

ResLife & You Handbook



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Important Phone Numbers

Admissions	(707) 826-4402
Cal Poly Humboldt Emergency Conditions Info	(707) 826-INFO (4636)
Campus Recreation	(707) 826-3357
Clubs & Activities	(707) 826-3776
Counseling & Psychological Services (CAPS)	(707) 826-3236
Dean of Students	(707) 826-3504
Educational Opportunity Program (EOP)	(707) 826-4781
Financial Aid	(707) 826-4321
Hinarr Hu Moulik Front Desk	(707) 826-3455
Housing Cashier	(707) 826-5510
Housing & Residence Life Front Desk (JGC)	(707) 826-3451
North Coast Rape Crisis 24 Hour Assistance	(707) 445-2881
Oh Snap! Student Food Programs (Food Pantry)	(707) 826-4556
Recreation & Wellness Center	(707) 826-6011
Registrar	(707) 826-4101
Residence Hall Association (RHA) Office	(707) 826-3018
Student Health Center	(707) 826-3146
University Police (Non-Emergencies)	(707) 826-5555
University Police (Emergencies)	9-1-1

Service Hours (subject to change during breaks and holidays)

Jolly Giant Commons, 1 st Floor		
Info Desk & Rec Room	Monday – Friday	5:00 PM – 10:00 PM
	Saturday & Sunday	10:00 AM – 10:00 PM
Jolly Giant Commons, 3rd Floor		
Front Desk	Monday – Friday	8:00 AM – 5:00 PM
	Saturday & Sunday	Closed
Housing Cashier	Monday – Friday	9:00 AM – 4:00 PM (Closed for lunch 1-2 PM)
	Saturday & Sunday	Closed
Mailroom	Monday – Friday	9:30 AM – 5:00 PM
	Saturday	10:00 AM – 2:00 PM
	Sunday	Closed
College Creek Community Center, 1 st Floor		
Mailroom	Monday - Friday	10:00 AM – 3:00 PM
	Saturday	10:00 AM – 2:00 PM
	Sunday	Closed
Hinarr Hu Moulik, 1 st Floor		
Front Desk	Monday - Friday	8:00 AM – 5:00 PM
	Saturday & Sunday	10:00 AM – 7:00 PM
Mailroom	Monday – Friday	9:30 AM – 5:00 PM
	Saturday	10:00 AM – 2:00 PM
	Sunday	Closed

Welcome to Cal Poly Humboldt Housing & Residence Life

On behalf of the entire Housing & Residence Life team, **welcome to Cal Poly Humboldt and your new campus community!** We are thrilled to have you living with us and look forward to supporting your journey as a student and community member. Housing & Residence Life is more than just a place to live—it's an integral part of the university's educational and student support system. Our mission is to provide a safe, inclusive, and comfortable living environment that promotes academic achievement, personal growth, and community engagement. We are committed to fostering diverse, multicultural communities that encourage dialogue, mutual respect, and opportunities for leadership and advocacy—especially in the areas of social and environmental justice.

This handbook serves as your essential guide to living in the residence halls. Inside, you'll find important information about services, amenities, leadership opportunities, community standards, and the procedures that help ensure a safe and respectful living environment for everyone. ***When you signed the Housing & Residence Life and Dining License Agreement, you agreed to follow the policies and expectations outlined in this handbook.***

We encourage you to take time to review this guide thoroughly and refer back to it whenever questions arise. Your success is our priority, and we're here to support you every step of the way. Welcome home!

Guiding Statements

Community Respect Statement

At Cal Poly Humboldt, each resident plays a vital role in shaping a community where respect, inclusion, and belonging are the foundation of everyday life. Creating this environment requires intentional effort: get to know individuals from different backgrounds and lived experiences, challenge your own assumptions, and speak up when you witness misconduct or bias. Your active participation in building an equitable and inclusive space strengthens the entire community. We invite you to embrace difference, value dialogue, and celebrate the unique perspectives each resident contributes to our shared Humboldt experience.

Cal Poly Humboldt University Purpose

To provide the highest quality and affordable college education built on the contributions of diverse students, staff, and faculty who are committed to a just and sustainable world.

Department Purpose

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

Residence Life Purpose

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

Cal Poly Humboldt Non-Discrimination Policy

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

Accommodations

Cal Poly Humboldt is committed to full inclusion and equal access. In compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and all applicable state and CSU regulations, Housing & Residence Life will provide **reasonable accommodations** to qualified students with disabilities. To initiate the accommodation process, students must register with the **Campus Disability Resource Center (CDRC)**. Early contact is essential, ideally shortly after completing the room selection process, so that staff can evaluate documentation, engage in an interactive discussion, and arrange appropriate adjustments (e.g., modified room assignments, accessible furniture, visual-alert systems, or service/emotional-support animals).

Students with documented disabilities are encouraged to register with the [Campus Disability Resource Center](#) (CDRC). If you require accommodations, please contact their office by email at ada@humboldt.edu or by phone at [\(707\) 826-4678](tel:(707)826-4678).

Assistance Animals

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

In addition to the provisions about service dogs, the Department’s ADA regulations have a separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches

measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable.

Service animals are not required to seek prior approval or registration with the CDRC and Housing & Residence Life. However, it’s highly recommended to connect with them to understand your needs during an emergency.

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

All ESAs must be approved by both the CDRC and Housing & Residence Life before being brought into the residence halls. Unapproved ESAs will be required to leave until the approval process is complete and may result in a **\$250 fine**. Students seeking this accommodation must review and follow all ESA guidelines provided by Housing & Residence Life. Once approved, residents are expected to be responsible caregivers; this includes ensuring their ESA does not disrupt the community and **cleaning up after their animal at all times**. For more information on Cal Poly Humboldt’s full policy regarding Animals on Campus, please refer to the [Cal Poly Humboldt Website](#).

Events

Our Residence Life Staff plan various activities throughout the year to build a strong community, and we strive to make our events accessible to all residents. Residents who wish to request disability-related accommodations (including ASL Interpreters) for events should contact the Campus Disability Resource Center (CDRC) at student504@humboldt.edu. Please request accommodations as soon as possible since some types of accommodations take several weeks to arrange. Additionally, information produced by the department (including this handbook) can be made available in alternative media given similar notice, which can be inquired about at the Housing Office.

Residence Life Staff

Professional Staff

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

RLC Area of Responsibility	Phone	Office Location
College Creek	(707) 826-5588	College Creek (2nd Floor)
Cypress	(707) 826-5542	Trinity River Suite (3rd Floor JGC)
Canyon	(707) 826-5535	Trinity River Suite (3rd Floor JGC)
Creekview	(707) 826-3042	Creekside Lounge (off the laundry room)
The Hill	(707) 826-5501	Redwood Hall (off main lounge)
Hinarr Hu Moulik	TBD	Hinarr Hu Moulik East (1 st Floor)

Student Staff

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

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

General Housing & Residence Life Information

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

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

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

Housing & Residence Life Events

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

[Housing & Residence Life](#)

[Cal Poly Humboldt Event Calendar](#)

[Facebook](#)

[Cal Poly Humboldt Presents](#)

[North Coast Journal](#)

[Instagram](#)

Residence Hall Association

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

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

National Residence Hall Honorary (NRHH) is a national organization designed to recognize outstanding service in the residence halls. Active membership is limited to the top 1% of leaders within the resident population, or 20 students. Members must be nominated and are inducted into NRHH at the end of each semester. NRHH is focused on recognizing the efforts of excellent students, staff, and programs through “Of the Month” (OTMs) awards and the Residence Life Student of the Year Award. In addition to being recognized locally, these awards often receive regional and national recognition. You can recognize people who are doing great things in your community by nominating them for an OTM award. Click [here](#) for the link to the form.

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

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

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

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

Money Matters

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

Housing Payments & Payment Plans

You are responsible for making your room and meal plan payments on time. Payments can be made at the Housing Cashier in the Housing Office, at Student Financial Services in SBS or online using your [myHumboldt](#) account. The room & meal plan charges are due by August 21st for Fall and January 15th for Spring. Installment plans are available through Student Financial Services. You are responsible for making your payments by the due date. If you have questions about your housing or meal plan charges, please email housing@humboldt.edu. Failure to make payments on time will result in late fees, holds on your account and possible eviction.

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

Living Here Next Year

Each spring, current residents have the opportunity to apply for university housing for the approaching academic year. Online applications will be available in February through your [myHousing portal](#) to complete the application. To be eligible to return to the residence halls, you must have a positive student conduct record and have your residence hall room and meal plan fees paid in full. Being placed on Housing probation or being removed will make you ineligible to apply to return to the residence halls. Second year residents are required to complete their Housing Application for their second required year. If students don't complete the housing application, University Housing will automatically assign the student into an available space and charge the Student Account.

More information about the application process will be sent out to all residents in January.

Cal Poly Humboldt Identification Card (Humboldt ID)

If you uploaded your photo ahead of time, you will receive your Humboldt ID card during move-in. Otherwise, your Humboldt ID card can be picked up from the library. This card will serve as your library card, meal card, C-Card and Jack Pass. It also serves as your access card to your building, floor, and room (except for Hinarr Hu Moulik).

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

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

The magnetic strip on the back of your Humboldt ID card contains your account number and allows you to transact university-related business. This magnetic strip needs to be protected from stereos, TVs,

microwaves, magnets, and any other equipment that may erase this strip. Avoid bending your card, putting it in a pocket with keys or other sharp objects, biting, or otherwise denting the card. You are responsible for taking care of your Humboldt ID card.

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

Lost or Misplaced Humboldt ID Card

Immediately report your card missing <https://get.cbord.com/humboldt>. Replacement ID Cards can be purchased at the Housing Cashier or at Student Financial Services on the 3rd Floor of the Student Business Services Building. Once purchased, Humboldt ID cards can be made at the Housing Cashier's office or in the Library. Your new ID will automatically be encoded with your meal plan and C-Card account information. You will need to have your replacement card encoded at the Housing Front Desk or Information Desk to gain access to your room.

Cal Poly Humboldt Email

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

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

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

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

Your Living Environment

Lounges/Common Area Amenities

All residents have access to community lounges in their specific living areas intended for studying, programming, watching television or hanging out with friends. These common areas have a variety of furniture, equipment, and games for the comfort and enjoyment of the residents. Canyon and the Hill

have lounges and a community kitchen located on the bottom floor of each building. Cookware is not supplied in the kitchens but can be checked out from the Information Desk located on the first floor of the Jolly Giant Commons. We expect that residents will respect each other and keep the residence hall facilities clean for everyone to enjoy. As with all common areas, all residents of the community are responsible for their area. Common areas such as lounges may be reserved by residents through their Residence Life Coordinator.

Emergency Phones

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

The phone locations are as follows:

- **Hill:** Phones are located outside the back door of Redwood and the front door of Sunset.
- **Canyon:** Phones are located near the front doors of Chinquapin, Hemlock, Madrone, and Maple.
- **Cypress:** Phones are located on the west end of the 2nd floor, the east end of the 3rd and 8th floors.
- **Creekview:** Phones are located in front of Juniper, Willow and Laurel.
- **Jolly Giant Commons (JGC):** Phones are located in the parking lot.
- **College Creek:** Phones are located on the north side of the Del Norte/Shasta main entrance, the Community Center on the Harpst/Rossow street side, the east side of the Trinity/Mendocino main entry, and the west side of the locker rooms by the soccer field along LK Wood.
- **Hinarr Hu Moulik** - Phones are located in the parking lot.

Your Roommate & You

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

Set Ground Rules

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

Communicate

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

General Guidelines

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

Right of Entry

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

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

Resident Services

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

The Jolly Giant Commons

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

1st Floor of the JGC

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

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

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

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

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

2nd Floor of the JGC

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

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

3rd Floor of the JGC

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

At the Housing Office Front Desk, you may:

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

The Housing Cashier can help with:

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

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

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

4th Floor of the JGC the J Dining Commons

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

Mail Services

Residence Hall Addresses	
Canyon, Cypress & Hill Residents	Creekview Residents
Resident First & Last Name 355 Granite Ave., <i>Room Number</i> Arcata, CA 95521-7914	Resident First & Last Name 3000 Granite Ave., <i>Room Number</i> Arcata, CA 95521-7914
Hinarr Hu Moulik East Residents	Hinarr Hu Moulik West Residents
Resident First & Last Name 2903 St. Louis Rd., <i>Apt. Number</i> Arcata, CA 95521-7914	Resident First & Last Name 2905 St. Louis Rd., <i>Apt. Number</i> Arcata, CA 95521-7914
College Creek Residents	
Resident First & Last Name 1 Rossow St., <i>Room Number</i> Arcata, CA 95521-7914	

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

Package & Mail Pickup Locations

- Creekview, Canyon, Hill and Cypress – JGC Mail Room, 3rd Floor of the JGC.
- College Creek – College Creek Mail Room, 1st floor of the College Creek Community Center on Harpst Street.
- Hinarr Hu Moulik – 1st Floor East building for Fall. Permanent location 1st Floor West building.

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

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

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

Some residents will be able to retrieve their packages from parcel lockers. Residents will be notified if their package is in a locker when they receive the notification. Residents can use their phone to open the locker or type in the code in the email notification. Parcel lockers are located on the 3rd floor of the JGC and outside the West building at Hinarr Hu Moulik.

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

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

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

When you check out of the residence halls, be sure to collect any mail or packages from the mail room or they will be returned to sender.

Internet Connectivity (“ResNet”)

In order to support the academic pursuits of residents, the department has installed wireless access points throughout the residence halls and Ethernet ports in resident rooms, herein known as “ResNet”. Each student can connect to the Internet and the university campus network if the resident has a personal computer with either a wireless network adapter, or an Ethernet adapter and patch cable. By using ResNet services you accept the ‘[ResNet Acceptable Policy](#)’ in addition to the ‘[CSU Responsible Use Policy](#).’ If you have questions please contact the Cal Poly Humboldt Help Desk at [\(707\) 826-4357](tel:(707)826-4357) or by emailing help@humboldt.edu or view our ResNet website at resnet.humboldt.edu. You are responsible for compliance with this policy (located on page 30 or online at <https://housing.humboldt.edu/resnet/policy>).

Cal Poly Humboldt’s official wireless network is *eduroam* and is available everywhere on campus. To access it through your laptop, smart phone, or tablet you will need to first go into your device network settings and select the wireless network called *eduroam*. Simply login with your Humboldt email address and password. More information is located in the [Getting Connected](#) section of the ResNet website and on the [Information Technology Services](#) website.

To access ResNet from your gaming console, streaming media player, smart TV, or any other device that can’t connect to eduroam, you may connect to the wireless network called ResnetWireless. This network is only available in the residence halls and is NOT for laptops, smart phones, or tablets. Residents will be emailed the password each year at the beginning of the semester.

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

Facilities - Maintenance/Grounds/Custodial Services

Housing & Residence Life have Maintenance, Grounds and Custodial teams to keep up with the large volume of work generated within our residential community. The people who work in these positions enjoy working with and among college students and are considered members of the residence hall community. Say “hi” to these staff members when you see them!

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

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

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

Other reasons maintenance staff will enter a resident room:

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

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

Recycling & Waste Reduction

Recycling is an easy and mandatory requirement for all residents!

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

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

Many other items can be donated or recycled. Bring electronic waste (e-waste), batteries, used ink cartridges to the special recycling bins located on the third floor of the JGC and in the lobby of the College Creek community center. Bring any reusable school or office supplies to the Reusable Office

Supply Exchange (ROSE). This is also a great place to stock up on free school supplies! Go to their [web site](#) for more information.

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

Energy Management & Sustainability

To keep energy costs down and to conserve our valuable limited global energy resources, Housing employs a Resident Sustainability Advisor (RSA) who, in partnership with the **Green Scene** and other campus energy and sustainability groups, provides ongoing awareness of energy use and its impact on residence hall living. Many programs are available throughout the year and participation is encouraged. For more information, see the PowerSave Program at humboldt.edu/green.

What is Sustainability?

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

Green Room Virtual Tour

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

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

How to get Green Room Certified

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

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

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

Energy Saving Tips

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

Cal Poly Humboldt Dining Services

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

Your Meal Options

The “J” Dining Commons - Located on the 3rd floor of the JGC, The J provides 19 meals per week (3 meals per day Monday-Friday, brunch and dinner on the weekends). The “J” offers all-you-can-eat dining, featuring a variety of options including vegan, gluten-avoidant, salad, and deli selections.

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

The 101 Express - Located at Hinarr Hu Moulik, The 101 Express has freshly prepared, grab-and-go meals served hot or cold—morning, noon, and night. The 101 Express has a wide range of items, including crisp salads, handcrafted sandwiches, made-to-order entrées, coffee, or refreshing beverages.

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

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

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

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

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

Check-in/Check-out/Room Condition

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

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

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

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

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

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

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

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

Equipment Check-Out

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

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

Room Change Policy

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

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

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

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

As stated in Section II-B of the [Housing & Residence Life and Dining License Agreement](#), Cal Poly Humboldt reserves the right to change room assignments, assign a new Licensee or reassign a current Licensee to any unoccupied bed space at any time and/or consolidate vacancies in the interest of health, discipline, occupancy, or for the general welfare of the Licensee. Any resident who is asked to consolidate may request permission from Housing to retain their current double room as a “super single.” Approval of this request is conditional: it may only be granted if overall occupancy is low and Housing does not anticipate needing the space for other residents. This option is typically only available during the Spring semester. If such permission is granted, the resident will pay a higher fee for the balance of the academic year and must remain in the assigned “super single” room unless relocated by Housing. Further details regarding assignment, reassignment, and/or consolidation may be obtained from Housing & Residence Life.

Keys/Lockouts

All residents use their Cal Poly Humboldt Student ID to access their room except for residents at Hinarr Hu Moulik. Residents of Hinarr Hu Moulik access their room by using the Student Mobile Access App on their cell phone or with a key card (residents will be charged \$5 for key cards that are not returned).

Residents are permitted free assistance with two lockouts per semester. After the first two lockouts, residents will be charged \$5 the next two lockouts, and after four lockouts, \$10 for each additional lockout. Proper identification is required for all lockouts. Residents will be charged \$5 for key cards that are not returned

Residents locked out Monday through Friday, 8am to 5pm or that have lost their Humboldt ID or cell phone (for Hinarr Hu Moulik residents) may obtain a temporary key from the Housing Front Desk. If the temporary card is not returned or is returned damaged, the resident will be charged \$5.

Residents locked out after 5pm on weekdays or on the weekend or holidays, can contact the Resident Advisor (RA) to be let back into their room. In the event the Housing Front Desk is closed, and you are unable to reach your RA on their phone, you may contact University Police for assistance getting into your room.

Residents who lose or damage their Humboldt ID card will need to purchase a new card. The Housing Cashier can make replacement Humboldt ID cards for \$5. (Cards can also be made with a new photo in the library; however, \$5 must first be paid to the Housing Cashier or Student Financial Services first.) When your Humboldt ID card is made, it will be encoded with your meal plan and/or C-Card Account. You will need to go to the Housing Front Desk to get your card encoded for room access.

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 student community action.** For fire safety reasons, additional locks may not be installed on your door. If circumstances warrant, residents may be billed for costs related to repairing locks and other hardware. For the safety of all, residents should never prop doors open.

Laundry Facility Use

Laundry equipment is provided in each area of the residence halls. The washers are high efficiency front-loading units that use far less water and, as a result, will use less detergent as well. The cost to do laundry is \$2.00 per load to wash and \$2.00 per hour to dry. To use the machines, residents can download [CSC GO](#), a mobile app and pay through the app, or scan their Humboldt ID and use funds from their C-Card. Each new user gets a free \$5.00 when they download the [CSC GO](#) app. In addition, the app will also tell you what machines are available, and alert you when your load is finished. The app also works with credit, debit, google and apple pay.

Residents should report any malfunction of laundry equipment to the Housing Office at [\(707\) 826-3451](tel:7078263451) or through the Maintenance tab in the [myHousing portal](#). When reporting an issue, make sure you tell them the location of the machine, as well as its identification number, located on the front of the machine, and a description of the problem.

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

Mold

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

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

Ventilation

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

Cleaning

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

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

Bed Bugs

“Bed bugs” are parasitic insects of the Cimicidae family that feed exclusively on blood. The name of the bed bug is derived from the preferred habitat: warm spaces and especially nearby or inside of beds and bedding. They are mainly active at night but are not exclusively nocturnal. They can feed without being

noticed but may cause health effects such as bite marks and skin rashes. Rooms can become infested with bed bugs in a variety of ways, such as:

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

In the event a resident suspects they might have an infestation of “bed bugs” (Cimicidae) the resident should report it to Housing and then go to the Health Center to have any bite marks evaluated should they have any.

If bed bugs are found to be present, your room will be treated using a heat process which may take up to a few business days to be completed. The resident will be reassigned to a temporary room space until this is completed.

Resident Responsibilities and Expectations

Once you have been notified that bed bugs may exist, the residents will work with Housing staff to get their room treated.

Treatment consists of heating the living space to a temperature that will attract and eradicate the bugs. This treatment can take a few business days to be completed. During this time, the resident will not be able to go back into their space. Treatment will be scheduled as soon as it can be done.

The following steps will need to be followed:

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

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

Publicity

Residence Life staff manage all bulletin-board postings in the residence halls. Materials must be submitted **at least two weeks in advance** to the Housing Front Desk for review. Housing staff will post

them in designated locations. Publicity that depicts or encourages alcohol, illegal drugs, violence, or any violation of University or Housing policy will be denied. Unauthorized posting or solicitation is prohibited and materials will be removed immediately. For additional constraints on door-to-door activity, please consult the Solicitation Policy.

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

Advertising for campus-wide or off-campus events must be submitted to the Housing Front Desk **two weeks prior** to the event. If the event is **not** sponsored by a University office, obtain a **University Approval Stamp** from the Student Activities Center before seeking Housing approval. Final authorization is granted by the Assistant Director (or designee).

Electronic Displays

Publicity may also be displayed on electronic TV displays in the Jolly Giant Commons and College Creek Community Center. Submit a **portrait-oriented JPEG (1080p × 1920p)** to housing@humboldt.edu. **at least two weeks before** the intended run date. Content must meet all University and Housing standards; material that promotes alcohol, illegal drugs, violence, or policy infractions will not be accepted.

“J” Posting Policy

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

Chalking

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

Chalking may only be present for the specified period and must be removed following the event or activity. Prior to chalking, you must submit a “chalking request” by completing the [Chalking, Staking, Banners, Tabling & Sandwich Board Permit Application](#). Please fill this out at least 2 business days before you need to be approved. For further information on chalking procedures, please contact the OSL Office Desk at (707) 826-3776.

Decorations & Fire Safety

To ensure a safe and fire-compliant residential environment, all decorations in Housing must meet the following standards. These guidelines apply to all personal and shared spaces within Housing & Residence Life facilities. Items that violate these policies may be removed, and responsible residents may face conduct action and damage charges.

General Safety Standards

- Flammable or heat-producing décor is strictly prohibited. This includes candles (lit or unlit), incense, halogen torch lamps, paper lamp shades, and any other items known to pose a fire hazard.

- Live or dead trees and wreaths are not permitted. Only certified flame-retardant artificial trees up to 3 feet tall and wreaths up to 24 inches in diameter are allowed.
- Draperies, tapestries, and fabric wall coverings must be treated with fire-retardant spray or fabric, must lie flat against the wall without air pockets, and may not hang from ceilings, doorways, or windows. **Curtains and drapes are not permitted on windows.**
- **Wall decorations, including posters, tapestries, photos, and other coverings, must not exceed 10% of the total wall space.**
- No ceiling decorations of any kind are allowed. Items may not be hung from ceilings, sprinkler heads, or any fire suppression equipment.

Electrical and Lighting Safety

- Extension cords and outlet splitters are prohibited. Use only UL-approved surge-protected power strips (minimum UL 1449 rating), and do not plug multiple power strips into each other.
- Battery-operated LED lights are allowed year-round. Plug-in festive lights are permitted only within two weeks of a major holiday or event and must:
 - Be LED (no heat-generating bulbs)
 - Plug directly into a compliant power strip (not into another strand)
 - Be removed immediately after the event or holiday
 - Not block doors, windows, or walkways, or hang from ceilings

Placement and Mounting Guidelines

- All decorations must remain within the resident's room or unit. Decorations may not be mounted on the exterior of doors, windows, or their frames.
- Do not puncture or damage surfaces. Use only blue painter's tape or removable adhesive products (e.g., Command™ strips). Nails, screws, glue, and other adhesives are prohibited.
- **Nothing may be attached to, or block access to, sprinkler heads, smoke detectors, or other fire safety equipment.**
- **Only Residence Life paraprofessional staff may post items on resident doors, using approved adhesives.**

By following these standards, residents help promote a community that is safe, clean, and welcoming place for living and learning. Failure to adhere to these policies may result in conduct action, fines, and liability for any resulting damages. *Please refer to the Fire & Safety Regulations policy section on page 43 for more information.*

Room Modifications & Furnishings

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

Bed lofting is available only in select residential areas. If you live in the Canyon, the Hill, or College Creek and you would like your bed lofted, please email housing@humboldt.edu or submit a maintenance request through your [myHousing portal](#). Please indicate if you would like your bed lofted to the middle or top position of the frame. In Hinarr Hu Moulik, beds are self-adjustable and can be raised slightly to

allow for storage underneath; however, they cannot be fully lofted. Beds in Creekview and Cypress cannot be lofted under any circumstances. Additionally, lofting is not available in triple rooms in any community, as most of these beds are already lofted.

The use of any unapproved furniture or equipment to raise or loft beds is strictly prohibited. For safety reasons, ladders and safety rails must remain installed and may not be removed. Residents voluntarily assume all risks associated with the use of their bed, including the risk of falls or injury. If you have questions about your specific room or need clarification, please contact Housing.

Vacating the Residence Halls

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

Vacating During the Academic Year

A Vacate Form must be submitted by any resident who wishes to move out of the residence halls before the end of the Academic Year. First-Year, first-time students are required to live in university housing for their first two years, unless they have an exemption that is approved. First-Year students and students in their required 2nd year will be held to the two-year housing requirement and housing and meal plan charges for that time period as long as they're attending the University. The cancellation deadlines apply to students who are not attending the University and/or students that are not required to live in University Housing for their first two years.

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

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

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

Vacating at the End of the Academic Year

When checking out of the residence halls, your room and any shared spaces must be returned to the same clean and orderly condition they were in when you moved in. This includes restoring all furniture to its original configuration and thoroughly cleaning your room and your portion of any shared areas (such as the bathroom, living room, or kitchen, if applicable).

If you and your roommates have completed a *Cleaning Agreement*, each person will be held responsible for the specific tasks assigned to them. Failure to properly clean your assigned areas by the time of your move-out inspection may result in individual charges based on the condition of the space.

If no Cleaning Agreement has been established, then all roommates will be held equally responsible for cleaning the common areas. Any cleaning or damage charges related to shared spaces will be divided among all residents of the unit unless the responsible individual(s) can be clearly identified. To avoid

unnecessary charges, communicate early with your roommates and ensure all shared areas are cleaned thoroughly before check-out.

Do not leave trash in the hallways or common areas. Any abandoned waste creates additional work for custodial staff and may result in fines charged to every resident in the hallway.

Before leaving, be sure to collect any of your mail and packages from the mail room. Any mail or packages that are not picked up will be returned to sender.

Following these steps helps ensure a smooth check-out process and shows respect for your fellow residents, custodial staff, and the incoming students who will call your space home.

Failure to adhere to any check-out instructions provided by Housing & Residence Life staff can result in an improper check-out fee 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 an appeal. To submit an appeal, login to your [myHousing portal](#). You can find the Damage/Cleaning Appeal under Forms. If the damage charges were a result of you not properly documenting pre-existing damages on your room condition and charges are reversed, you may be charged a \$25 administrative fee.

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

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

Housing Appeals

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

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

Student Rights & Responsibilities

Living in the residence halls at Cal Poly Humboldt offers more than just a place to sleep—it is a unique opportunity to grow personally, socially, and academically in a supportive, shared environment. Housing & Residence Life is committed to fostering a community where students are encouraged to pursue their individual goals while also contributing to a respectful and cooperative living environment. This section outlines your rights as a resident, as well as the responsibilities that come with living in a diverse campus community.

Student Rights

Students have the right to the following:

- Sleep and study in your room free from undue interference
- Maintain control over your personal belongings
- Live in a clean, safe, and secure environment
- Host guests, as long as their presence does not violate another resident's rights or community policies
- Be treated with respect and dignity
- Live free from intimidation or harm, including verbal, physical, or emotional abuse
- Participate in community development by providing feedback and expressing concerns
- Bring forward issues and grievances Raise issues and file grievances when necessary
- Seek assistance from Housing staff, including your Resident Advisor or Residence Life Coordinator, to help resolve conflicts

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

Student Responsibilities

Living in a community is not always easy. Each of us comes from different backgrounds and has different expectations for living in a group environment. The established guidelines are intended to give you and your neighbors a general set of standards by which you can ensure that your rights and responsibilities are clearly defined and protected. Residents are expected to become familiar with and adhere to all guidelines and information contained in this handbook and the Housing & Residence Life and Dining License Agreement. Click [here](#) to access the agreement.

- Residents are responsible for demonstrating the ability and a willingness to establish and maintain a reasonable relationship with their roommate or suitemates.
- Residents are responsible for ensuring that their guests know and adhere to all University and Residence Life guidelines and policies. Residents can be held responsible, including financially, for the actions of their guests in and around the residence halls.
- **Residents have a responsibility to remove themselves from any situation during which a violation is occurring. All persons present during a violation may be held responsible for the violation. Residents can also be held responsible for any violation that occurs in their room (even if they are not present).**
- Residents are responsible for community common areas so that if damage occurs and billing follows, residents can and will be held financially accountable.

- In order to help create both a safe and secure environment, residents are responsible first to ensure that doors are closed and locked, second to know those residents who reside in their community, and third be able to identify persons who do not reside in their community.

These rights and responsibilities are not meant to be an exhaustive list of acceptable behavior. Residents are expected to **use common sense, act maturely, and follow community standards**, even in situations not explicitly addressed in this handbook.

In addition, **student conduct records are protected by the Family Educational Rights and Privacy Act (FERPA)**. Information contained in a resident's conduct file will not be disclosed without written permission from the resident, unless permitted by law.

Housing Guidelines

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

Abandoned Property

Housing, Cal Poly Humboldt, and the California State University system are not responsible for any **loss, damage, or destruction of personal property** belonging to residents (Licensees) or their guests during the term of the Housing & Residence Life License Agreement. It is the sole responsibility of each resident to secure and remove all personal belongings before vacating their assigned space.

In accordance with California law, **any personal property left behind after the termination of the License Agreement may be considered abandoned** and will be handled as follows:

- **Items valued at \$300 or more** will be held by the University for a minimum of **three months**. After that time, the property, excluding unclaimed cash, will be offered at a public auction to the highest bidder.
- Notice of the auction will be published at least once, **five days prior to the sale** in a Humboldt County general circulation newspaper.
- The University may also use internet-based auction services, as long as they comply with all applicable state laws.
- Any auction proceeds and related interest earned will be directed toward student scholarships and loans for Cal Poly Humboldt students.
- If no bids are made on the property, the University may dispose of it in accordance with state regulations.
- **Items valued under \$700**, including bicycles or other items left in exterior areas, may be donated to another public institution, nonprofit organization, or otherwise disposed of appropriately.
- **Unclaimed cash** will be held and processed according to applicable California regulations.

- The Board of Trustees of the California State University, Cal Poly Humboldt, and all associated officers, agents, and employees assume no liability for the disposal of unclaimed, lost, or abandoned property carried out in accordance with this policy.
- To avoid loss of property, residents are strongly encouraged to thoroughly check their room and surrounding areas before checking out and to take all personal belongings with them at the end of the License Agreement term.

Alcohol

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

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

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

- Possession, consumption, or production of alcoholic beverages by individuals under the age of 21 is prohibited. This includes possession of empty alcohol containers, which may be considered evidence of prior consumption.
- Being under the influence of alcohol in public areas or, if under the age of 21, in your residence hall room.
- Disrupting the residence hall community while under the influence of alcohol, illegal drugs, or controlled substances.
- Providing alcohol to underaged persons
- Kegs of beer or bulk alcohol in any form or container (including partially full or empty kegs, party balls, or multiple cases of alcohol) regardless of age.
- **Engaging in drinking games or activities intended to promote rapid or excessive alcohol consumption is prohibited.** This includes, but is not limited to, games such as beer pong or Quarters, as well as the use of devices like beer bongs, funnels, or similar equipment that facilitate high-risk drinking behaviors. These restrictions apply regardless of age. Additionally, simulating drinking games with water, soda, or other non-alcoholic beverages is also not permitted.
- Possession/consumption of alcoholic beverages in common areas including, but not limited to the Jolly Giant Commons, residence hall lounges, the College Creek Great Hall, and laundry rooms, regardless of age, is not permitted.
- Consumption or transportation of open alcohol containers in public areas of the residence halls regardless of age. Public areas include patios, quad areas, gazebos, courtyards, hallways, stairwells, walkways, parking lots, lawn areas, lounges, and any other area that might reasonably be described as public.
- Alcohol container collections/decoration and/or bottle cap collections/decoration are not allowed and are to be removed as trash. Failure to comply can result in disciplinary action.

- Presence in a space where alcohol is being consumed is prohibited for persons under the age of 21.
- Residents found in violation will be required to dispose of alcohol at the incident.
- **Presence in a location where any one of the above-listed activities is taking place.**

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

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

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

Animals

Cal Poly Humboldt allows only three categories of animals in university-operated housing:

1. **Service animals** under the ADA;
2. **Emotional Support Animals (ESAs)** that have **prior written approval** from the **Campus Disability Resource Center (CDRC)** and a signed **ESA Agreement** with Housing & Residence Life; and
3. **Permitted pets** limited to fish, reptiles, and amphibians that are non-dangerous, non-venomous, and legal to own in California.

Residents are fully responsible for the care, hygiene, and conduct of their animals and for any odors, disturbances, pests, or property damage. Violations of this policy will result in a **minimum \$250 fine**, charges for cleaning or pest control, and referral to the student-conduct process; **roommates who knowingly allow unauthorized animals may share liability.**

- **Service animals:** No prior housing approval needed, but handlers must keep the animal under control and maintain hygiene.
- **ESAs:** Residents must receive prior written approval from the CDRC **and** complete all required approval forms (ESA Agreement and ESA Roommate/Suitemate Agreement) with Housing & Residence Life **before** bringing an ESA into campus housing.
- **Permitted pets (fish, reptiles, amphibians):** One aquarium per resident, maximum 10 gallons; tank size must suit the animal's needs. Animal must fit adequately in the aquarium as prescribed by a professional able to determine such matters (e.g., pet store owner, veterinarian, etc.).
- **One aquarium is permitted per resident**, except in a triple room where only two aquariums would be allowed.
- **No other species** (mammals, birds, insects, etc.) and **no "visiting" animals** are allowed anywhere in the residential facilities.
- **Dangerous, venomous, or California-prohibited species are strictly forbidden.**
- **Roommate consultation is required** before bringing in any permitted pet or ESA in order to address any concerns your roommate might express.
- **Animals must remain inside the resident's assigned room;** they are not permitted in common areas such as the Jolly Giant Commons.

- **Residents must arrange care during breaks and extended absences** without lending key cards; plan for power outages that could disable aquarium equipment. These outages may be planned during vacation periods if maintenance work needs to be completed.
- **All costs** for cleaning, damage, or pest control attributable to an animal are charged to the resident.
- **Feeding or harboring stray animals is prohibited** in and around the residential complex.
- Clean up after your pet.

For more information regarding guidelines for approved ESAs, please refer to the Assistance Animal section of this handbook on page 9.

Appliances

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

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

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

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

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

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

Appliances with open heating coils, such as space heaters, hot plates, and other such heat-producing appliances, are fire safety hazards and are not permitted in the facilities at any time. UL-certified space heaters, which have fire-preventative features like tip-over, overheat protection, and automatic shutoff, are permitted. Irons are heat-producing and therefore considered a fire safety hazard. You can only use

irons in laundry rooms. Dehumidifiers, electric blankets, and space heaters that do not adhere to the aforementioned restrictions are prohibited in the residence halls.

Bodily Fluids

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

Candles, Barbeques & Incendiary Products

To ensure the safety of all residents and prevent fire hazards, the use or possession of incendiary items is strictly prohibited within all Cal Poly Humboldt housing facilities. This includes candles (whether lit, unlit, or decorative), incense, barbecues, grills, torches, fire poi, tea light diffusers, and similar heat-producing or open-flame items. Residents found in possession of these items will be required to remove them immediately or be confiscated and disposed of. Students in violation of this policy will be subject to disciplinary action through the student conduct process.

The burning of sage or other botanicals is generally prohibited in the residence halls due to fire safety regulations. **If there is evidence that sage has been burned without prior approval**, the item will be subject to **removal, disciplinary action, and confiscation** in accordance with Housing policy. Exceptions may be made when the burning is part of a recognized Indigenous ritual or cultural observance. In these cases, residents must receive prior written approval by obtaining a State Fire Marshal Special Event Permit, which must be secured before any burning occurs. This permit process is coordinated through the Facilities Management Office, which can be reached at (707) 826-3646.

In addition to the permit, residents must also receive approval from Housing & Residence Life, and the burning must be supervised by staff from both Housing and ITEPP (Indian Tribal & Educational Personnel Program). These steps are mandatory to ensure the safety and integrity of the residential community. Non-compliance with this policy may result in disciplinary action.

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

Flammable liquids such as lighter fluid, gasoline, propane, and charcoal starter may not be stored in or adjacent to any facility but can be stored at the Housing Grounds shop by contacting the Grounds office at (707) 826-5514. You will need to leave a voicemail with your name, room number, the reason you are calling, and a contact number. The Lead Grounds worker will contact you to set up a time to place the items in storage. Access to stored items will be by appointment only. To access stored items after work hours, contact the Information Desk. **Possession of a butane torch can result in removal from Housing on a first offense.**

Cleaning Responsibilities

To ensure a safe and healthy environment, a reasonable level of cleanliness is expected in individual resident rooms. Your assistance in keeping bathrooms, kitchens, and lounges clean is expected by both residents and staff. Personal trash, bottles, magazines, newspapers, and other such items should be

deposited in the outside dumpsters and recycling bins and not in bathroom or lounge trashcans. Staff will regularly check kitchen areas to ensure the health and safety of residents. Failure to maintain a reasonable level of cleanliness in any common area (e.g. Cypress kitchen, the Great Hall, etc.) may result in a loss of access to that area, relocation to a new residence hall, and/or charges for excessive custodial time.

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

Common Area Furniture

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

Community Responsibility

Living in a residential community requires mutual respect, accountability, and a shared commitment to creating a safe, inclusive, and comfortable environment for all. Each resident is expected to uphold these values through everyday actions and interactions with others.

- **Residents must comply with all reasonable requests from community members and Housing staff**, including, but not limited to, matters related to noise, appropriate use of common areas, cleanliness, and trash disposal. Consideration for others is essential to maintaining a positive living environment.
- **Respectful behavior toward fellow residents and staff is required at all times.** Residents are expected to demonstrate the ability and willingness to engage in constructive communication and maintain a baseline of civility. Repeated failure to do so may result in administrative action, including room reassignment, restriction from specific residence halls, or removal from Housing.
- **Residents share responsibility for upholding community standards.** If a policy violation occurs, especially within a resident's assigned space, failing to report or address the situation is considered a violation of community responsibility. Residents are expected to take reasonable action, which may include speaking directly to those involved or notifying Housing staff.

Being part of a residential community means your actions impact others. Active participation in maintaining community standards is a key part of the residential experience at Cal Poly Humboldt.

Computer ("ResNet") Acceptable Use Policy

The ResNet system connects workstations and computers in Housing at Cal Poly Humboldt. It also provides access to national and international computer networks. However, network connectivity requires that you understand the responsibilities of being a network user in order to protect the integrity of the system and the integrity of other users. To use ResNet services, you must first accept

the “ResNet Acceptable Use Policy” in addition to the “CSU Responsible Use Policy” when you first log in. Using the Cal Poly Humboldt ResNet is a privilege. The following policies are intended to help you use the Cal Poly Humboldt ResNet responsibly.

You are NOT allowed to use your connection to:

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

You will be disconnected from the network if you:

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

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

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

Damages

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

While Custodial, Maintenance, and Grounds staff have regular duties in maintaining a safe and clean living environment, residents have a responsibility for their environment as well. Excessive damage may pose an unsafe or unsanitary condition that must be addressed and disrupts staff’s regular routines in the upkeep of facilities. Residents will be billed for damages, and the charges are inclusive of all costs, including the labor and materials. This may include time to gather materials or order parts, the actual

cleaning and repair, returning equipment, storage of unused materials, disposal of refuse, and administrative time spent processing charges. Most damages are repaired in a timely fashion, although we may elect to postpone some repairs.

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

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

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

- Bodily fluids such as vomit, blood, urine, or fecal waste
- Carpet deep cleaning or replacement
- Cigarette pick-up/removal
- Clean/unclog drinking fountains
- Damage caused by an animal
- Excessive mess in bathrooms (i.e. hair dye, etc.)
- Exit sign damage/replacement
- Extra clean-up in common areas
- Graffiti or defacement on housing property
- Improper disposal of personal trash into bathrooms, laundry rooms, kitchens, or other common area locations
- Landscape vandalism/damage
- Trash in outdoor areas that can be attributed to a specific living area
- Window screen replacement

Dangerous Behavior – ZERO TOLERANCE POLICY

To maintain a safe and supportive residential environment, any behavior that endangers or threatens the health, safety, or well-being of oneself, another resident, guest, or staff member is strictly prohibited. This includes physical harm, threats, reckless actions, or any conduct that could reasonably result in injury or emotional distress.

Examples of prohibited behavior include, but are not limited to:

- Threatening harm to self or others (verbal, written, or electronic)
- Reckless or unsafe actions (e.g., climbing from windows, hanging from balconies)

- Unauthorized entry into other areas of Housing & Residence Life (e.g., rooftops, maintenance/telecom rooms, grounds shop)
- Violating any of the following policies:
 - Candles, Barbeques, & Incendiary Products
 - Drugs & Controlled Substances
 - Fire Safety
 - Weapons/Fireworks
- Exceeding occupancy limits for rooms or lounges
- Public nudity or sexual acts in common areas
- Encouraging others to engage in dangerous or high-risk behavior

Such actions will be addressed through the student conduct process and may result in removal from housing and referral to appropriate authorities. Residents are expected to act responsibly and report any dangerous behavior to Housing & Residence Life staff.

Disorderly Conduct

Residents are expected to contribute to a safe, respectful, and academically focused environment. Any behavior that disrupts the administrative operations, educational mission, or communal living standards of Housing & Residence Life is strictly prohibited. This includes actions that create health or safety risks, cause damage to property, disturb others, or encourage irresponsible or abusive behavior.

The following behaviors are specifically prohibited and may result in disciplinary action:

- Acts that compromise the peace, safety, or health of others, or interfere with the educational purpose of the residential community.
- Behavior that results in excessive messes or requires additional cleanup in or around residential facilities.
- Actions that prevent others from using shared spaces as intended (e.g., obstructing hallways, bathrooms, lounges, etc.).
- Any activity that damages another person's personal property, intentionally or through negligence.
- Water fights, pranks, "play fighting" or similar activities that cause personal harm, create disruption, or result in damage.
- Entering another resident's room without their clear and specific permission, regardless of intent.

All residents share responsibility for maintaining a community where everyone can live, study, and engage without fear of harm or disruption.

Drugs and Controlled Substances – ZERO TOLERANCE POLICY

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

The university adheres to all federal and state laws as they pertain to illegal substances. Providing, manufacturing, consuming, and possessing illicit drugs or drug paraphernalia is strictly prohibited at Cal Poly Humboldt. **Cannabis remains illegal under federal law; medical-marijuana cards are not recognized in campus housing or by the university.**

Drugs are defined as:

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

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

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

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

- Being under the influence of drugs prohibited by federal and state law in housing facilities and public areas.
- Disrupting the residence hall community while under the influence of drugs prohibited by federal and state law or controlled substances.
- The inability to exercise care for one's own safety, the safety of others, or the safety and care of property owned by the university or other residents due to being under the influence of a controlled substance is considered a violation of Housing guidelines.
- Possession, use, cultivation, production, sale, gift or exchange drugs prohibited by federal law
Smelling of cannabis may be considered evidence of possession or use.
- Possession of drug paraphernalia prohibited by federal law, including, but not limited to pipes, bongs, hookahs, or vaporizers.
- Abuse, misuse, or distribution of legally prescribed drugs.
- Use or intoxication by other substances such as Salvia, synthetic cannabis, or bath salts.
- **Being present in a room when any of the above-listed activities is taking place.**

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

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

Failure to Comply

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

Fire & Safety Regulations – ZERO TOLERANCE POLICY

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

Residents are expected to uphold all fire and health safety regulations and may be held responsible for any intentional or unintentional actions that result in the activation of fire alarms or sprinkler systems. This includes negligent behavior such as hanging items from sprinkler heads, improper use of appliances, or any conduct that interferes with the proper functioning of fire safety equipment. **Pulling a fire alarm without cause, tampering with or disabling fire safety devices (such as smoke detectors, extinguishers, or sprinklers), or using fire exits when there is no emergency are serious violations. These actions endanger the safety of the entire residential community and may result in immediate removal from the residence halls, referral to the student conduct process, and potential legal consequences. Compliance with all fire safety protocols is essential and non-negotiable.**

Codes:

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

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

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

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

Residents are strictly prohibited from storing dangerous chemicals or highly flammable materials, including but not limited to gasoline, spray paint, industrial solvents, lighter fluid, charcoal, personal barbecues, vehicle parts, and motor fuel. Gas-operated motorized vehicles may not be stored in or around residential spaces. For fire life safety reasons, balconies, hallways, and doorways must remain unobstructed coverings such as bamboo, screens, or similar materials are not allowed. Wall-mounted decorations like draperies, tapestries, blankets, or posters must not block exits, fire detection devices, or create overhead hazards. These items may not cover more than 10% of wall space and must be fire-resistant or treated with fire-retardant material, lie flat against the wall with no air pockets, and never hang from ceilings or doorways.

Festive or holiday lighting is only permitted during the two weeks prior to a major holiday or event and must be removed immediately afterward. All decorative lighting must be LED, plugged directly into a surge-protected power strip (not daisy-chained), and must not create hazards by hanging from ceilings, blocking doors, or violating any other safety rules. Live or dead trees and wreaths are not permitted under any circumstances. Only certified flame-retardant artificial trees up to 3 feet tall and wreaths up to 24 inches in diameter are allowed. All decorative items must be used responsibly and in compliance with fire safety regulations to ensure a safe residential environment for all.

For more information regarding decorations, please refer to the Decorations & Fire Safety guidelines on page 29 of this handbook.

Gambling

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

Good Samaritan

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

who appears to be dangerously intoxicated due to the consumption of alcohol or other drugs will result in disciplinary action.

Guests

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

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

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

Non-resident guests are permitted to stay in the residence halls for a maximum of **three (3) consecutive nights and no more than ten (10) nights total during the academic year**. During the summer term, guests are limited to **three (3) total nights**. All guests must be registered according to Housing & Residence Life procedures.

Cohabitation is strictly prohibited. This is defined as the extended presence, whether daily or overnight, of any person who is not officially assigned to the room, suite, or apartment. If a guest is found to be living in the space without proper approval, the resident host may be billed a **nightly rate** for each unauthorized night and will be subject to student conduct action. Each resident may host **up to two (2) guests per night**, unless they receive prior written approval from their Residence Life Coordinator for additional guests. **Residents who allow someone to live in their unit without approval will be placing their housing status in jeopardy.**

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

Instruments

Amplified instruments, horns, drums, bongos, and similar high-volume instruments may not be played **anywhere** within Housing & Residence Life property. This prohibition applies to all interior spaces (including resident rooms and common areas) and **all exterior residential areas**, such as courtyards, gazebos, lawns, patios, balconies, and parking lots. The close living environment makes these instruments disruptive to the community; therefore, residents wishing to play these instruments are encouraged to use designated campus music practice facilities.

We recognize that residents may need to practice instruments for academic instruction. Time has been designated from 5:00pm-7:00pm each day for academic instruction practice and it must occur in the

Jolly Giant Commons Recreation Room, when not reserved. Reasonable noise levels must be maintained with amplified instruments, and we reserve the right to ask residents to practice elsewhere due to departmental functions, meetings, and courtesy hours. Instrument practice will be suspended the Friday prior to Finals week due to 24 Hour Quiet Hours.

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

Key Misuse

Housing keys are issued for your personal use only. **Never lend, share, borrow, copy, or use another resident's key for any reason.** Doing so creates a serious safety risk for the entire community and violates university policy. Any misuse of keys, including allowing someone else to enter a building or room with your key, or using another person's key, will be treated as a major security breach and may result in immediate student-conduct action, loss of housing privileges, and possible referral to University Police. Protect your key, protect your community.

Obscene Matter / Posting

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

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

Every resident, guest, and staff member has the right to a safe, respectful living and dining environment. Any conduct that creates fear, intimidation, or a hostile climate—whether through threats, racist, sexist, ethnic, or gender-based slurs, malicious pranks, abusive language, or physical violence—is strictly prohibited in all Housing & Residence Life spaces, including dining facilities. Violations may lead to immediate removal from housing, university disciplinary action, and, when warranted, arrest.

Causing or attempting to cause physical or mental harm, bullying, or provoking the apprehension of such harm will not be tolerated. Harassment of any individual or group through any medium, including social media platforms (e.g., Instagram, X/Twitter, Snapchat, Facebook), email, or online forums, is likewise forbidden. All incidents are subject to student-conduct sanctions and potential criminal charges.

Quiet Hours

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

- Quiet hours are strictly enforced **Sunday–Thursday from 10:00pm to 9:00am and Friday–Saturday from 12:00am to 10:00am**, including during all campus closures (e.g. breaks, and holidays). During these times, sound must stay within your room: no noise should carry from student rooms into hallways or outdoor common areas, and noise in public spaces—such as quads, walkways, fire lanes, parking lots, and courtyards—must not be audible inside student rooms.
- Quiet hours in Academic Intensive theme housing communities are in effect from 10pm to 10am every day, including weekends.
- **Courtesy Hours** are always in effect when designated Quiet Hours are not. During these times, all residents are expected to be considerate of their noise levels. If noise becomes disruptive, any resident has the right to respectfully ask others to lower the volume, and those requests should be honored promptly.
- Each semester, **24-hour quiet hours will be in effect from 5pm on the last day of classes before finals through the last day of finals. Violations of this policy will likely lead to your immediate removal.** Residents are reminded that final exam periods usually create an increased level of stress for everyone.
- Speakers should not, at any time, be positioned so that music is directed out of windows, doorways, or balconies. Violators may have speakers/devices removed.
- Residents are expected to ask others to reduce bothersome noise levels before seeking the assistance of staff.

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

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

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

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

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

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

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

Skating/Bicycles/Hoverboards

For the safety of residents and the protection of campus facilities, **skateboarding, hoverboards, rollerblading, in-line skating, biking, and scooter riding are strictly prohibited** inside all residential buildings and around key exterior areas. This includes the Jolly Giant Commons, Hill Quad, College Creek courtyards, walkways, catwalks, fire lanes (Creekview, Hill, Canyon), and access roads. These activities present safety risks and potential property damage.

Hoverboards are completely banned at Cal Poly Humboldt due to fire and safety concerns.

E-bikes and e-scooters must be UL-certified with **UL2849** for bikes and **UL2272** for scooters and must be **plugged directly into a wall outlet** when charging. Charging through power strips or daisy-chained outlets is not permitted.

Skateboarding on campus is also limited by university policy. For full details, refer to the [University Code of Rules and Regulations, Section 3407](#). Always operate personal transportation devices responsibly and in accordance with Housing and university regulations.

Smoking

Smoking is not allowed anywhere on campus, including the residence halls, at any time. Smoking is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe or other lighted smoking product, including electronic cigarettes.

Solicitation

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

Theft/Burglary

Theft and burglary are serious violations of both university policy and the law. **The unauthorized possession, removal, or attempted theft of any personal, university, or Housing property—including appliances, furniture, equipment, or belongings of another resident—is strictly prohibited.** Individuals found responsible for theft or burglary will face disciplinary action, which may include removal from Housing, restitution, university sanctions, and referral to law enforcement.

If you are the victim of theft or witness suspicious behavior, **contact University Police immediately at (707) 826-5555** to file a report. Prompt reporting is essential to support investigation efforts and ensure the safety of the community.

To help prevent theft and protect personal and communal property, residents are required to take the following precautions:

- **Always lock your door and windows when leaving your room**, even if you're only stepping away briefly.
- **Lock shared suite doors and balcony doors** when not in use or when no one is present in the space.
- **Do not prop open exterior doors** or allow strangers to enter residence hall buildings.
- **Store valuables out of sight** and consider using a personal safe or lockbox for extra security.
- **Be mindful of who is entering and exiting your building**, and report unknown individuals who appear suspicious or are not accompanied by a resident.

Use of Facilities

- Tampering with or removing blinds, windows, or window screens from any part of the building is prohibited and subject to damage charges.
- Tampering with cameras is prohibited and can result in student community action, including a fine of up to \$150 and financial responsibility for repair or replacement.
- Students are not permitted to climb in or out of apartment windows.
- Climbing onto or rappelling from buildings, trees, lamp posts, stairwells, balconies, rooftops or any other area can threaten the safety of people and damage the facilities. Such activities are prohibited. Housing staff members are available to assist you if you are locked out of your room.
- Unauthorized presence on rooftops, outside ledges, other residents' rooms or apartments, or areas marked as restricted within the residence hall community is prohibited and grounds for removal. **Unauthorized entrance into and presence in construction sites in the vicinity of the Housing community is prohibited and grounds for removal.**
- Sports and recreational activities such as baseball, football, golf, catch, Frisbee, soccer, darts, hacky sack, wrestling, bowling or any similar activities are always prohibited in the interior of buildings.
- 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 or balconies that do not have a natural entry/exit point. Removal of screens will result in student community action, including a minimum fine of \$50 and financial responsibility for repair or replacement.
- Using one's balcony as a means of entry or exit, or using it to store unsightly articles, garbage, or University property is not permitted. Sitting on, perching on, or jumping over balcony railings is also prohibited.

- Residents must keep balconies clear of obstructions such as screens, bamboo or other coverings that block the view for safety personnel.
- We also ask that you recognize the potential damage that can be done to the lawns; please stay off them when they are wet and never use cleats. We ask that you respect the efforts of our Grounds Crew and keep our beautiful area free of litter.
- Outdoor lawn games such as hacky sack, cornhole, frisbee toss, and similar low-impact activities may be played in the grassy areas adjacent to the residence halls, provided that participants use caution and the turf is dry and firm. High-impact activities that can damage wet or saturated lawns—such as soccer, football, ultimate frisbee or tag—are not permitted when the ground is soft. Cal Poly Humboldt and Housing & Residence Life reserve the right to stop any outdoor game that becomes reckless, poses a safety concern, or causes harm to campus landscaping.

Weapons/Fireworks – ZERO TOLERANCE POLICY

For the safety of all residents, **no weapons or weapon-like items are permitted anywhere in or around University housing, dining, or adjacent outdoor areas.** This ban applies to possession, storage, display, or use.

Strictly prohibited items include, but are not limited to:

- **Firearms and ammunition** of any type (real, replica, or antique)
- **Metal pipes, baseball bats, and martial arts weapons used in a threatening context.**
- **Explosives or incendiaries:** fireworks, flares, dangerous chemicals, butane torches, lighter fluid, gas cylinders
- **Projectile devices:** BB, pellet, paintball, airsoft, and slingshot-style guns; bows and arrows; crossbows
- **Bladed weapons:** swords, machetes, and any non-cooking knife with a blade longer than 2.5 inches
- **Electric or chemical defense devices:** stun guns, tasers, mace, pepper spray
- **Realistic toy, plastic, or prop weapons** that could reasonably be mistaken for a real weapon

Cooking knives are allowed **only** in kitchens and must be stored safely when not in use.

Any object—permitted or otherwise—used to threaten, intimidate, or harm another person is considered a weapon under this policy.

Cal Poly Humboldt reserves the right to confiscate prohibited items from any residential space or common area. Violations may result in immediate removal from Housing, referral to the student conduct process, University Police involvement, and possible suspension or expulsion from Cal Poly Humboldt and the CSU system. This policy is reviewed annually and is subject to change

Community Action Process & Purpose

Community Guidelines are designed to promote a quality living and learning environments for all residents and to set forth the conditions governing residents' eligibility to remain part of the residence hall community. The department has designed the student community action process to address violations of guidelines outlined in this Handbook and the [*Housing & Residence Life and Dining License Agreement*](#). It is important to note that we have a trifurcated system at Cal Poly Humboldt, which means that any Housing student community action process may take place prior to, or concurrently with, University or criminal processes. It is also important to understand that the student community action

process will take precedence over any request to vacate the residence halls. Please note that residents who are on housing probation will not be eligible to sign another Housing & Residence Life and Dining License Agreement for at least one year from the start of probation.

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

Residents will receive notification concerning the alleged violation of community guidelines through the official Cal Poly Humboldt email and/or via mail at the resident's campus address. This notification may request your attendance at a Community Action Conference with one of the following staff members: Residence Life Coordinator, Area Coordinator, Assistant Director for Residence Life, or the Office for Student Rights & Responsibilities.

In most cases, you will be given 72 hours advance notification of the time and date of your Community Action Conference via email. If you are unable to attend a scheduled meeting due to a class conflict or employment, you may request to reschedule. **Note: you must make this request at least 24 hours prior to your scheduled conference time.** During this conference you will have the opportunity to discuss the incident. If you are found responsible for a community guideline violation, following the Community Action Conference, a community action agreement may be reached as to how you can restore / provide restitution to your community. If an agreement cannot be reached, the hearing officer will decide and notify you via email.

Please note that if you fail to attend a Community Action Conference, the student community action process will proceed without your participation. Also note, you are responsible for checking both your campus email and mailbox. Missing the Community Action Conference because you failed to do so will not be accepted as a valid excuse.

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

Accountability Sanctions

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

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

Housing Probation

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

Removal from Housing

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

Student Conduct Appeal Process

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

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

Requests for an appeal must be submitted in writing within 2 business days of the resident receiving written notice of the outcome of the conduct hearing in question. Requests should be submitted through email to Reslife@humboldt.edu. 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 for Residence Life, or designee, will review the request and determine if grounds for an appeal exist. You will be notified whether you have been granted a review within 3 business days of submitting a request.

Submitting a request for appeal does not guarantee that an appeal will be granted. Disagreeing with a decision made by a Residence Life staff member is not, by itself, valid grounds for appeal. To be considered, your request must meet one of the four specific criteria outlined above.

Additionally, please note that a conduct review does not guarantee a reversal or reduction of sanctions. In some cases, the review process may result in additional or more severe sanctions if further

information warrants it. If you have questions or need clarification about the appeal process, please contact your Residence Life Coordinator.

Please Note: If a request is denied, the assigned removal date and any additional sanctions will remain in effect. Residents are expected to fully comply with all sanctions and plan accordingly unless they receive written notification of a change. Failure to comply may result in further disciplinary action.

Multiple Jurisdictions

As a resident, you operate under several overlapping rule sets: (1) the *ResLife & You Handbook*, (2) your Housing & Residence Life and Dining License Agreement, (3) Cal Poly Humboldt's campus-wide student conduct regulations, (4) system-wide California State University (CSU) standards, and (5) all local, state, and federal laws. Each layer is independently enforceable. Housing staff address violations that affect residential life (e.g., noise, guests, fire safety). The campus Office for Student Rights and Responsibilities handles broader behavioral issues. The CSU system may impose system-wide sanctions for serious or repeat offenses. Finally, local law-enforcement agencies and the courts govern any act that breaks civil or criminal law.

When a single incident violates more than one set of rules—say, possessing illegal drugs (a Housing violation, a campus conduct issue, a CSU breach, and a state-law offense)—**every jurisdiction involved may pursue its own action**. That means you could face Housing sanctions such as removal from the residence halls, campus disciplinary probation or suspension, CSU-level restrictions, and criminal penalties, all stemming from the same event. Sanctions from one authority do not replace or cancel those from another. Ignorance of a particular rule is not a defense, so it is your responsibility to understand and comply with all applicable regulations to avoid compounded consequences.

Your Feedback

Your feedback is essential in making Housing & Residence Life the best we can be. The Housing Office [\(707\) 826-3451](tel:(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. We encourage and appreciate your participation and responses to this survey. When you choose to have your voice heard through completing the Satisfaction Survey, you will be entered to win various prizes.

Residence Hall Safety & Security

Part of our mission in Residence Life is to maintain a safe environment within the residential community. Therefore, we have policies and procedures that enable us to help maintain safety and security. All community members play a part, including staff, guests, and residents. If you ever feel unsafe in the residence halls, be sure to contact a Residence Life staff member (such as an on-duty RA or your RLC) or the University Police Department (UPD) for assistance.

On-Call Staff

To help ensure your safety and well-being, **Resident Advisors (RAs) are on call every evening, weekend, and holiday**. RAs conduct regular rounds throughout the residence halls and are trained to respond to a variety of situations, including **emergencies, lockouts, policy violations, safety concerns, and other urgent matters**. They work in close coordination with **Residence Life Coordinators (RLCs)**, who provide additional support and oversight.

If you need immediate assistance outside of regular business hours, contact the **RA on duty** using the phone number posted in your residence hall or listed on the **Housing & Residence Life website**. For **non-urgent matters** such as general questions, housing concerns, or maintenance requests, please contact the **Housing Office** during business hours at **(707) 826-3451**.

Student Safety Responsibilities

While many departments at Cal Poly Humboldt—including Housing & Residence Life, Dining Services, and the University Police Department—have established policies and services to promote safety and security, your **personal safety ultimately depends on your own actions**. Failing to take basic precautions—such as locking your door, securing your belongings, or wearing a face covering when required—can put you and others at risk.

Being aware of your surroundings and staying alert is your first line of defense. The university will continue to implement and improve safety measures, but these efforts rely on your active participation and cooperation. Safety is a shared responsibility.

Cal Poly Humboldt ID Card Access System

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

Safety Checks

To help ensure the safety and security of our residential communities, **Housing & Residence Life conducts safety inspections of all resident rooms during winter break**. These checks are performed to confirm that all necessary items have been unplugged and that there are no fire or safety hazards in unoccupied spaces.

A few weeks before the break, residents will receive an informational memo via their Cal Poly Humboldt email. This message will outline important steps and required procedures for preparing your room prior to departure. It is your responsibility to read and follow all instructions provided in the memo to ensure compliance and avoid potential policy violations.

University Police Department (UPD)

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

Some of the services provided by UPD include:

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

Residence Hall Security Tips

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

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

Your residence hall room is your home on campus, and it likely contains items you value—everything from laptops, tablets, and gaming consoles to jewelry, textbooks, and even a favorite pair of shoes. Although Cal Poly Humboldt provides secure housing, theft and accidental damage can still occur when precautions are ignored. The following practices will help safeguard your belongings and reduce the risk of loss, inconvenience, and expense.

- **Keep doors closed and locked at all times, even for “just a minute.”** Most thefts are crimes of opportunity that occur when a door is left ajar while you chat in the hallway or run to the laundry room.
- **Store valuables out of sight.** Use drawers, closets, or lockable containers for items like jewelry, cash, passports, and small electronics. Leaving items visible on desks or windowsills invites theft.
- **Use approved safes or lockboxes.** Never keep large sums of cash or irreplaceable documents unsecured in your room.
- **Maintain an inventory.** Photograph high-value items, record serial numbers, and keep digital and hard copies of receipts. This documentation is crucial for police reports or insurance claims.
- **Label or engrave property.** Mark laptops, calculators, and bicycles with your name or a unique identifier. Engravers are often available through the University Police Department (UPD) or local hardware stores.
- **Secure windows before leaving.** A locked door is ineffective if a ground-floor window is left open or unlocked; ensure screens and latches are intact.
- **Be mindful of guests and strangers.** Do not grant building access to anyone whose residency you cannot confirm and report suspicious behavior immediately to UPD or Housing staff.

- **Never prop open exterior doors.** Propped doors defeat the residence hall's access-control system and invite unauthorized entry.
- **Protect mobile devices.** Enable passcodes, biometric locks, and device-tracking apps; keep chargers and accessories tucked away when not in use.
- **Insure your possessions.** Renters or family homeowners insurance often covers college-room contents. Verify coverage limits and consider adding a rider for high-value electronics or instruments.
- **Transport valuables discreetly.** Use plain backpacks or bags when moving items to avoid advertising what you carry.
- **Limit social-media clues.** Avoid posting detailed schedules, travel plans, or photos that showcase expensive property; online oversharing can attract thieves.
- **Lock bicycles properly.** Use a sturdy U-lock and register your bike with UPD. Do not store bikes in hallways where they block exits and are vulnerable to theft.
- **Report losses immediately.** Contact UPD and Housing staff as soon as you notice missing items; quick reporting increases the chance of recovery.

By following these crime-prevention practices every day, you protect yourself and contribute to a safer living environment for the entire residence-hall community.

Emergency Information Card

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

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

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

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

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

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

Sexual Misconduct

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

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

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

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

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

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

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

Stalking (including cyber-stalking) - A repeated course of conduct directed at a specific person that places that person in reasonable fear for their or the safety of others or causes the victim to

suffer substantial emotional distress. This can encompass a range of behaviors, including following someone in person or otherwise monitoring them.

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

Survivors

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

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

Survivors may seek assistance from:

Cal Poly Humboldt Counseling and Psychological Services (CAPS) - (707) 826-3236 (Anonymous & Confidential)

Enrollment Management Office Staff - (707) 826-3361 (Mandated Reporter)

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

North Coast Rape Crisis Team - (707) 445-2881 (Anonymous and Confidential)

University Police Department - (707) 826-5555 (To file a criminal report)

Ravin Craig - (707) 826-5235 (Confidential)

Mira Friedman - (707) 826-5234 (Confidential)

Confidential Reporting

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

To Make a Report

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

Your campus Title IX Coordinator and Deputy Coordinators are available to support you by explaining your rights and options related to incidents of sexual misconduct, sexual harassment, dating or domestic violence, and stalking. They can provide information about how to file a criminal complaint, the university's complaint and investigation process, how confidentiality is maintained, and what resources are available both on and off campus. They are here to help guide you through your options, whether you choose to pursue a formal complaint or simply seek support. Contact information for the Cal Poly Humboldt Title IX Coordinator is as follows:

David Hickcox

Title IX Coordinator and DHR Prevention Administrator

1 Harpst Street, Arcata, CA 95521

Office: Siemens Hall 213
Email: david.hickcox@humboldt.edu
Or titleix@humboldt.edu
Telephone: [\(707\) 826-5177](tel:(707)826-5177)

If you are experiencing an emergency, please call the police by dialing 9-1-1.

University Police

1 Harpst Street, Arcata, CA 95521
Student Business Services Building Room 101
Telephone: [\(707\) 826-5555](tel:(707)826-5555) (business)
9-1-1 EMERGENCY

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

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

Check It

CHECK IT is about rejecting our culture's passive acceptance of harm and making it a norm to CHECK IT (intervene) if we see an absence of consent or a high-risk situation where someone may be hurt. CHECK IT is about making clear to those who commit acts of violence (specifically sexual assault, dating violence, stalking) that it is not acceptable, and we are not going to put up with it in our community. CHECK IT is about strategizing as a community different ways we can take action when we see potential moments of violence or harm happening around us so that in those moments we have the tools to do something instead of nothing. CHECK IT is about creating a campus culture that is more rooted within a sense of community where we all look out for one another and have each other's backs. To learn more or get involved with CHECK IT, visit <https://checkit.humboldt.edu/>.



Missing Persons

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

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

Self-Harm and Suicide

We recognize that college life brings many challenges, and our residents may be navigating not only academic pressures, but also personal, financial, and family-related stress. Maintaining mental health can be difficult, and Housing & Residence Life is committed to supporting residents' well-being through compassionate care, connection to resources, and prompt response when concerns arise. Our approach is to assess each situation individually and work toward promoting the safety of the student and the health of the broader community.

Definitions

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

Suicide: The act of intentionally ending one's own life.

Staff Response & Reporting Responsibilities

All **Residence Life student staff members** (including Resident Advisors) are required to immediately report to a **Residence Life Coordinator (RLC)** if a resident:

- Expresses thoughts of suicide or self-harm;
- Appears to be engaging in self-harming behavior; or
- Is believed to be at risk of following through with suicidal intent.

An RLC will meet with the resident to provide support, assess their safety, and connect them with appropriate resources. If the RLC determines that the student may be in **immediate danger**, they will contact the **University Police Department (UPD)** to conduct a **welfare check**.

Welfare Checks & Emergency Response

During a welfare check, UPD officers will speak with the resident to assess their well-being. **There is no criminal liability** involved in a welfare check, its sole purpose is to ensure the resident's safety. If officers determine that the resident is at immediate risk, they will be transported by ambulance to a mental health facility for evaluation.

- If the resident is **under 18 years old** or is transported for medical care, their **emergency contact will be notified**.
- Housing staff will make every effort to allow the resident to notify their emergency contact directly whenever possible.
- Residents complete emergency contact and release of information authorization forms during the housing application process; these can be updated at any time during the year.

Counseling and Psychological Services (CAPS)

If emergency transport is not required, and based on UPD's recommendation, an RLC may personally accompany the resident to **Counseling and Psychological Services (CAPS)** during business hours (Monday–Friday, 9:00 a.m. – 4:30 p.m.) or assist them in calling the **after-hours CAPS crisis line at (707) 826-3236**. Residents affected by a peer's crisis, whether directly or indirectly, are also encouraged to seek support through CAPS.

Coping Skills & Mental Wellness

A key component of mental health is learning and practicing **coping skills**—strategies used to manage stress, regulate emotions, and adapt to challenging situations. Coping skills can include:

- **Emotional regulation tools** such as journaling, breathing exercises, or talking to someone you trust;
- **Problem-solving strategies** like setting priorities or asking for support;
- **Physical self-care**, including exercise, rest, and nutrition; and
- **Healthy distractions** like hobbies, music, or time in nature.

Developing a broad range of coping skills can improve resilience and help students navigate both short-term stressors and long-term mental health challenges.

Follow-Up and Housing Impact

Following a self-harm-related incident, a **follow-up meeting** with the resident and an RLC may be scheduled to create a personalized behavior or support plan. If the situation has had a significant impact on the community or if safety concerns persist, **removal from the residence halls may be considered**. These decisions are made with care, prioritizing both individual needs and community well-being.

Getting Help

CAPS services are **free and confidential** for all students. CAPS is located on the second floor of the Student Health Center and can be reached at **(707) 826-3236**. Additional information and mental health resources are available at: <http://counseling.humboldt.edu>.

You are not alone. Help is available, and we are here to support you.

Other Resources

- Counseling and Psychological Services: [\(707\) 826-3236](tel:(707)826-3236) (24-hour line) & [TimelyCare](#) (QR code)
- Humboldt County Mental Health 24-hour Crisis Line: [\(888\) 849-5728](tel:(888)849-5728)
- Suicide Prevention 24-hour Crisis Line: [\(888\) 784-2433](tel:(888)784-2433)
- National Suicide Prevention Lifeline: [\(800\) 273-8255](tel:(800)273-8255)
- Spanish Language Suicide Prevention Lifeline: [\(888\) 628-9454](tel:(888)628-9454)
- The Trevor Project: [\(866\) 488-7386](tel:(866)488-7386)
- California Poison Control 24-hour Hotline: [\(800\) 876-4766](tel:(800)876-4766)
- University Police Department: Emergency: 9-1-1 or [\(707\) 826-5023](tel:(707)826-5023)
- Non-Emergency: [\(707\) 826-5555](tel:(707)826-5555)



Wildlife

Living in a beautiful, forest-adjacent environment like Cal Poly Humboldt means sharing space with a variety of wildlife. Deer, raccoons, foxes, squirrels, and birds are commonly seen near residence halls, especially around dusk and dawn. While these animals are a part of the natural surroundings and typically do not pose a threat, **they are still wild and unpredictable**—especially when startled, sick, or protecting their young. Some may carry diseases or parasites, and behaviors like cornering or feeding them can escalate into dangerous situations for both the animal and the person.

To avoid attracting wildlife to residential areas, **all food waste must be disposed of in designated trash bins with tightly secured lids**. Do not leave food, pet food, or garbage on balconies, porches, or in hallways. Bird feeders, compost bins, or uncovered food scraps also increase the risk of unwanted animal encounters and are not permitted in or around housing facilities. If you observe any animal acting aggressively, appearing disoriented, or behaving abnormally (e.g., approaching people,

staggering, or active during unusual hours), **contact University Police immediately by dialing 911**. Do not attempt to handle or interact with the animal yourself.

Wildlife Safety Tips

- **Keep your distance.** Wild animals may feel threatened if approached or cornered and can lash out to protect themselves. Always observe from a distance.
- **Never touch wildlife.** Even animals that appear calm or injured can bite or scratch. Many carry bacteria, parasites, or diseases such as rabies.
- **Do not feed wild animals.** Feeding animals teaches them to rely on humans, disrupts their natural behaviors, and can lead to aggressive behavior when food is withheld.
- **Keep your belongings inside.** Do not leave food, snacks, or scented items (including toiletries) outside your room, on windowsills, or on balconies.
- **Do not take wild animals home.** Wild animals belong in their natural habitat. Removing them from it is both dangerous and illegal.
- **Avoid night-time wandering in forested areas alone.** Many animals are nocturnal, and nighttime is when they are most active. Stick to well-lit paths and walk with a buddy.
- **Never harass, chase, or throw objects at wildlife.** Such actions are inhumane, against university policy, and could result in conduct action or legal consequences.

Respecting wildlife and their space is part of being a responsible member of the Cal Poly Humboldt residential community. Doing so protects both the animals and the people who live and work here.

Bears

Cal Poly Humboldt's proximity to forested areas means that black bears may occasionally be present on or near campus. While black bears are typically shy and avoid human interaction, they can become habituated to human food sources, leading to increased risks for both bears and people.

To ensure the safety of our community and local wildlife, residents are expected to follow these guidelines:

- **Never leave food or garbage outside,** on balconies, patios, or in hallways.
- **Secure all trash** in designated bins with tightly closed lids.
- **Do not leave pet food or scented items** (e.g., hygiene products, air fresheners) where bears could detect them.
- **Avoid feeding any wildlife.** Feeding bears or leaving food accessible to them is dangerous and illegal. It encourages bears to seek out human-populated areas, increasing the likelihood of negative encounters.

If you encounter a bear:

- **Stay calm and do not run.** Running may trigger a chase response.
- **Keep a Safe Distance.** If you see a bear, remain calm and do not approach it.
- **Back away slowly,** giving the bear plenty of space to escape.
- **Speak firmly and make yourself look larger** by raising your arms or opening your jacket.
- **Do not approach the bear,** even if it appears calm or uninterested.
- **Never corner a bear or block its escape route.**
- **Do not attempt to scare it off if cubs are present;** mother bears are highly protective.

If a bear is spotted near campus or in a residential area, call **University Police immediately at 911**. Avoid the area and alert others nearby. Do not attempt to interact with or follow the animal.

By following these guidelines, residents help keep our campus safe and prevent dangerous encounters with wildlife. Remember: our actions directly impact how wildlife behave around people. Stay alert, be responsible, and respect nature.

Mountain Lions

While mountain lion sightings on campus are rare, they are known to inhabit the surrounding community forest and wooded areas behind the Canyon residence halls. These animals are naturally elusive and prefer to avoid human interaction, but it is important to know how to respond if a sighting or encounter occurs.

If you **see a mountain lion** on or near campus, **do not run**. Running can trigger a predatory response. Instead, remain calm, stand your ground, and make yourself appear larger by raising your arms or opening your jacket. Maintain eye contact and **shout loudly or make noise** to discourage the animal from approaching. Slowly back away while continuing to face the animal, giving it plenty of space to retreat.

Additional safety tips include:

- **Avoid hiking or walking alone at dusk or dawn**, when mountain lions are most active.
- **Keep children and pets close**, especially when walking in or near wooded or brushy areas.
- **Do not crouch down or turn your back** on a mountain lion; this may make you appear like prey.
- **Report all sightings or encounters immediately** to University Police by calling 911. Your report helps ensure community safety and allows trained personnel to respond appropriately.

Mountain lions are protected wildlife and play an important role in the local ecosystem. By remaining alert and informed, you help maintain safety for both the campus community and the animals that live around us.

Emergency Preparedness

Disasters can strike anywhere—whether you are in class, studying in the library, or relaxing in your residence hall—and often with little or no warning. In some cases, there may be a brief lead-time that lets campus officials issue alerts and begin protective measures; in others, the event will be sudden, requiring the immediate activation of Cal Poly Humboldt’s emergency operations plan. Either way, every student and staff member shares responsibility for personal safety and community readiness. Preparedness starts long before an earthquake, wildfire, or severe storm occurs. Learn the likely hazards in our area and the challenges they create—for example, strong earthquakes can disrupt power, damage buildings, disable communications, and limit access to food or medication. Stock a small “go kit,” know evacuation routes, and sign up for campus and county emergency alerts. The more you do in advance, the faster you can respond and recover.

Cal Poly Humboldt provides detailed guidance through the **Emergency Management** section of the university website, Ready.gov, the Red Cross “Emergency App,” and the Humboldt County Office of Emergency Services. Review these resources each semester, discuss plans with your roommates, and

keep essential supplies on hand. Preparedness is a continuous practice, and staying informed is the key to protecting your independence, health, and safety when the unexpected happens.

Be Prepared

Below are essential preparedness tips to help you stay safe and resilient in your campus housing:

- **Create a 72-Hour Disaster Kit:** Prepare a kit with enough supplies to support your basic needs—food, water, clothing for warmth, sanitation, first aid, a flashlight, batteries, medication, phone charger, important documents, and hygiene products—for at least three days.
 - *Tip:* If you have a vehicle, keep a backup kit in your trunk in case you're unable to access your room during an emergency.
 - *Bonus:* Include a whistle, extra cash in small bills, a multipurpose tool, and a comfort item like a book or small game.
- **Know Your Surroundings:** Familiarize yourself with the floor plan of your building, including stairwells and emergency exits. Evacuation maps are posted on the back of your room door—review them regularly. Learn the location of your building's designated **emergency assembly point** where you'll gather during evacuations.
- **Understand Fire Safety Equipment:** Locate fire alarm pull stations and fire extinguishers on your floor and know how to use them. This knowledge could save lives in the event of a fire.
- **Store Smart:** Keep heavy or breakable items on lower shelves to prevent them from falling during an earthquake or sudden impact. Avoid placing objects above your bed or desk that could pose a risk if they fall.
- **Keep Exits Clear:** Do not block doorways, hallways, or stairwells with personal belongings, empty boxes, shoes, or furniture. Clutter not only increases fire risk but can also delay your ability to evacuate quickly and safely.
- **Practice Your Plan:** Take drills seriously. Use them as opportunities to test your readiness, check your kit, and communicate your plans with roommates or suitemates.

Being prepared isn't just about reacting—it's about planning ahead so you can act quickly, stay calm, and take care of yourself and those around you.

Additional Resources

American Red Cross: www.redcross.org

Federal Emergency Management Agency: www.fema.gov

U.S. Department of Homeland Security: www.ready.gov

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

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

Active Shooters

An active shooter is an individual actively attempting to kill or injure others in a confined or populated area—often using firearms. These situations are highly unpredictable, evolve quickly, and typically continue until the individual is stopped by law enforcement, suicide, or other intervention. In most cases, the shooter has no specific victim in mind, making the threat indiscriminate and extremely dangerous.

If you hear gunshots or are notified of an active shooter situation, **you must act immediately** to protect your life. If it is safe to do so, call 9-1-1 and provide clear details about the incident, including your

location, a description of the suspect, and any injuries. **Do not hang up until the dispatcher tells you to do so.**

To protect yourself, follow the Run. Hide. Fight. protocol:

- **RUN (Evacuate):**

If there is a clear and safe escape route, **run immediately.**

- Leave your belongings behind.
- Alert others on your way out, but do not delay.
- Keep your hands visible and raised as you exit.
- **Do NOT go to designated Rally Points** during an active shooter event—they are not safe in this scenario.

- **HIDE (Shelter in Place):**

If escape is not possible, find a secure location and hide.

- Lock and/or barricade the door with heavy furniture.
- Turn off lights, silence your cell phone (including vibration), and remain as quiet as possible.
- Stay out of view and away from windows and doors.
- Remain hidden until you receive an “all clear” from a recognized authority.

- **FIGHT (Defend Yourself):**

As a **last resort**, and **only if your life is in imminent danger**, attempt to disrupt or incapacitate the shooter.

- Use any available objects as weapons (chairs, fire extinguishers, books).
- Commit to your actions and act aggressively.
- This is a deeply personal decision, but doing nothing may not be an option if the shooter finds you.

When law enforcement arrives:

- Remain calm and **do exactly as officers instruct.**
- Put down any items you’re carrying and keep your hands raised with fingers spread.
- Avoid making sudden movements and **do not approach officers** unless instructed.
- Remember: law enforcement’s **first priority is to stop the threat**, not to provide immediate medical aid.

Preparedness and quick decision-making are critical in these situations. Regularly review this protocol and trust your instincts—**your safety is the top priority.**

Bomb Threats

In the event of a suspected bomb threat or the discovery of a suspicious package, your safety and the safety of others depends on taking immediate and appropriate action. Always treat any potential threat seriously and follow the steps below:

- **Do NOT touch, move, or tamper with any suspicious object or package.**
- **Call 911 immediately.** Provide the exact location and a clear description of the object or area of concern (e.g., size, shape, markings, unusual wires, odors, or sounds).
- **Evacuate the area calmly and immediately.** Encourage others nearby to leave as well, but do not delay your own exit.

- **Follow all instructions from University Police and Housing & Residence Life staff.** They will coordinate the appropriate response and determine if further evacuations or actions are necessary.
- **Do not re-enter the building or area** until University Police have completed their investigation and officially declare the location safe.

Note: False reports or pranks involving bomb threats are considered criminal offenses and will result in severe disciplinary action and legal consequences. Always err on the side of caution; if something seems suspicious, report it. Your awareness could save lives.

Earthquakes

California lies along the Pacific "Ring of Fire," a major seismic zone that stretches along the coasts of North and South America and Asia. This region accounts for approximately **80% of the world's earthquakes**. In California alone, the ground shifts frequently averaging about **one to two small quakes per day**, and at least **one per year strong enough to cause damage**.

While earthquakes can be dangerous, **panic is often more deadly than the quake itself**. Your natural instinct may be to scream or run, but doing so can put you at greater risk of injury. The key is to **stay calm and protect yourself from falling or shifting hazards**. Knowing what to do before, during, and after an earthquake significantly increases your chances of staying safe. Preparation is your best defense.

During an Earthquake:

- **DROP, COVER, and HOLD:** As soon as the shaking begins, drop to the ground, take cover under a sturdy desk or table, and hold on until the shaking stops. If no shelter is available, sit against an interior wall, away from windows or anything that could fall.
- **Stay away from glass:** Avoid windows, mirrors, and other breakable items that could shatter and cause injury.
- **When the shaking stops, exit cautiously:** Dress appropriately (shoes, jacket if needed) and leave the building using the nearest safe exit. **Do not use elevators.** Once outside, remain there.
- **Avoid structural hazards:** Do not stand under exterior overhangs or near building facades. Move to an open area, away from buildings, trees, and power lines.
- **Follow staff instructions:** Listen carefully to Housing & Residence Life and emergency personnel. They will guide you to safe areas and provide further directions.



Remaining calm, acting quickly, and knowing these steps ahead of time can help you stay safe during and after an earthquake.

After an Earthquake:

- **Check yourself and others for injuries.** Administer first aid if needed and seek help for serious injuries.
- **Avoid open flames.** Do **NOT** use matches, candles, or any other ignition source—there may be gas leaks that could cause explosions.
- **Do NOT operate electrical switches or appliances** until you're sure there's no risk of sparks or fire.

- **Inspect your surroundings for hazards**, such as fires, gas leaks, flooding, or damaged utility lines. Report any concerns to emergency personnel.
- **Limit use of phones and roads** to emergencies only. Keep lines and access routes open for first responders.
- **Be prepared for aftershocks**, which can follow minutes, hours, or even days after the initial quake.
- **Stay calm, follow official instructions, and cooperate with emergency personnel** and Housing staff.

Your awareness and cooperation are essential to ensuring a safe recovery for yourself and your community.

Emergency Evacuation Procedures and Fire Safety

Fires & Evacuations

The safety of our residential community is a shared responsibility. To minimize the risk of fire, Cal Poly Humboldt strictly prohibits candles, incense, smoking in the residence halls, and any tampering with fire safety equipment. Evacuation drills are conducted in all residential buildings at the beginning of each semester, and evacuation is mandatory any time an alarm sounds, **regardless of the time of day or night**. Every alarm must be treated as real, as seconds can save lives. To ensure full compliance, **Housing staff may conduct room checks during every fire alarm**.

During a Fire:

- **Check the door with the back of your hand.** If it's hot, **DO NOT** open it.
- **Close all windows** to prevent airflow from feeding the fire.
- **If you cannot evacuate the room:**
 - Stay calm and **call 911** to report your exact location.
 - Block door gaps with wet towels or sheets to keep smoke out.
 - Hang a visible item (like a sheet or shirt) from the window and signal for help.
- **If evacuation is possible:**
 - Close your door behind you to slow the fire's spread.
 - Stay low if there is smoke, crawl if needed.
 - Move quickly, but **do not run**.
 - Use a cloth or towel over your nose and mouth to reduce smoke inhalation.
- **Do not re-enter the building** until given permission by Housing staff or emergency personnel.

Tampering with or disabling any fire safety equipment—including smoke detectors, pull stations, extinguishers, or alarms—is a **serious violation** that puts everyone at risk. This includes discharging fire extinguishers without cause, pulling false alarms, or intentionally starting a fire. **Such actions may result in immediate removal from Housing, financial penalties, and criminal prosecution.**

Smoke and heat detectors in student rooms and shared spaces must always remain in working order. Report any issues or malfunctions to the Housing Office immediately.

Your full cooperation with fire safety procedures is not only required—it could save your life or someone else's. Be alert. Be responsible. Be safe.

Evacuation Procedures for Residents with Disabilities

Your safety during an emergency is a top priority. Residents with disabilities, whether registered with the CDRC or not, are encouraged to plan ahead and create a personalized evacuation strategy that meets their individual needs. This planning process is meant to be collaborative and supportive—you are not required to disclose the nature of your disability, but you are encouraged to **proactively share your specific needs** with Housing & Residence Life to ensure a safer and more effective response during an emergency.

To develop or review your evacuation plan, please contact **Housing & Residence Life** at (707) 826-3451 or housing@humboldt.edu. Housing leadership will work with you directly to identify appropriate steps and support.

Key tips for preparing:

- **Know Your Exit Plan:** Make sure the Evacuation Map posted behind your room door is visible at all times. If it's missing or unclear, notify the Housing Office immediately.
- **If You Can Evacuate Safely:** Use the designated **stairwells or elevators** to exit the building. Follow the marked **evacuation route to your rally point**.
- **If You Cannot Evacuate on Your Own:** Call 9-1-1 from your cell phone or, if available, use the call box near your area, usually close to the elevator (also marked on the ADA Evacuation Route Map). Clearly state your emergency and location. University Police (UPD) will send help. If you cannot call 9-1-1 or reach the call box, stay in your room and go to the window. Use visual or audible signals (such as waving a cloth or calling for help) to alert responders to your location.
- **Use the Buddy System:** Identify at least two trusted individuals (such as a roommate, suitemate, or friend) who can assist you during an emergency. These individuals should be aware of your location and your preferred method of communication. While they can help by staying with you or alerting emergency personnel, they should **never attempt to lift or physically move you if you have a mobility impairment**. Only trained emergency responders should assist with physical evacuation in these cases.
- **Carry a Communication Card:** Consider carrying a small card that describes your evacuation needs. For example:
 - "I use a wheelchair. Please help me evacuate."
 - "I am deaf/hard of hearing. Please help me evacuate."
- **Call 9-1-1 in an Emergency:** Clearly state your location and the nature of your emergency. Let them know you need evacuation assistance.

Planning ahead and communicating your needs are the most effective ways to stay safe. Housing & Residence Life is committed to partnering with you to ensure your evacuation plan is personalized, realistic, and ready in the event of an emergency.