – 1:00am

MAILROOM

Mon.-Fri.	10:00am – 6:00pm
Sat.	10:00am – 2:00pm
Sun.	3:00pm – 5:00pm

RESNET

Mon.-Fri.	6:00pm – 10:00pm
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Welcome to the HSU Residence Halls



On behalf of the entire Housing and Dining Services staff, welcome to Humboldt State University and our residence hall communities. We are excited to have you with us for the next year! Housing and Residence Life is an integral part of the educational and academic support services program of Humboldt State University. Our goals are to provide you with comfortable, safe housing and to support you in your academic pursuits by emphasizing diverse perspectives and multicultural communities that are conducive for academic achievement and success. The Housing and Dining staff is here to assist your personal development by offering a multitude of activities and leadership opportunities that focus on social interaction, educational growth and social justice advocacy. Our mission is to provide residents with high quality facilities, programs and services that support and promote learning, academic achievement, personal growth, community service, environmental consciousness and social justice advocacy.

Community Respect

Each resident shares the responsibility of creating an environment in which all residents are respected and valued – regardless of one’s age, weight, gender, sexual orientation, disability, race, ethnicity, color, creed, national origin, cultural background, socio-economic status, or religious affiliation or conviction. Doing your part includes: getting to know people from different groups and cultures as individuals; challenging your biases; thinking about the impact of your words or actions before you speak or act; refusing to participate with jokes or pranks that are derogatory to any person or group; avoiding thoughtless expression that is genuinely hurtful to others; confronting others who are speaking or acting inappropriately; and reporting incidents of mistreatment or harassment to Housing staff as soon as possible. Bigotry, bias, prejudice and oppression have no place within our community. Join us in embracing our differences and appreciating the unique perspectives each resident brings to the Humboldt State experience.

Please Note:

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

We strive to make our events accessible to all residents. Residents who wish to request disability-related accommodations including sign-language interpreters should contact the Housing Office at (707) 826-3451 or housing@humboldt.edu. Please request accommodations as soon as possible, since some types of accommodations take several weeks to arrange. HSU can usually provide accommodations requested one week prior to the event. Additionally, all information produced by the department (including this handbook) is available in alternative media.

Welcome to the HSU Residence Halls

Residence Life Staff

Professional Staff

Residence Life Coordinators (RLCs) are professional staff members who live on campus and are available to assist you. They work as a team to make each resident's on-campus experience a positive one. Our six RLCs supervise the student staff, advise hall councils, administer the judicial process, offer supportive counseling and assume responsibility for the general management of the various living areas. Below is the list of the professional staff's contact information, area responsibilities and office locations.

Coordinator	Email	Phone	Area of Responsibility	Office Location
Aurora Israelson	aurora@humboldt.edu	(707) 826-5527	Canyon	Trinity River Suite (2nd floor JGC)
Jason Pender	jtp16@humboldt.edu	(707) 826-3042	Sunset	Sunset (off main lounge)
Kristina Horn	kristina@humboldt.edu	(707) 826-3043	Operations	Housing Office (2nd floor JGC)
Jeremy Davis	jd44@humboldt.edu	(707)826-5534	Manor/ Campus Apartments	Trinity River Suite (2nd floor JGC)
Jessica Adkisson	jma100@humboldt.edu	(707) 826-5588	Redwood	Redwood (off main lounge)
Mike Emmanuel	mse9@humboldt.edu	(707) 826-5540	Creekview/Cypress	Creekside Lounge

The **Assistant Director of Residence Life**, Nick Sweeton, is also available as a resource for you. He provides oversight for residence life and is responsible for allocating funds, developing policy and procedures and serving as a liaison for the Department of Housing. In order to contact Nick Sweeton, you may call (707) 826-3451 or email him at nicks@humboldt.edu.

Student Staff

Assistant to the Coordinator (ACs) assists the Residence Life Coordinator, residents and staff by advising student councils, serving as mentors for the LGAs and providing administrative support.

Living Group Advisors (LGAs) are leaders, selected for a position based on leadership skills and concern for peers and other students. Living Group Advisors are trained to provide campus resource information, community building activities and peer advising. Additionally, they help ensure safety and security on-campus in the residence halls especially through the maintenance of community guidelines. (LGA names and locations are available on the ResLife Staff Roster insert.)

Operations Staff (OPs) are student staff who live on-campus and are responsible for staffing the Information Desk and provide assistance as Walk-Around staff. Operations Staff are trained to provide campus resource information and assist with community building activities. Additionally, they help ensure the safety and security of the residence halls and assist in maintaining the community guidelines.

Your Feedback

Your feedback is essential in making Housing and Dining Services the best we can be. The front desk of the Housing Office (707) 826-3451 can help direct you to the appropriate staff member whenever you have questions, comments, concerns or suggestions. You may email your thoughts and concerns to us at housing@humboldt.edu. We look forward to meeting you, hearing about your experiences and assisting you in any way we can. **Our annual Residence Hall Satisfaction Survey is distributed via email and available on-line in October and November. We encourage and appreciate your participation and responses to this survey. When you choose to have your voice heard through completing the Satisfaction Survey, you will be entered to win various prizes.** Best wishes for a successful academic year!

General Housing Information

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

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

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

Residence Life Website (The Royal Flush)

In order to stay plugged in during the year, please visit the Residence Life Website, commonly known and referred to as the Royal Flush, at <http://www.humboldt.edu/~reslife/>. At this site you will be able to stay current on what is happening on-campus and locate more resources and ways to get involved.

Residence Hall Organizations

Your involvement and ideas will ultimately shape what your living environment looks and feels like. Funding, support and advice for community projects is available from the councils in the residence halls. Here are a few of the councils in which you can participate.

Residence Hall Association (RHA) is an umbrella organization for the entire residential community. Representatives from each of the organizations below comprise RHA. This council allocates money from resident activity fees to other residence hall organizations for activities throughout the year. RHA exists to support area councils and other councils in the residence halls. Elections and appointments for the RHA executive board take place in the spring; however, most council positions are filled in the fall.

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

NRHH is focused on recognizing the efforts of excellent students, staff and programs through Of the Month (OTMs) awards and the Residence Life Student of the Year Award. In addition to being recognized locally, these awards often receive regional and national recognition. You can recognize people who are doing great things in your community by nominating them for an Of the Month award; more information is available online at www.humboldt.edu/~nrhh.

The Dining Committee is a group of students who advise the dining service operation on campus by recommending menu items and policy changes. Recently this group has created new menu items and services that have diversified the selection of food offered at the "J." The committee is advised by the "J" Manager, Arnold Waddell.

Area Councils are community groups that represent their area's interest to the Residence Hall Association and also contribute to their community. Getting involved in an area council is a great way to get to know people in your community, create events and make your residence hall a home. Your involvement in an area council is a great way to see your tastes and ideas reflected in your community.

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

General Housing Information

Residence Programming Board (RPB) puts together large all-area events. RPB is comprised of representatives from each of the RHA organizations and community members who wish to participate. This organization selects the movies that are shown in the Recreation Room each month. In the past, activities such as Feast and Fest, Casino Night, Haunted JGC and the annual residence hall Clubs & Activities Fair were sponsored by this council.

Residents of Culture Council (ROCC) is a group committed to social justice advocacy and education. Through campus-wide collaboration, ROCC members put on programs and events promoting diversity, pluralism and equity.

Residents Official Board of Technology (ROBOT) discusses the technological needs of our community. Members from this board are responsible for council web pages, technology oriented events such as html workshops or video game competitions, the RHA sound system and making recommendations for improvements.

In addition to these councils there are also other community groups including **ResNews** (produces a short TV show), **The Family** (a Gay, Lesbian, Bisexual and Transgender support network), **N.A.K.E.D** (mental health advocacy), and more.

Security Deposit

A \$100 security deposit is required of all residents. This deposit is returned to you without interest 4-6 weeks after you check out of the residence halls, provided you have not had any damage charges or unpaid housing fees assessed to you when you vacate the residence halls. Failure to checkout properly, lost keys, unauthorized room changes, or possession of common area furniture are some of the reasons the Housing department may charge your account.

Housing Payments

You are responsible for making your room and board payments on time. These payments can be made at the Housing Cashier's window in the Housing Office Monday-Friday from 9am-4pm or online using your WebReg account. The four payment options were outlined in the license packet sent to you before you checked into the halls. The payment plan you received with your room assignment e-mail serves as your billing reminder. The Housing Office does not send out payment or reminders notices. You are responsible for making your payments according to the payment schedule you selected. If you have questions about your payments, visit or call the Housing Cashier at (707) 826-5510. Failure to make payments will result in late fees, your meal points being turned off (not accessible) or possible eviction.

If you are 18 years or older in California you are legally an adult and, as such, you are personally responsible for your debts. Even if your parents or guardians pay for your expenses, the department cannot release your financial information to anyone except you without your written consent. Release of Information forms are available at the Housing Office and during check-in.

Humboldt State University Card

When you arrive on campus, you will need to obtain your university ID card at the library. This card, known as the HSU card. There is a magnetic strip on the back of your HSU card that contains your account number and will serve as your library card, meal card and C-Card. It also serves as **your access card to your building, floor and room.**

The magnetic strip on the back of your HSU card that needs to be protected from stereos, TVs, microwaves and any other equipment that may erase this strip. Avoid bending your card, putting it in a pocket with keys or other sharp objects and from biting or otherwise denting the card. You are responsible for taking care of your HSU card.

Your board payment provides you with meal points. The amounts for each meal plan vary depending on the type of meal plan you selected – Mini, Green, Gold or Humboldt.

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

General Housing Information

What to do if you lose or misplace your HSU Card:

- Immediately report your card missing to either the Housing Cashier, any cashier in the Dining Service facility or online at the dining services website.
(<http://c-card.humboldt.edu/lostcard.html>)
- You will receive a meal voucher that will be valid for a limited amount of time while you get a new HSU card from the library. The current fee for a replacement card is \$5 (which can be paid at the Housing or HSU Cashier. The HSU Cashier is located on the second floor of the Student & Business Services building).
- See Keys/Lockouts section for information on lost key procedures.

Your Living Environment

Lounges/Common Area Amenities

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

Courtesy/Emergency Phones

Each complex has at least one courtesy and/or emergency phone in a convenient location. Housing, university business and office phones with the prefix 826 can be reached by dialing the last four digits of the phone number.

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

Canyon: phones are located near the front doors of Chinquapin, Hemlock, Madrone and Maple.

Manor: a phone is located in front of Manor Apartment 1702.

Cypress: phones are located on the west end of the 2nd floor, the east end of the 3rd and 8th floors.

Creekview: phones are located in front of Juniper, Willow and Laurel.

Campus Apartments: nearest phones are located on the library-parking lot side of EOP, near the library, in the front of the Manor 1702 Apartment, and in the SBS parking lot.

JGC: phones are located in the Parking Lot, west end of the 1st & 2nd floors, inside the mezzanine level and the east side of 2nd floor.

Your Roommate and You

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

The following are some hints from residents:

Set Ground Rules

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

Communicate

Discuss pet peeves, personal habits, musical tastes, needs and other expectations. Your LGA can be an asset if difficulties arise between you and your roommate. They can help facilitate communication and attempt to help you resolve issues that you and your roommate alone are not able to resolve. Using your LGA as a mediator early on can help keep small problems from becoming overwhelming barriers. Another resource available to you is peer mediation through the Institute for Study of Alternative Dispute Resolution (ISADR) at (707) 826-4750.

Your Living Environment

General Guidelines:

- *Do* be accepting and understanding of lifestyles different from your own.
- *Do* keep accurate records of any shared bills.
- *Do* make an effort to keep your living space clean and comfortable. The more livable your space is, the happier you will be.
- *Do* return or replace something you've borrowed or broken.
- *Do* talk about your feelings (a roommate cannot respond to unexpressed feelings).
- *Do* communicate in person instead of leaving notes.
- *Do* discuss any problems instead of thinking they will go away on their own.
- *Do* resolve issues instead of pretending that everything is fine.
- Should your room situation not work with your roommate, room changes are possible depending both on your specific circumstance and the current room space availability.

Residence Life Services

Jolly Giant Commons (JGC)

The **Jolly Giant Commons (JGC)** is the main building for Housing and Dining Services. Many of the services available in the JGC are described below. Wireless service is available throughout the JGC. For more information please contact the ResNet desk at (707) 826-5532.

First Floor of the JGC

The **Information Desk** is staffed evening and weekends by Residence Life Staff. At the Information Desk, you can:

- check out equipment such as cooking supplies, video games and systems, board games, books, sports equipment and more (a complete list is available at the desk) – see page 20 for more information
- check-out Mezzanine and second floor rooms for studying or meetings
- reserve the hot tub and/or sauna
- report noise/safety/maintenance/custodial concerns
- locate lost and found items
- borrow books from the Housing and Dining honor library
- register your guest
- find programming information

The **Recreation Room** is adjacent to the Information Desk on the first floor of the JGC. It is a great place to hang out with friends, watch TV and play ping-pong, billiards, video games, air hockey or piano. RPB sponsors recently released movies on the big screen during the year so watch for announcements. To reserve the Recreation Room, please contact the RLC of Operations at 707-826-3043.

The **Giant's Cupboard** is a convenience store that sells a variety of products for meal points, C-Card points, credit and cash. It is open evenings and weekends.

The **Weight Room/Sauna/Spa** is located behind the Information Desk on the first floor. Residents and their invited guests may gain access during Information Desk hours. Showers are available. Resident hosts are responsible for the actions and behavior of guests and must accompany them at all times when using the facility. There may be no more than one guest per resident. Residents must bring their HSU card.

Please exercise caution when using these facilities. Neither HSU nor Housing is responsible for any accidents or injuries that may occur during or as a result of weight room/sauna/hot tub use. Each patron of the weight room/sauna/spa must sign a release before using the facilities.

Mezzanine Level of the JGC

The floor in between the first and second floors of the JGC is the Mezzanine level. There are meeting rooms available for resident use when not reserved by registered groups or student organizations. Residents who wish to use these rooms for group studying should check availability with the Housing Office or Information Desk (depending on the time of day). Residents may reserve these rooms on a limited basis for studying or group meeting

The **JGC Computer Lab** is located on the mezzanine level of the JGC in the Clam Beach Room and is available only for residence hall students. This lab has PC and Macintosh computers as well as Ethernet connections to the university campus network and Internet. The computer lab closes daily thirty minutes prior to the closing of the Jolly Giant Commons

Residence Life Services

Second Floor of the JGC

The **Housing Office** is the central office for our department. Here you can find answers to just about any of your questions. Housing and Dining administrators are located here.

In the Housing Office, you may also:

- report a missing key card or keys
- make housing payments (between 9am-4pm at the cashier window)
- purchase additional meal points (between 9am-4pm at the cashier window)
- locate lost and found items
- request to vacate
- report maintenance issues/custodial concerns

The **Residence Hall Association (RHA) Office** is located in the Trinity River Suite on the second floor of the Jolly Giant Commons. Watch for upcoming events or just come by and say hello to the RHA folks.

The **ResNet Office** is available to answer the computer questions and problems that may arise. You can reach the ResNet office at (707) 826-5532.

Third Floor of the JGC/ “J” Dining

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

Residence Hall Services

Mail Services

With the exception of those who live in The Manor, Campus Apartments or Creekview (mailboxes are located in these areas), all residents have mailboxes on the second floor of the Jolly Giant Commons (JGC). Mail is delivered and sorted every day except Sundays and holidays.

The mailroom does not provide all the services of a United States Post Office; however, U.S. Mail packages, DHL, UPS and Special Deliveries are received for distribution by mailroom staff. All residents, with the exception of those living in The Manor and Campus Apartments, will be notified of packages by our mailroom staff. Manor residents will receive package slips from the Arcata Post Office and will need to pick up these items directly from the Post Office located in downtown Arcata. In order to pick up your package from us you will need to present the package slip placed in your mailbox and an appropriate form of photo identification (HSU card or driver’s license) to mailroom staff during mailroom hours. Packages will not be released without both of these items. Residents will be notified of postage due items via a package slip. Such postage costs must be paid to mailroom staff before the item can be released.

It is critical that residents notify correspondents of changes to their room number to expedite delivery of mail. When you leave the residence halls, be sure to complete a mail-forwarding card and return it to the Housing Office so that your mail can be sent to your new address. The Manor residents will need to fill out a U.S. Postal Service forwarding card as well. This U.S. Postal Service forwarding card for The Manor residents is available from the U.S. Post Office in Arcata or the Housing Office.

The Department of Housing and Dining Services will use mailboxes to distribute break and closing information and other such documents; it is the resident’s responsibility to check his or her mailbox. *Distribution of such items through the mailboxes will constitute proper service of notification, so residents are encouraged to check mailboxes daily.* Residents

Residence Life Services

must have their mailbox key to receive their mail; the mailroom staff will not distribute mail to residents who do not have their key. If your key is lost, please go to the Housing Office and report a lost key.

The use of mailboxes to distribute pamphlets, fliers, notices or other items by non-Housing and Dining Service groups is generally not permitted. Residents are responsible for the proper care of their mailboxes and may be held responsible for misuse of, or damage to, their mailbox.

Your official complete address is:

Canyon, Cypress and Hill Residents:

Manor Residents:

Creekview Residents:

Name
355 Granite, Your Room Number
Arcata, CA 95521-7914

Name
Your Apt. Number L.K. Wood Blvd.
Arcata, CA 95521

Name
3000 Granite, Your Room Number
Arcata, CA. 95521-7914

Campus Apartments:

Name
335 Laurel Dr., Apt. Number
Arcata, CA 95521

Computer Connectivity (“ResNet”)

In order to support the academic pursuits of residents, Housing has installed Ethernet ports in all resident rooms (except Campus Apartments). Wireless Internet is available throughout the JGC, in the Creekside Lounge, the Sunset Classroom and Campus Apartments. For updates on wireless availability please see the ResNet website (<http://www.humboldt.edu/~resnet/wireless.php>).

Each student has the opportunity to connect to the Internet and the university campus network if he or she has a personal computer, an Ethernet card and the correct connection cord. If you are interested in this opportunity, please contact the ResNet desk at (707) 826-5532 or view our “ResNet” website at www.humboldt.edu/~resnet. Please read the acceptable use policy. You are responsible for compliance with this policy.

Laundry

Web Services provides laundry equipment in the Hill, Canyon, Creekview, Cypress and The Manor. The washers are high efficiency front-loading units that use far less water and, as a result, will use less detergent as well. The cost to do laundry is \$1.50 per load to wash and \$1.50 per hour to dry. The machines operate with quarters or will also accept the “HSU C-Card” (your campus ID card). By placing money on your C-Card account, you will be able to simply “swipe” your card and proceed. You place money on your C-Card account with the Housing Cashier (707) 826-5510 or at the HSU Bookstore (707) 826-5845.

Residents should report any malfunction of laundry equipment directly to WEB Services, the company responsible for the equipment in the laundry rooms. WEB Services’ phone number is 1-800-824-7780. When calling, make sure you can tell them the location of the machine as well as its three digit identification number, located on the front of the machine.

Refunds on malfunctioning laundry equipment for the Hill, Canyon, Creekview, Cypress and The Manor are available from the Housing Cashier in the Housing Office Monday-Friday 9am-4pm. The HSU is not responsible for any lost or stolen laundry items or items damaged while laundering. Residents are encouraged to stay in the laundry room when using laundry room equipment.

Campus Apartment laundry equipment is serviced by Strombeck Properties. For problems/repairs call 707-822-4557 or 707-599-4021. The cost to do laundry is \$1.50 per load to wash and \$1.50 per hour to dry. The machines operate only with quarters

Residence Life Services

Maintenance/Grounds/Custodial Services

The department employs its own maintenance, ground and custodial teams in order to keep up with the large volume of work generated by a residential community. The people who work in these positions enjoy working among college students and are considered members of the residence hall community. Say “hi” to these staff members when you see them! The maintenance staff is proud of their “Same Day Service” program. When a resident calls the Housing Office Monday through Friday between the hours of 8am and 4pm to report something that needs repair, a maintenance mechanic will generally be available to assess the situation the same day.

While not all repairs can be completed in this brief amount of time, the goals of this program are to:

- increase the speed at which maintenance problems are reported, investigated and fixed
- allow the resident to explain the problem in person
- repair items which can be fixed right there on the spot

Maintenance requests that occur after 4pm or on weekends should be reported to the Information Desk so they can be addressed the next business day. Report emergency maintenance problems to the Housing Office, the Information Desk, or University Police immediately.

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

- to attend to emergency maintenance situations
- to complete a damage inspection after a resident moves out of the room and make required repairs
- to comply with state or federal safety inspections

The common areas in our buildings, excluding Creekside, Campus Apartments and the Manor, are cleaned regularly by our custodial staff. Please understand that, as a community member, you are expected to assist in keeping these areas clean. Cleaning supplies are available in your custodial closet or may be obtained from your LGA. Residents may be billed as a community for any required cleaning above what is considered reasonable, for any damage or for any vandalism.

Storage

During the academic year, residents may store items in the storage rooms in each facility as long as they complete the storage form and tags for each item/box stored up to 12 cubic feet (based on space availability). Stored boxes must be removed prior to the end of the academic year in preparation for summer storage (information regarding storage removal will be given to you with the closing memo). Items not removed will be placed in cold storage and student will be billed a \$50 administrative fee to obtain their stored items. If items in cold storage are not removed following 1 year, the items will either be thrown away or donated to the community.

Residents who have signed a license and have a room assignment for the next academic year will be permitted to store 2 container(s), box(es) or suitcase(s) **up to 12 cubic feet** (2 containers/boxes/suitcases that are 12inches X 24 inches X 36inches) during the summer months in the location where they will be living the following year. Residents must complete the storage form and tags for each box/suitcase stored and adhere to the regulations related to the storage of items. Residents who do not return to campus will be charged retroactively \$50 per month for the use of the storage space.

Gasoline, motors, mopeds and other items that may be considered potential safety threats may not be stored in the interiors of facilities at any time. For further information, see “Candles or Barbecues/Incendiary products” section.

Please note that we do not provide access to storage during the summer months. HSU assumes no responsibility for damage or theft.

Residence Life Services

Telephone Service

The resident room's in the Hill, Canyon, Creekview, Cypress and The Manor is equipped with one telephone port per resident and Campus Apartments have one telephone port per room. However, your phone is not operational until you make arrangements for phone service through the AT&T Telephone Company. You will need to provide AT&T with your ROOM # and your BUILDING, do not provide "355 Granite Avenue." An example would be, "1111 Cypress, Arcata, CA 95521." If you have questions or need further information, please see the Housing Office. AT&T can be contacted at the following numbers: 1-800-310-2355 or 1-877-722-6787.

Recycling & Waste Reduction

In order to be environmentally responsible, the Housing Department has a comprehensive recycling and waste reduction program. Each living area has a location for waste disposal and recycling. At each of these locations you can recycle plastics, paper, magazines, cardboard, aluminum, and glass. Help do your part to reduce the strain on limited global resources. Reduce, Reuse and Recycle!

Residents of Cypress, Creekview and Manor are encouraged to compost any unused food (organic) waste, excluding meats and dairy. Cypress and Manor have organic waste receptacles while Creekview has a full composting program with composting piles and an organic herb garden.

Energy Management

In an effort to keep energy costs down and to conserve our valuable, limited global energy resources please turn off all electrical items (lights, computers, radios, etc.) when they are not in use or you are not in the room. Additionally, please keep windows closed when you are not in the room and on breaks.

Tampering with thermostats can waste significant amounts of energy and cause conflict among residents. If you live in an area that allows for the adjustment of the thermostat, please seek consensus on a comfortable temperature for all and avoid opening windows or adjusting the thermostat up and down to regulate temperature. This will save a great deal of energy.

The Housing Department has partnered with the **Green Campus Program** to provide ongoing awareness of energy use and its impact on residence hall living. Many programs are available throughout the year and participation is encouraged, including opportunities to replace incandescent bulbs with compact fluorescent light bulbs (CFLs) in order to cut down on your energy consumption. For more information contact Housing Facility Services, at (707) 826-3451 or the Green Campus Program. The Green Campus Program homepage can be found at <http://www.humboldt.edu/~green/>.

HSU Dining Services

Our Dining Service program is managed by the University Center, which is an auxiliary organization of Humboldt State University. The University Center is a non-profit corporation established to provide a variety of services to the campus such as Center Arts, Center Activities, the HSU Bookstore, the Copy Center, the Ticket Office, the University Center (student union) building and the Student Rec Center.

Your meal options on campus:

The "J" Dining Commons (third floor of the JGC) provides 19 meals per week (3 meals per day Monday-Friday, brunch and dinner on the weekends). The "J" serves hot meal options as well as deli-style sandwiches, salads, soups and more.

The Depot is the campus cafeteria located in the University Center. The Depot features a "food court" style of dining with options including pizza, salad, bagels from Los Bagels, coffee from Muddy Waters, wrap sandwiches, deli sandwiches, Mexican-American food and more.

Residence Life Services

Windows Cafe is a served dining experience located on the third floor in the University Center. While the menu changes frequently to accommodate diners, it typically includes items such as sandwiches, soups and pasta dishes. (Note: tips need to be left in cash when using points to pay for a meal.)

The Giant's Cupboard is a convenience store run by the University Center. It is located on the first floor of the JGC adjacent to the Recreation Room and carries a variety of snack foods. The Cupboard is open late for student convenience.

The South Campus Marketplace is a convenience store and is located on the first floor of the Student & Business Services Building. In addition to food items, the Marketplace also carries greeting cards and school supplies.

BSS Marketplace is located in the Behavioral and Social Sciences Building, BSS Market Place is a convenience store serving the southern portion of campus.

Note: items can be purchased at each of these locations with cash, credit, meal points and C-Card.

While variety is the spice of life, it is important to realize that the best value for residents is the “J” Dining Commons. Food costs in the “J” are wholesale, while food costs in the other HSU Dining facilities are retail. The price difference between the “J” and the other HSU Dining facilities is due to the fact that the operational costs to run the JGC are included in your initial board payment. The operating costs of the other HSU Dining facilities are added to the food costs and, thus reflected in its prices. **Unless you plan to add points to your account, you should plan to spend the majority of your points in the “J.”**

Please note that meals are not served during Thanksgiving break, Semester (winter) break and Spring break. Watch for notices of holiday/break closing information.

Residence Hall Safety & Security

Student Safety Responsibilities

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

Residence Life Staff

To help facilitate safety and security, the Living Group Advisors (LGAs) and Walk Around Staff conduct rounds. After 5pm, these staff members in conjunction with the Residence Life Coordinators (RLCs) are available to assist with emergencies, maintenance issues, lockouts and other issues that may arise. If you need assistance after 5pm, call the Information Desk at (707) 826-3451 and a duty staff member will respond.

HSU Card Access System

Our Card Access System enhances our building security. Residents should always carry their HSU card. Once activated and a pin number is established, this card will allow you to gain access to the building, floor and room to which you were assigned. Additionally, this card will contain your meal points. If you would like to change your pin number, the key card kiosk is located on the first floor of the JGC near the information desk. **Do not give/lend your HSU card to anyone- it is a policy violation.**

Safety Checks

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

University Police Department

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

- safety escorts (call 826-5555 to request an escort on campus)
- bicycle licensing
- motorist assistance
- law enforcement
- crime prevention programs and information
- engravers used to mark property

Tips on Residence Hall Security

You may have valuable possessions in your room such as a stereo, jewelry, television, computer, or perhaps your favorite pair of jeans. You must ensure that these things are not vulnerable to theft or damage. These crime prevention tips may save you some grief.

- always leave your door securely closed
- store valuables out of sight
- be aware of strangers on your floor and notify UPD of any suspicious person(s)
- do not allow people access to the halls without checking if they live in that area
- never prop doors open
- keep an inventory of your belongings
- safes are available for rent, for more information please refer to page 23 (Room Modifications & Furnishings)
- report lost HSU Cards immediately to the Housing office or Information Desk

Residence Hall Safety & Security

Emergency Information Card

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

Wildlife

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

Mountain Lions

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

Tips on Wildlife Safety

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

If animals are demonstrating unusual behavior or being aggressive without provocation call UPD at 826-5555

Rape, Sexual Assault and Misconduct Prevention & Reporting

Safety is everyone's responsibility. As a community, we need to watch out for each other's safety. This includes creating an environment where physical violence and sexual assault are not acceptable. To help achieve this goal you can do your part through educating yourself on how to end rape culture, through talking about these issues with friends and through stopping yourself before making the decision to sexually assault someone.

Know the Facts about Rape

- Rape is a violent crime – a hostile attack – an attempt to hurt and humiliate. It is NOT the result of “uncontrolled passions.”
- Rape can happen to anyone. Men also fall victim to rape.
- Rape can occur anywhere.
- Rape is committed by people you may know – it is not necessarily a stranger. In fact, in over one-third of reported cases, the rapist is an acquaintance, neighbor, friend or relative of the survivor.
- Rape is one of the most underreported crimes -- we encourage you to find support for yourself and report this crime.

Safety Tips

True prevention of rape exists by changing the culture to make rape unacceptable and teaches people not to rape. While the following tips will not necessarily prevent a rapist from committing rape, they may increase your physical security and make it more difficult for sexual assault to occur. Also, UPD provides escort services, call (707) 826-5555 at anytime.

Residence Hall Safety & Security

Community Security

- Propped doors – To keep yourself, others and personal property safe, make sure you never prop doors. Please close propped doors right away and report repeat problems to a Housing staff member.
- Report the presence of strangers to residence hall staff or University Police – Whether they've gained access, are hanging around or are exhibiting questionable behavior. Don't let strangers into your building, even if they tell you that they are visiting a friend. Offer to call their friend for them instead. Don't be alone with someone you just met.
- Keep your room door closed and locked, especially during the times that you are sleeping or out. Don't lend your room key card to anyone.

Awareness of Your Surroundings

- Don't wear headphones when walking, jogging or studying alone.
- At a party, never leave your drink unattended; never accept drinks from strangers and never drink from common sources, like punch bowls.
- Keep a level head. Alcohol or other drugs compromise your safety by lowering inhibitions and clouding your judgment. Many survivors and perpetrators of sexual assault are under the influence when an incident occurs. Make decisions so that alcohol and other drugs will not compromise your judgment or your safety.
- If you go somewhere with friends, make sure that everyone is accounted for before leaving.

Safety in Numbers

- Walk out to your car with someone you know and trust, especially when it is dark. Always keep your car locked.
- Walk with people you know, especially after dark. Tell someone where you are going. If you have to work in an isolated lab, practice room or study lounge, take someone with you.
- When you must walk alone, stay in well-lighted areas. Walk confidently and directly at a steady pace on the side of the street facing traffic. Walk close to the curb. Avoid doorways, bushes and alleys where someone can surprise you.
- If someone is stalking you, report it to University Police immediately. If you are being followed, head toward crowds, lights or buildings.

Alerting Others

- If you are in danger, scream and run, or yell "fire." If you carry a whistle on your keychain – blow it.
- 9-1-1 from any campus phone or your cell phone will put you in contact with law enforcement. To reach University Police via your cell phone in an emergency dial (707) 826-5023.
- Trust your instincts.

Within Relationships

- Clearly communicate your boundaries in the activities that you are interested in practicing.
- Listen to people when they are communicating their intentions – unless they are saying "yes," assume they are saying "no."
- Clearly communicate your intentions – say "no" and mean it.

We are here to support you in any and all efforts to process through survival of an incident. If you need to report an incident of sexual assault or misconduct, contact any Housing staff member.* Survivors may also seek assistance from:

- **HSU Counseling and Psychological Services (707) 826-3236**
- **Student Affairs office staff (707) 826-3361**
- **University faculty and staff members with whom you feel comfortable***
- **North Coast Rape Crisis Team (707) 445-2881**

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

**Please note: Humboldt State University officials (except counselors at HSU Counseling & Psychological Services) are mandated reporters and will need to notify University police of situations which might be considered sexual assault. North Coast Rape Crisis (707) 445-2881 in most cases can provide anonymous support services.*

Emergency Preparedness

Disaster Planning & Response is Everyone's Responsibility

Are you Prepared? Do you Know What to Do?

You could be anywhere – in class, in the library or eating dinner: disasters can strike quickly and without warning. Some emergencies may be preceded by a buildup or warning period, which can provide sufficient time to warn the HSU staff and student body and implement mitigation measures designed to reduce loss of life, property damage and effects on the environment. Other disasters occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan. Being ready for a disaster is part of maintaining your independence and safety. Although you may not know when a disaster will strike, if you are prepared ahead of time, you will be better able to cope and recover from one more quickly. The best way to cope with a disaster is to learn about the different challenges and effects of a disaster and prepare yourself! For example, with a strong earthquake there may be power outages, damages to facilities and structures and disruptions in communication and other services. The resources below will provide you with information to assist you should there ever be a disaster or emergency.

Be Prepared:

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

Additional Resources and Information can be found at the following locations:

Emergency Preparedness Center
<http://www.areyouprepared.com>

Federal Emergency Management Agency
<http://www.fema.gov>

US Department of Homeland Security
<http://www.ready.gov>

American Red Cross
<http://www.redcross.org>

AT&T Phone Book
Customer Guide Section

HSU Emergency Operations
<http://studentaffairs.humboldt.edu/emergencyops>

"It is better to be 5
years too early, than 1
minute too late."

~ **Emergency
Preparedness Center**

Emergency Preparedness

Earthquakes

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

During an Earthquake:

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

After an Earthquake:

1. Check for injuries. Seek first aid if needed.
2. DO NOT use matches, candles, or open flames because there may be gas leaks.
3. DO NOT operate electrical switches or appliances.
4. Check for safety hazards: fire, gas leaks, water supply, etc.
5. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
6. Be prepared for aftershocks.
7. Cooperate. Stay informed. Remain calm.

Fire

Fire Alarm Procedures:

If an alarm sounds, you are to assume there is an emergency and evacuate the building. Room checks will be conducted by reslife staff after every alarm. *Failure to evacuate a building during an alarm will result in disciplinary action, including a \$ 50 fine and possible criminal charges.* When evacuating please remember the following:

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

Fire Safety

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

Emergency Preparedness

Avian Pandemic Flu

Pandemic influenza (flu) can occur when a worldwide outbreak of a new flu virus surfaces for which there is little or no immunity (protection) in the human population. Scientists and health professionals are concerned that the current virus in birds (avian flu) may develop into the next human pandemic. If this new virus spreads from person-to-person it will create a public health emergency. Preparing for a pandemic flu can reduce your chances of getting sick and help limit the spread of disease. Stay healthy by eating a balanced diet, exercising daily, getting enough rest, drinking fluids and washing your hands.

Flu Terms Defined

- *Seasonal (or common) flu* is a respiratory illness that can be transmitted person to person. Most people have some immunity and a vaccine is available.
- *Avian (or bird) flu* is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.
- *Pandemic flu* is virulent human flu that causes a global outbreak or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. **Currently, at the time of printing there is no pandemic flu.**

How Is Pandemic Influenza Spread?

Pandemic influenza would be spread from person to person through “respiratory secretions,” the same way seasonal influenza viruses and other common respiratory infections spread. Respiratory secretions are virus-containing droplets (such as spit or mucus) that land on nearby surfaces when infected persons cough or sneeze. These surfaces can include the mouth, nose and eyes of persons who are standing nearby, (i.e., within 3 feet) the ill person or stationary surfaces such as tables, desks or railings.

What You Can Do During a Pandemic Flu

Stay informed by keeping up-to-date on a possible pandemic by listening to the news, checking the web and reading other campus wide information that will be distributed. Please remember, information will change during the pandemic and it will be important to keep up-to-date and follow Humboldt State University and Housing procedures.

These common-sense steps can help stop limit the spread of influenza germs:

- Wash hands frequently using soap and water.
- When hand washing is not possible, use an alcohol based hand cleaner.
- Avoid touching your mouth, nose or eyes.
- Cover coughs and sneezes with tissues.
- Cough or sneeze into your sleeve if a tissue is not available. Put used tissues in the trash and wash your hands.
- Avoid close contact with people who are sick.

Instructions If You Become Sick

In the event that there is a pandemic flu and residents become infected with the virus, the first floor of the JGC will be converted into a Sick Bay. The purpose of the Sick Bay is to separate people who are contagious and to offer them care. If you develop symptoms, you will be required to go to the first floor of the JGC or the Health Center for an assessment and, if infected with the virus, you will be required to stay in the Sick Bay until released by a health care provider. Some residents infected with the virus may choose to be released to parents or guardians. While staying in the Sick Bay there will be cots, food and telephone access to parents/guardians.

Student Expectations & Responsibilities

The residence halls at HSU strive to provide an atmosphere in which students are encouraged to achieve individual goals while assuming individual responsibilities. They are listed below.

Student Rights

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

Additionally, it is your responsibility to assist in making your community a comfortable place to live. If another resident is violating community guidelines or exhibits behavior that disturbs you or other residents, you should approach that resident and reasonably request that the behavior cease. Both the student and professional staff are also available to give advice about ways to make confrontational situations more comfortable.

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

Student Responsibilities

- Living in a community is not always easy. Each of us comes from a different background and has different expectations for living in a group environment. The established guidelines are intended to give you and your neighbors a general set of standards by which you can ensure that your rights and responsibilities are clearly defined and protected. Residents are expected to become familiar with and adhere to all guidelines and information contained in this handbook and the *Housing + Dining License Agreement*.
- Residents are responsible to demonstrate the ability and a willingness to establish and maintain a reasonable relationship with their roommate.
- Residents are responsible for ensuring that their guests know and adhere to all university and residential life guidelines and policies. Residents can be held responsible, including financially, for the actions of their guests in and around the residence halls.
- Residents have a responsibility to remove themselves from any situation during which a policy violation is occurring. All residents present during a policy violation may be held responsible for that violation. Residents can also be held responsible for any policy violation that occurs in their room (even if they are not present).
- Residents are responsible for community common areas so that if damage occurs and billing follows residents can and will be held financially accountable.
- In order to help create both a safe and secure environment, residents are responsible first to ensure that doors are closed and locked and second to know those residents who reside in your community as well as those who do not.

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

Community Guidelines: Policies and Procedures

Check-in/Check-out/Room Condition Cards

All residents are required to follow designated check-in and check-out instructions. All residents will be given a room condition card (RCC) upon checking into their rooms. It is mandatory to complete the RCC and return it to the Housing Office within 48 hours. *It is critical that residents review this card carefully and **describe, in detail**, the condition of each item listed (please be specific).* Residents assume complete responsibility for maintaining the condition of the furnishings and facilities as cited on the RCC.

When you are checking out of the residence halls, your room and any common area (if applicable) should be left in the same condition as when you arrived. You will be expected to clean your room and your portion of the common area in your living area (if applicable). Failure to adhere to any check-out instructions provided by your LGA or RLC can result in an improper check-out fine of \$35. Once you check out of your room, the premises will be inspected and you will be held financially liable for any damage or loss other than what is determined to be normal wear and tear. If you wish to contest damage or cleaning charges, you will have 90-days to submit a written appeal to the Housing Office. If the damage charges were a result of you not properly documenting preexisting damages on your room condition card and charges are reversed, there will be a \$25 administrative fee.

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

The residence halls close for the academic year on SATURDAY, MAY 16, 2009 at 10:00 a.m.; you must be completely moved out of the residence halls by this time. Please inform your family of this check-out date and time as extensions are not granted. For late checkout there is a \$35 per hour charge after 10am.

Equipment Check-Out

Residents are encouraged to use a variety of equipment – including tools, sporting equipment, games, sewing machines, cooking utensils, video games and more – available at the Information Desk. Residents will be required to present their HSU ID Card when checking out an item. Residents are responsible for checking the condition of the item and returning the item in the same condition. Residents will be expected to pay for the costs associated with repair or replacement of damaged or lost items. Residents who fail to return a borrowed item by the assigned date will be subject to a late fee charge; this fee is \$1.00/day per item borrowed up to 14 days. After 14 days, the resident will be billed \$14 or the cost of the item, whichever is greater. In general, movies, video games, and consoles are available for checkout for 3 nights, books 10 nights, and all other equipment 4 nights, starting with the day the item was borrowed. When checking out certain items, such as pool cues, staff at the Information Desk will retain your ID until the items are returned.

Room Change Policy

Room changes may occur between the 3rd and 5th week of each semester. You must contact the Residence Life Coordinator of your building to coordinate the room move process. Room changes will be allowed after the 5th week only under serious and compelling reasons.

Keys/Lockouts

Residents who lock themselves out of their rooms during regular business hours (8am to 5pm) may obtain a temporary access card for their room from the Housing Office for a short period of time. Proper identification from all borrowers will be required. Borrowing mailbox or drawer keys from the Housing Office also counts as a lock-out.

During the evenings, weekends and holidays, residents who lock themselves out of their rooms should contact the Information Desk to have the LGA on duty unlock their doors. You may have to wait upwards of an hour for access to your room, depending on operational needs at the time of your call. In the event that you lose your card you will have to

Community Guidelines: Policies and Procedures

wait until the next business day to get a temporary key card. Remember that proper identification is always required.

Please note: if you lose your card on the weekend a temporary card will be made on Saturday and Sunday at 5pm only. See the Information Desk for more information.

You are permitted free assistance with *three* lockouts during the academic year. After your third lockout, you will be charged \$5 for each additional lockout; after six lockouts, you will be charged \$10 for each additional lockout. Residents who lose their key card will need to purchase a new HSU ID Card. The replacement fee of \$5 is payable to the Housing Cashier.

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

Key cards and mailbox and drawer keys that do not function properly should be reported to the Housing Office so that replacement parts can be issued or repairs made. There will be up to a \$35 charge to replace lost mailbox/drawer keys.

Laundry Facility Use

Web Services provides laundry equipment in the Hill, Canyon, Creekview, Cypress and The Manor. The washers are high efficiency front-loading units that use far less water and, as a result, will use less detergent as well. The cost to do laundry is \$1.50 per load to wash and \$1.50 per hour to dry. The machines operate with quarters or will also accept the "HSU C-Card" (your campus ID card). By placing money on your C-Card account, you will be able to simply "swipe" your card and proceed. You place money on your C-Card account with the Housing Cashier (707) 826-5510 or at the HSU Bookstore (707) 826-5845.

Residents should report any malfunction of laundry equipment directly to WEB Services, the company responsible for the equipment in the laundry rooms. WEB Services' phone number is 1-800-824-7780. When calling, make sure you can tell them the location of the machine as well as its three digit identification number, located on the front of the machine.

Refunds on malfunctioning laundry equipment for the Hill, Canyon, Creekview, Cypress and The Manor are available from the Housing Cashier in the Housing Office Monday-Friday 9am-4pm. The HSU is not responsible for any lost or stolen laundry items or items damaged while laundering. Residents are encouraged to stay in the laundry room when using laundry room equipment.

Campus Apartment laundry equipment is serviced by Strombeck Properties. For problems/repairs call 707-822-4557 or 707-599-4021. The cost to do laundry is \$1.50 per load to wash and \$1.50 per hour to dry. The machines operate only with quarters

Painting of Facilities

Residents who wish to paint their rooms or any common area (stairwells, lounges, hallways, etc.) may request to do so by completing a residence hall painting contract available through your Residence Life Coordinator. *This contract must be approved before any painting occurs.* Paint is not provided by the department, although Housing can supply drop-cloths to protect carpet and furnishings while painting is taking place. **Painting requests will not be approved after the seventh week of spring semester.**

Residents who receive approval to paint are reminded that they must adhere to all parameters outlined in the painting contract. It is possible that a mural or painted wall(s) may only be approved for the current academic year and residents will be billed to repaint the walls. Paint jobs that do not pass inspection will also result in the responsible parties being billed for all labor and materials required to clean/repair/repaint the facility.

Community Guidelines: Policies and Procedures

Publicity

There are specific bulletin boards and TV Monitors on which information may be posted. These postings are done by the Residence Life staff. Posting of materials may not occur on railings, glass doors, Canyon catwalks or building exteriors. Publicity that advertises the presence of alcohol or illegal drugs is prohibited.

With the exception of the "Off Campus Resources" bulletin board, the second floor of the JGC is limited to the posting of residence hall programs only. If you wish to post something on the third floor of the JGC, you must obtain approval from the Dining Manager.

J Posting Policy

The Dining Manager maintains the J posting policy. Table tents are no longer accepted. He recommends emailing (adw7001@humboldt.edu) information or a PowerPoint slide to use on the "J" television systems instead.

Additional information about residence hall posting information in/around the residence halls, including posting locations can be obtained through the RLC for Leadership and Operations.

General residence hall information and events (RHA, Area Councils, etc.)

Requirements: Must be approved by a coordinator or council, posted by building LGAs and council members.

- Canyon: foyer bulletin board and main stairwell bulletin boards
- Hill: bulletin boards on each wing and the lobby
- The Manor: one per building at bottom of stairs
- Cypress: one per suite in the kitchen or bathroom
- JGC First Floor: foyer walls near Information Desk, south wall of the recreation room
- JGC Second Floor: north walls of the east-west corridor along bulletin board strips
- JGC Elevators: one poster may be posted on the back wall of each elevator
- Creekside Lounge: entrance bulletin boards
- Any other location with the approval of the RLC for Resident Education and Social Justice
- The Royal Flush and other publicity can be posted on bathroom stalls, mirrors and walls

Non-residence hall but campus-wide events and information

Requirements: University approval stamp (from the information desk in the University Center), cannot advertise the presence of alcohol or illegal drugs and will be posted by a residence life staff member. Stamped flyers should be dropped off at the Assistant Director for Residence Life office located on the 2nd floor of the JGC in the Trinity River Suite.

- Canyon: bulletin board on the catwalk
- Cypress: the exterior glass case located on the third floor, east end of Cypress
- Hill: the main lobby bulletin boards in both Redwood and Sunset
- Manor: the main bulletin board
- Creekside Lounge: main entrance bulletin board
- Campus Apartments: main entrance bulletin board

Off-campus, commercial advertisements and other announcements

Requirements: The individual bringing the publicity is responsible for posting

- Second floor of the Jolly Giant Commons in the space labeled "Off Campus Resources," for specific location please see the Housing Office.

DO NOT POST ANYTHING ON STAIRWELLS, GLASS DOORS, OUTSIDE CORRIDOR WALLS, CANYON CATWALKS OR BUILDING EXTERIORS.

Community Guidelines: Policies and Procedures

Chalking

The use of chalk on concrete surfaces to publicize events and programs is a fantastic way to reach a wide audience and reduce paper consumption. Chalking is only permitted if the event or activity is sponsored by the Residence Hall Association, Resident Programming Board, National Residence Hall Honorary, Residents of Culture Council, Resident Official Board of Technology or a Residence Life Staff member.

- Chalking may be present up to 72 hours and must be removed following the event or activity.
- Prior to chalking you must submit a “chalking request” through your RLC to be submitted for approval. If approved you will then be allowed to chalk for your event/activity.

Please contact your RLC for further information on our chalking procedures and to obtain a “chalking request” form.

Room Change Requests/Single Rooms/Consolidations

Room changes, if approved, are permitted *beginning the third week of classes through the end of the fifth week of classes* each semester. In some situations you may be asked to participate in roommate mediation before a room change is approved. If you are considering a room change, please see your LGA or RLC so that they may provide assistance and specific instructions. Failure to correctly follow room change procedures will result in an improper room change fine of \$35. A room move may be granted after the fifth week of classes only if there is a serious and compelling reason to move. Contact your the Residence Life Coordinator. In addition, near the end of the fall semester there is an opportunity to make a room change for the spring semester by participating in the Room Move Faire. More information can be gained through talking with your RLC.

There is a waiting list for rooms, which is established each semester beginning on the first day of classes. Residents who wish to be placed on a waiting list should contact the RLC responsible for the area in which they would like a room. There will be a waiting list for each respective area. Residents who place their names on a waiting list for a single room agree to pay a higher cost if assigned to a single room. Due to these waiting lists, residents in single rooms are not permitted to find a replacement on their own if they decide to change rooms or leave the HSU.

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

Room Take-Over

If at any time during the year your roommate moves out you are expected keep their space unoccupied, clean and ready for the arrival of a new roommate. Periodically a housing staff member will stop by your room to ensure that half of your room is ready for someone to move in. If it is determined that you have “taken over” the entire room you will be asked to remove your belongings from the side of the room that is not assigned to you and will be assessed a \$50 administrative fee. If it is discovered that you have again taken over the room or not removed your belongings as requested you will be subject to the relocation of your living situation or the full assessment of the super-single fee.

Room Modifications and Furnishings

We understand that your style of room decor will help make the residence halls your home. While your room is furnished with all of the basic essentials, we recognize that a comfortable living environment is individualized, so adding furniture to your room is permitted as long as it does not create a health or fire safety hazard. When considering whether or not you would like to add additional furniture, please note that you cannot remove any of the existing furnishings from your room. We have just enough storage space for personal belongings and do not have space available for storing residence hall furniture. You may not move common area furniture into your room. If common area furniture is found in your room you will be subject to a common area furniture fine.

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If you live in the Hill, Cypress or The Manor, you can rent a loft from Collegiate Concepts by visiting their website at www.loftconcepts.com. You may also rent microfridges and safes from this company. Please note that lofts are not permitted in Creekview and are free to residents of the Canyon due to the design of the existing furniture in the area.

Building your own loft or elevated bed is permitted providing prior permission is obtained through a loft permit. The Housing Office can provide you with a loft permit which includes a list of requirements for building a safe loft for your room.

If you live in Campus Apartments contact the Housing Office for additional information.

Storage

During the academic year, residents may store items in the storage rooms in each facility as long as they complete the storage form and tags for each item/box stored up to 12 cubic feet (based on space availability). Stored boxes must be removed prior to the end of the academic year in preparation for summer storage (information regarding storage removal will be given to you with the closing memo). Items not removed will be placed in cold storage and student will be billed a \$50 administrative fee to obtain their stored items. If items in cold storage are not removed following 1 year, the items will either be thrown away or donated to the community.

Residents who have signed a license and have a room assignment for the next academic year will be permitted to store 2 container(s), box(es) or suitcase(s) **up to 12 cubic feet** (2 containers/boxes/suitcases that are 12 inches X 24 inches X 36 inches) during the summer months in the location where they will be living the following year. Residents must complete the storage form and tags for each box/suitcase stored and adhere to the regulations related to the storage of items. Residents who do not return to campus will be charged retroactively \$50 per month for the use of the storage space.

Gasoline, motors, mopeds and other items that may be considered potential safety threats may not be stored in the interiors of facilities at any time. For further information, see “Candles or Barbecues/Incendiary products” section. *Please note that we do not provide access to storage during the summer months. HSU assumes no responsibility for damage or theft.*

Vacating the Residence Halls

The Student Housing License Agreement is binding for the full academic year. The fee period starts the day the residence halls open, as cited in Section II-A of the *Student Housing License Agreement*. To vacate the residence halls, you must submit the Request to Vacate Residence Hall Facility form available in the Housing Office. Please review the following two options to determine which one applies to your situation:

For Students Remaining at HSU

As stated in the Student Housing License Agreement “signing this license obligates Licensee to reside in the residence halls for the entire academic year or balance thereof.” If you decide to leave the residence halls while continuing to remain a student enrolled in classes at HSU, according to the terms of the license agreement you are legally and financially responsible for payment of the entire housing and dining charges for the balance of the academic year. As a courtesy to residents, we will reduce the financial obligation to a 60-day penalty for residents who wish to cancel their contract while still remaining students at HSU. This penalty is in addition to the costs incurred for room and board for the total number of days a student has resided in the residence halls. The 60-day penalty is calculated by multiplying the daily rate for the area and type of room as well as the daily rate for the meal plan by 60 days.

For Students Leaving HSU

As stated in the Student Housing License Agreement “signing this license obligates Licensee to reside in the residence halls for the entire academic year or balance thereof.” Requests to vacate when leaving HSU will be approved only as

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outlined in the License Cancellations/Revocations and Refund Policy section of the Student Housing License Agreement. A 30-day notice is required. Failure to provide a 30-day notice will result in a penalty fee. Please be advised that if you return to HSU and register for classes during the academic year you are requesting to vacate, you will be invoiced for the balance of your Housing and Dining contract per your original agreement for the academic year. **If you are currently involved in a judicial process with Student Affairs or Housing, you will forfeit your right to vacate the residence halls with only a 30-day financial penalty.** Please see your housing license, "License Cancellations/Revocations and Refund Policy" for a more detailed explanation of the notice requirements and penalties involved.

Appeals – Residents who wish to appeal financial charges must submit a written appeal to the Housing Office within 6 months of vacating. After 6 months, appeals will not be reviewed and penalties will not be reversed for any reason.

Community Respect

Please know that we will not tolerate intimidation or any form of harassment (*i.e. racism, sexism, classism, heterosexism, religionism, ageism, citizenism, etc.*) against any member(s) of our community and such action could lead to immediate removal. Likewise, we will not accept alcohol or substance use, ignorance, humor or anger as an excuse, reason or rationale for such behavior. Such behavior will be subject to severe disciplinary action that may include, but is not limited to, immediate removal from the residence halls and/or suspension from Humboldt State University.

When decorating your living area, please remember that you are part of a diverse community. We reserve the right to determine the appropriateness/reasonableness of decorations and to request the removal of and/or physically remove posters, signs and/or other forms of expression in public view that are perceived as offensive, degrading, discriminatory or which promote hate toward community members, including members of constitutionally protected categories. While we certainly support the rights of individuals to express thoughts and ideas, reasonable time, place and manner of that expression will be expected of all members of the residence hall community.

Airborne Objects/Windows

Throwing objects into or out of windows or doorways or in the interior areas of facilities, is prohibited. This includes keys, trash, water balloons, liquid and other such objects. Residents are also reminded that screens may not be removed from windows. Residents may not enter or exit the building through windows, sliding glass doors or balconies. Removal of screens will result in judicial action including a fine of \$25 and financial responsibility for repair or replacement.

Any items that are placed in windows that are in the plain view of the public that are determined to be offensive by the Department of Housing and our community members must be removed immediately upon notification by housing personnel.

Alcohol/Illegal Drugs

Experience has demonstrated that substance use/abuse can negatively impact both the individual and the community and is not conducive to the promotion of an educational and academic environment. Violation of housing drug and alcohol policies may result in a student's removal from HSU and the CSU system.

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

1. Possession/consumption of alcoholic beverages or possession of empty alcohol containers, by those under the age of 21. (Note: empty containers of alcohol may be considered evidence of prior consumption)
2. Being under the influence of alcohol or illegal drugs in public areas.
3. Disrupting the residence hall community while under the influence of alcohol or illegal drugs.
4. Possession, use, cultivation, production, sale, gift or exchange of illegal drugs. (Note: in addition to other sanctions, residents found responsible for smoking marijuana will be subject to a \$25 damage charge)
5. Possession of illegal drug paraphernalia, such as a pipe or bong that contains an illegal substance residue.
6. Providing alcohol to minors or the production of alcohol.
7. Kegs of beer or bulk alcohol in any form or container (including partially full or empty kegs, party balls, or multiple cases of alcohol) regardless of age.

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8. Beer bongos, funnels and similar devices (due to the abusive nature of intended use) regardless of age.
9. Possession/consumption of alcoholic beverages in the Jolly Giant Commons or Creekside Lounge regardless of age.
10. Consumption of alcohol in public areas of the residence halls regardless of age. Public areas include: patios, quad areas, gazebos, hallways, stairwells, walkways, parking lots, lawn areas, lounges and any other area which might reasonably be described as public. (Note: exceptions to this are included at the end of this section)
11. Being present in a room when any one of the above-listed activities is taking place.

If you are not yet 21 years of age, you may not be present in a room or shared common area – unless you reside in that particular area – when alcohol is present.

Possession/consumption of alcoholic beverages by those 21 years of age or older is permitted in resident rooms – and in living rooms and kitchens for those residing in Creekside or The Manor – provided that the door to the public area is closed and minors are not present (again, except for those who reside in that particular apartment).

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

Humboldt State University and all California State University campuses do not recognize medical marijuana (215) cards. *Residents are reminded that the University Police may be involved with violations relating to alcohol or illegal drugs. Please understand that University Police are authorized to enter a resident's room without warning if "probable cause" exists or if a search warrant has been obtained. Please also note that undercover police have been utilized when deemed necessary in the past.*

Good Samaritan

Students or members of the community who observe a medical or other emergency are obligated to call for help. If the "Good Samaritan" who places a call for help is found to be in violation of a housing policy, the fact that they placed the call will be considered a mitigating circumstance when sanctions are imposed on an individual or student organization. *If you feel a community member is in need of medical assistance please contact UPD at (707) 826-5555 or Housing at (707) 826-3451 as soon as possible.*

Appliances

Appliances such as clocks, lamps, hair-dryers, computers, stereos, televisions and the like, are permitted in student rooms and public areas of the facilities, provided the resident ensures the following: appliances are UL-approved; the wiring of appliances is safe; appliances are turned off when not in use; and requests from other residents or staff regarding noise from appliances are respected.

Items such as electric coffee pots, small refrigerators (under 4 cubic feet) and microwaves are the only other appliances that may be used in student rooms. Appliances such as electric frying pans, Coleman stoves, toaster ovens, full-sized refrigerators and any appliance with an exposed heating element, are not permitted in student rooms. The kitchens in each facility should be used for any cooking needs.

Space heaters and other such heat-producing appliances are fire safety hazards and are not allowed in the facilities at any time. Irons are heat producing and therefore considered a fire safety hazard. Please make sure that irons are turned off and unplugged when not in use.

Candles or Barbecues/Incendiary Products

Candles, barbecues and other such incendiary products are fire safety hazards and may not be used inside of the facilities. Any candle found burning or with a burnt wick will need to be placed in storage for the remainder of the academic year and the resident will be fined \$25. If you have questions about this, please ask an LGA before you bring a candle into your room.

Public barbecue areas are provided on the Canyon lawn, Cypress lawn and the patio behind Sunset Hall for use by residents. Residents who wish to use their own barbecues or hibachis may do so if such items are used at least 25 feet

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from the nearest building and if reasonable fire/safety precautions are followed (note: the Cypress patios do not meet the 25 foot requirement).

Flammable liquids such as lighter fluid, gasoline and charcoal starter may not be stored in or adjacent to any facility but can be stored at the Housing Grounds shop by contacting the Grounds office at (707) 826-5514. Access to stored items will be by appointment only. In order to access stored items after work hours, contact the Information Desk.

Cleaning Responsibilities

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

Custodial services do not clean the common areas of the Cypress suites (except bathrooms), Creekview, Campus Apartments or The Manor apartments. Students living in these areas are responsible for cleaning and are expected to maintain a reasonable level of cleanliness in the common areas. Establishing a cleaning schedule is one way to ensure that everyone participates equally in the cleaning endeavors. Cleaning supplies and vacuums are available in all areas. If low on cleaning supplies please contact your LGA or the Housing Office. Please do not use powdered carpet freshener because they damage the carpet.

Climbing/Rappelling

Climbing onto or rappelling from buildings, trees, lamp posts, stairwells, balconies, roofs or any other area can threaten the safety of people and damage the facilities. Such activities are prohibited. Housing staff members are available to assist you if you are locked out of your room.

Common Area Furniture

Furniture in the various common areas (living rooms, lounges, kitchens, etc.) is for everyone to use and enjoy. Please treat this furniture with care and do not remove it from the common areas at any time. Removal or damage of common area furniture will be dealt with through the judicial process and residents involved will be subject to a \$100 or more damage charge. **If furniture is missing or damaged, repair or replacement costs will be the responsibility of all residents with access to the common area unless the cause can be attributed to specific individuals.**

Computer (“ResNet”) Acceptable Use Policy

The Humboldt State ResNet system connects workstations and computers at Humboldt State University. It also provides access to national and international computer networks. However, network connectivity requires that you understand the responsibilities of being a network user in order to protect the integrity of the system and the integrity of other users. Using the HSU ResNet is a privilege. The following policies are intended to help you use the HSU Residential Network responsibly.

You are NOT allowed to use your connection to:

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

You will be disconnected from the network if you:

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

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

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

Damages

Damage, destruction and vandalism are unacceptable. All members of a living group will be charged for damages, destruction, vandalism or loss of furnishings and equipment in common area facilities unless specific responsibility can be determined. Most damages are repaired in a timely fashion, although we may elect to postpone some repairs.

Failure to Complete Accountability Sanctions

Failing to complete an accountability sanction is a violation of residence hall policy and will most likely result in additional judicial action and/or your likely removal from the residence halls.

Fire and Safety Regulations

Fire safety equipment installed in the halls is for use only in emergency situations. Tampering with and/or covering any such equipment – including fire extinguishers, fire alarm pull stations, fire alarm horns, fire hoses, nozzles, smoke detectors, heat detectors or any other equipment – is a threat to life and is strictly prohibited. *Pulling a false fire alarm or intentionally exiting a building through a fire exit when there is no emergency can be grounds for immediate removal from the residence halls.*

Residents are required to evacuate a facility any time the fire alarm in that facility sounds. Residents are required to evacuate a facility under other circumstances (such as a bomb threat, flood, etc.) when requested to do so by any university staff member. Because the fire alarm system is not used to evacuate facilities under circumstances such as a bomb threat, it is important that residents be aware of the requirement to evacuate when instructed to do so. Residents who fail to evacuate during a fire alarm or when instructed to do so by a staff member will be subject to a \$50 fine.

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

Draperies, tapestries, blankets or posters which are displayed on walls, ceilings and doors in a manner which could facilitate ignition, block exits or fire detection units or present overhead fire hazards are not permitted. Draperies may not hang suspended from the doorway. Tapestries may not touch a light fixture, block a ceiling sprinkler or hang more than 16 inches from the ceiling. Draperies (non-housing issued) must be made of fire resistant material.

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Firearms/Ammunition/Fireworks/Weapons

Firearms, ammunition, fireworks and other weapons (including non-cooking knives greater in size than 2.5 inches) are not allowed in or around the residence halls at any time and may lead to a removal from the residence halls. Toy guns, paint pellet weapons and activities such as “assassin” are also strictly prohibited. HSU reserves the right to confiscate or remove any of the above items from either public or private areas of the residence halls and may result in removal from the residence halls, HSU and the CSU System.

Guests

Residents may invite guests to stay overnight with them in their rooms provided that all such guests are registered with the Information Desk and your roommate(s) agrees. Please register your guest as soon as possible on the date that they arrive and before the Information Desk closes. Before having any guest sleep in a common area (Creekview, Cypress and The Manor living rooms; Canyon suite living rooms only), residents must obtain explicit and unanimous consent from all residents sharing that common area. *Sleeping in public areas (e.g., TV lounges) is not permitted under any circumstances.*

Non-resident guests may reside in the halls for no more than *three consecutive nights* and/or *ten nights total* during the academic year and *3 nights total* during the summer. Cohabitation – defined as the extended presence (daily or nightly) of any person in any room, suite or apartment who is not assigned a bed-space in that specific living area – is not permitted and guests must be accompanied by the host resident at all times. If found in violation of this policy, you will be billed a nightly rate for the number of nights an unregistered guest resided with you. You are allowed a maximum of up to 2 guests per night unless approved by your RLC.

All guests must sign a hold-harmless agreement while registering as a guest. Residents are responsible for the behavior and actions of their guests at all times. Violations by guests of any Community Guidelines may result in judicial action against the hosting resident. Guests involved with violations of any Community Guidelines may be required to leave the residence halls and/or the HSU grounds.

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

Instruments

Experience has demonstrated that the use of amplified instruments, horn instruments, drums, bongos and other like instruments often creates significant disruption in the community. The density of the population in such close proximity is not conducive to the use of these types of instruments and therefore they may not be played in or around the residence halls (this includes the Hill quad, Creekview and Manor parking lots and Canyon and Cypress lawn areas). Details about alternatives and exceptions for special programs are available from your RLC.

Pets

Warm blooded, feathered and poisonous pets are prohibited in the residence halls. This policy includes the pets of guests or visitors who may only be present in the halls for a short time. Persons who violate this guideline may be subject to the cost of fumigating rooms. Financial responsibility for fumigation charges may be assessed to all members of a room, suite or apartment unless specific responsibility can be determined.

Fish, reptiles and amphibians are allowed provided they are adequately contained in an aquarium/container no larger than 10 gallons. Each resident is allowed one aquarium with the exception being in a triple room where only a total of two aquariums/containers would be allowed. The fish/reptile/amphibian must adequately fit in the aquarium/container as prescribed by a professional able to determine such matters (pet store owner, scientist, etc.). You must consult with your roommate prior to bringing the pet to address any concerns your roommate might express. All pets must remain within the confines of the resident’s room and may not be in the Jolly Giant Commons at any time.

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Residents must arrange for the care and feeding of pets during HSU vacation periods. Please note that electrical outages – which will affect aquarium pumps and equipment – may be planned during vacation periods if maintenance work needs to be completed.

Physical Abuse/Violence

Absolutely no kind of physical abuse or physical violence toward any member of the HSU community, including oneself, will be tolerated in any of the residence halls or other Housing facilities. This includes, but is not limited to, punching, hitting, kicking, pushing, slapping, spitting or the use of any weapon to cause harm. Any behavior of this nature will, most likely, be grounds for immediate removal. UPD will be notified and may begin an investigation and/or file criminal charges.

Pranks/Water Fights

Water fights and/or pranks involving shaving cream, confetti and other such materials are prohibited in the interior of the facilities. If such activities take place outside, reasonable care to prevent accidents or injury to persons and damage to facilities must be taken. Participants engaging in such activities will be responsible for cleaning up and held financially responsible for any damage that occurs. Pranks that cause personal harm are prohibited. Activities that entail entry into another resident's room without the specific permission of that person are strictly prohibited.

Quiet Hours/Noise

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

- Quiet hours will be in effect from **10pm to 10am Sunday through Thursday** and **midnight to 10am on Friday, Saturday and University holidays**. During quiet hours, noise from any student room that emanates to any public area and noise in public areas emanating into student rooms, is prohibited. Public areas include the Hill quad, Cypress walkways, Canyon fire lane, Creekview parking lot, Campus Apartment walkways, etc.
- During those times when quiet hours are not in effect, "Courtesy Hours" will be in effect. During Courtesy Hours, any resident has the right to politely request another resident to lower the level of noise.
- Each semester, **24-hour quiet hours will be in effect from 5pm on the last day of classes before finals through the last day of finals. Violations of this policy will likely lead to your immediate (24 hour) removal.** Residents are reminded that final exam periods usually create an increased level of stress for everyone.
- Stereo speakers should not, at any time, be positioned so that music is directed out of windows/doorways. Violators may have speakers/devices removed.
- Residents are expected to ask others to reduce bothersome noise levels before seeking the assistance of staff.

Roommate Responsibilities

A demonstrated inability or willingness to establish and maintain a reasonable level of respect with your roommate or suitemates as determined by Residence Life Staff can result in an administrative room move, restriction from certain residence halls or removal from the residence halls.

Sexual Misconduct/Assault

Any behavior determined to constitute sexual misconduct/assault – including but not limited to stranger rape, acquaintance rape, date rape, other forms of sexual violence and/or any non-consensual sexual contact – will be viewed as a serious matter and will be subject to severe judicial action. Acts of sexual assault include those committed by force or intimidation or through use of the victim's/survivor's mental incapacity, intoxication or physical helplessness.

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

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Skateboards/Roller Blades/In-line Skates/Bicycles

Skateboarding, roller blades, in-line skating and bicycling are prohibited in the interiors of all facilities, around the exterior of the JGC, in the Hill quad and on walkways, catwalks, fire lanes (Creekview Hill), Campus Apartment walkways, and access roads. Such activities pose a safety threat to people and should take place only in areas that maximize the safety of riders and others. Additionally, skateboarding is limited on campus as well. Please refer to the University Code of Rules and Regulations to read about the campus skateboarding policy (Section 3047).

Smoking/Incense/Candles

No smoking, burning of incense, candles or other material such as sage is permitted in any of our facilities, including the Jolly Giant Commons and Creekside Lounge. Residents in violation of this guideline will be subject to a \$25 damage charge as well as additional sanctions if additional violations occur.

As a result of California state law and HSU policy, smoking outside of the facilities may ONLY take place in designated smoking areas. Smoking is only permitted in and around the gazebos provided in Creekview, the Canyon, the Hill quad, behind Sunset Hall, large planter behind Cypress Hall, by the Cypress basketball court located behind Cypress Hall East and the southeast corner of Campus Apartments (Designated Smoking Area Map can be found at: <http://www.humboldt.edu/~smoking/images/smoking05.pdf>). Additionally, smoking is not permitted in the breezeways and stairwells in Creekview, Campus Apartments, Cypress, The Manor, JGC, on patios in Cypress and on or around the walkway stairs in the Canyon.

Solicitation

Soliciting in the residence halls is prohibited. Soliciting is defined as door-to-door selling, leafleting and verbal proselytizing, conducting surveys or other similar activity. This policy applies to all individuals, campus groups and organizations and non-HSU groups and organizations. Please contact a staff member or University Police immediately if someone soliciting in the residence halls contacts you.

Sports/Recreation

Sports and recreational activities such as baseball, football, golf, catch, Frisbee, soccer, darts, hacky sack, wrestling, bowling or any similar activities are prohibited in the interior of buildings at all times. For clarification of activities allowed in the Hill quad and on the Cypress or Canyon lawn areas please contact the Residence Life Coordinator for that area. We ask that you respect the efforts of the grounds crew and keep our beautiful area free of litter. We also ask that you recognize the potential damage that can be done to the lawns; please stay off them when they are wet and never use cleats. Volleyball is allowed on the Hill Volleyball court.

Additionally, skateboarding is prohibited on housing property. Please refer to the Skateboarding section for further information.

Other sports such as hacky sack may be played in the exterior areas adjacent to the buildings as long as caution is taken. HSU and Housing & Dining reserve the right to request that such activities cease if participants exhibit reckless behavior while playing such games.

Staff Requests/Non-Compliance

Residents are expected to comply with requests made by staff members in their efforts to create an academic environment in the halls and maximize the residential living experience for all residents. This compliance includes but is not limited to opening your door, stepping into the hallway to speak with a staff member or providing identification when a staff member makes such a request related to the enforcement of community guidelines.

Intentionally or recklessly interfering with staff members in the performance of their duties is unacceptable. Non-compliance with staff requests may also result in monetary fines for damage to the community. Compliance with officially posted signs and notices (e.g. signs indicating the gender for which bathrooms are intended and smoking signs) is expected.

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Verbal Abuse/Written Abuse/Threats

A climate of fear or intimidation is not acceptable in the residence halls. Staff members and students deserve to be treated with respect. Verbal or written abuse toward a staff member or another student will not be tolerated and will be grounds for judicial action, which may include removal from the residence halls. Feedback and constructive criticism for staff members is welcomed and encouraged. This feedback should be directed to the appropriate Residence Life Coordinator at an appropriate time and in an appropriate manner.

The Judicial Process & Purpose

Community Guidelines are designed to promote a quality living and learning environment for all residents and to set forth the conditions governing residents' eligibility to remain part of the residence hall community. The department has designed the judicial process to address violations of guidelines outlined in the *Residence Hall Life and You Handbook* and the *Housing + Dining License Agreement*. It is important to note that any Housing judicial process may take place prior to, or concurrently with, University, violation or criminal processes. Also important to understand is that the judicial process will take precedence over any request to vacate the residence halls.

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

Residents will receive notification concerning the alleged violation of guidelines. This notification may request your attendance at a conference with one of the following: a Residence Life Coordinator, another Housing administrator or the Campus Student Judicial Officer in the Office of the Vice President for Student Affairs.

In most cases, you will be given 48 hours advance notification of the time and date of your conference. If you are unable to attend a scheduled meeting due to a class conflict or employment, you may contact the Residence Life Coordinator to reschedule (**note: you must contact the RLC at least 24 hours prior to your scheduled meeting time**). During this meeting you will have the opportunity to discuss the incident. Following the conference, a decision will be rendered and accountability sanctions may be imposed if you are found to be responsible for a community guideline violation. *Please note that if you fail to attend a conference the judicial process will proceed without your participation. Also note, failure to receive notice of the conference due to not checking your mail is not a valid excuse for missing the conference.*

The use of attorneys is not permitted in the judicial process.

Depending on the violation and judicial history of the resident, a variety of sanctions may be imposed. This list gives some examples of potential sanctions:

- community service
- research/reflection paper(s)
- written warning
- educational module(s)
- fines
- removal of personal property creating the violation
- HSU probation through Student Affairs
- removal from the residence halls without release of financial obligation (this includes the loss of eligibility to return to the halls the next year)
- University suspension or expulsion through Student Affairs

Removal from the Residence Halls

Removals will generally take place 3 business days from the date of notification. In cases where the immediate safety and security of residents is threatened, removal could take place in less than 3 business days. Residents are notified via campus mail and in some cases notifications are hand delivered (please note that **failure to check your mail is not an**

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acceptable reason to request an extension of removal date). If you are removed from the halls, you are not released from your financial obligations and you lose your privilege to live on campus in the future. If you already signed a license agreement for the following summer or the next academic year, you will be charged a \$200 cancellation fee.

Judicial Appeals

Requesting a Judicial Decision Review

You may request a judicial decision review if you meet one or more of the following conditions*:

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

Requests for a judicial decision review must be submitted in writing within 2 business days of a resident receiving written notice of the outcome of the conduct hearing in question. Requests should be submitted (and dated) to the Housing Office (Attn: Assistant Director of Residence Life, Nick Sweeton). Requests must outline how the specific circumstances meet one or more of the conditions listed above. Please also include in the request your name and contact information.

Once a request is submitted, the Assistant Director of Housing, or appointee, will review the request and determine if grounds for a judicial decision review exist. Generally, you will be notified whether or not you have been granted a review within 3 working days of submitting a request. Please Note: If the request is denied, the removal date and any additional sanctions assigned will still be in effect. Residents are expected to comply with all sanctions and plan accordingly until otherwise notified.

**Submitting a request does not grant an automatic judicial decision review.* Additionally, a review does not guarantee a less severe sanction and could result in a more severe sanction. Questions about this process should be directed to your Residence Life Coordinator or the Associate Director of Housing.

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

Multiple Jurisdictions

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

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







