



2018-19
Resident Handbook

Dear CSULB Resident,

On behalf of the entire staff in Housing and Residential Life, I'd like to welcome you to your home on campus. We are pleased that you have chosen to join us as a part of our community. We hope that our students will find a network of support and activities that make for a successful and enjoyable experience at Cal State Long Beach.

Our goal in H&RL is to provide you with a well-maintained living-learning environment that supports your academic success and continued growth and maturation. We provide a variety of programs and services which allow you to develop personally, intellectually, socially, and culturally. The key to all of this, is YOU! I encourage you to get involved, to try new things and to participate in every way possible in your community. I promise you – the more you do so, the more you will flourish and maximize your collegiate experience. Regularly visit the Housing and Residential Life website, housing.csulb.edu and Facebook page, facebook.com/CSULBHousing for the latest updates on Residential Life Events and Housing announcements.

Our residential community is enriched by the diverse cultural backgrounds and varied experiences of our residents. As you make a home for yourself on campus, we encourage you to learn and grow from your experience of diversity at Cal State Long Beach. Respect and civility are essential cornerstones of successful communities and promote greater understanding and appreciation for one another. We strongly encourage you to enjoy the richness of our community and to build lasting positive memories of your university experience.

You are never far from a H&RL staff member who is ready, willing, and able to serve you. We hope that you will get to know us and that you will have a successful and productive year.

Sincerely,

Corry Colonna

Executive Director

Housing and Residential Life

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Mission Statement

The Office of Housing and Residential Life (H&RL) at California State University, Long Beach (CSULB) recognizes that learning takes place both in and out of the classroom. We create inclusive communities that foster student health and wellness, personal and social development, academic excellence and good citizenship. In collaboration with our campus partners, we are responsive to the needs of our residents, clients, and endeavor to provide high quality service. We are committed to a clean, well-maintained, safe and secure environment for the comfort and protection of students, faculty, staff and guests.

Values of Community

1. **Purposeful:** A college is an educationally purposeful community; a place where faculty and students share academic goals and work together to strengthen teaching and learning on the campus.
2. **Open:** A college is an open community; a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.
3. **Just:** A college is a just community; a place where the sacredness of the person is honored and where diversity is aggressively pursued.
4. **Disciplined:** A college is a disciplined community; a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.
5. **Caring:** A college is a caring community; a place where the well-being of each member is sensitively supported and where service to others is encouraged.
6. **Celebrative:** A college is a celebrative community; one in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

Community Pledge

Dare to dream

Involve yourself in your community

Value the bond you create **E**mpower
your peers

Represent your community with pride

Strive for student success

Invest in your future

Treat others with dignity and respect

You are forever part of the Beach family

Residential Colleges

CSULB's University Housing has three residential colleges: Beachside College, Hillside College and Parkside College. Each college provides a safe and comfortable living environment in which students can socialize, study, and reach their potential as a 49er.

Hillside College

Hillside is located at the southwestern part of the university and is the closest residential colleges to the central university. Comprised of first-year and returning students, Hillside provides traditional or suite-style living within nine buildings, each housing a range of 45 - 200 students.

These buildings are served by the Hillside Service Center which offers many services including mail distribution, building tours, reporting of building issues, and the checkout of games or equipment. The Hillside Service Center also contains a large, quiet study area which may be used by residents during regular office hours.

Hillside Service Center
Monday – Friday, 8am – 10pm
Saturday – Sunday, 10am – 10pm
(562) 985-5161

Los Alamitos Hall & Los Cerritos Hall

These residence halls are the closest to main campus; each building is three stories and houses 208 students, with separate floors or wings for men and women. The buildings are traditional-style halls - each room is a double room, and the residents of the floor share a bathroom and shower facility. The rooms are carpeted, and the halls were recently renovated to an air conditioning unit in every room, as well as an elevator for each building. Most residents find that the traditional design significantly enhances the opportunity to get acquainted and form connections. In addition, each hall includes a large comfortable lounge; a recreation room with a big screen TV; study rooms; laundry facilities on the first floor; and a central office for mail, messages, and general information. Los Cerritos features a classroom/multipurpose room. Los Alamitos features a convenience store on the first level that is open Monday-Thursday from 3pm-10pm.

Buildings A-F

This area of Hillside College includes six two-story residence halls with suite-style living spaces. A suite is a cluster of either three double bedrooms or a cluster of four bedrooms (one single and three doubles); the residents in the suite share a bathroom and shower contained in the suit, and suite has a locked entrance off the main hallway. While the buildings are coed, suites are self-contained and house only members of the same sex. Each building has a laundry room and common lounge where students can meet. The lounge is complete with a faux fireplace and a standard-size TV.

International House

CSULB's International House was featured in Beach Review magazine - "International House in Diversity Plus." The International House offers a unique opportunity in both community living and international understanding. This two-story hall includes double rooms in a two- or three-room suite design with a shared bathroom. Each suite faces one of two lounges, featuring a big screen TV and adjoining libraries that host many international programs during the year. The goal of International House living is to pair domestic students with international students as roommates. Every effort is made to achieve this unique environment. International House also includes its own "backyard" and laundry room.

University Honors Program House

This community is only open to newly-admitted and current students of the University Honors Program. This community enriches the educational experience of high-achieving students through its commitment to academic excellence and undergraduate research, mentorship and professionalism, and meaningful engagement both on campus and in the surrounding areas. The Honors curriculum explores social justice, diversity, and sustainability topics that encourage students to become informed citizens locally and globally. For more information about the UHP as well as the admissions criteria and application process, please consult www.csulb.edu/uhp.

Area Coordinator

Katrina Pratts.....(562) 330-3707

Parkside College

Parkside is located at the northwestern part of the university campus and is adjacent to a municipal park. Parkside is a first-year housing community with nine suite-style buildings, each housing an average of 115 students. The Living-Learning Communities (LLCs) hosted at Parkside College are: Science Technology, Engineering & Math (STEM); Health Living and Wellness; and Living the Liberal Arts. Parkside College is home to three Faculty in Residence, who are available to advise and tutor students living in any of our residence halls.

These buildings are served by the Parkside Service Center which offers many services including mail distribution, building tours, reporting of building issues, and the checkout of games or equipment. The Parkside Service Center also contains a large, quiet study area which may be used by residents during regular office hours.

Parkside Service Center
Monday – Friday, 8am – 10pm
Saturday – Sunday, 10am – 10pm
(562) 985-4990

Parkside Convenience Store
Monday – Thursday
3pm – 10pm

Buildings G-Q

Parkside College is comprised of nine two-story buildings with suite-style living spaces. Each suite includes seven double rooms with a large bathroom available from either side of the suite. While the buildings are coed, suites are self-contained and house only members of the same sex. Each building has a central lounge with a standard size TV and a centrally-located laundry facility for the convenience of residents.

Living-Learning Communities (LLCs)

Parkside College hosts four Living-Learning Communities (LLCs) exclusive to first-year freshman, which include: 1) Healthy Living & Wellness, 2) Living the Liberal Arts, and 3) S.T.E.M., and 4) Business at the Beach. These communities are formed around academic programs, so students have an opportunity to live and learn together. Students in a community listed above will take courses with their peers living in that community. Freshman can choose to live in a community with other students who have the similar academic interests.

Area Coordinator

Katrina Pratts..... (562) 330-3707

Beachside College

Beachside College is located on the corner of Pacific Coast Highway (PCH) and Clark Avenue. Its prime location is 1.5 miles away from CSULB, offering students the off-campus experience without sacrificing convenience. Beachside is home to more than 700 residents and is geared towards continuing and transfer students. There are free campus shuttles that provide service to campus every 15 minutes from morning through late night. Students can also ride Long Beach Transit by purchasing a tap card for \$5; bus routes that directly arrive to CSULB are 171 and 121. The residents of Beachside can utilize the other two CSULB campus dining halls and may participate in all housing activities.

Beachside Service Center
Monday – Friday, 8am – 10pm
Saturday – Sunday, 10am – 10pm
(562) 985-3032

Pacific & Atlantic Hall

These residence halls offer students the off-campus atmosphere but includes the on-campus amenities, security, and social activities. Students and faculty come together in this unique living-learning environment complete with more than 600 bed-spaces for students, faculty apartments, a pool, and dining hall. Classes, academic advising, and a full range of educational and social activities are offered on-site in the classrooms, multipurpose rooms, and study areas in order to support students’ academic success and personal development. Students are encouraged to explore the many local restaurants, shops, and parks conveniently located near the halls. Each three-story building has large double and triple rooms and are a hybrid of traditional and suite-style living. All rooms include air conditioning, internet access, and cable television. Each building has a laundry facility.

Thematic Living Communities (TLCs)

In a thematic community, students who share common interests live in the same building and further explore their shared passions. Students will have the opportunity to interact and build friendships with others through programming that is focused around the community’s theme. Beachside College offers four thematic communities: Adventure & Outdoors; Expression of the Arts; Leadership & Service; and Transfer & Continuing Students. These communities are available to students of all majors (except for Expression of the Arts).

LGBTQIA+

This community is open to allies of and individuals who identify as lesbian, gay, bisexual, transgender, queer, and intersex. Students who live in this community explore their identity, learn about issues facing the LGBTQIA+ population, and become connected to supportive resources on campus. Residents who participate in this community have a safe and supportive space to openly share their ideologies and work collaboratively toward a mutual understanding of each other.

Gender Inclusive

HRL is committed to helping all students find a comfortable living environment. As such, we work to provide support to students who need or request accommodations due to gender identity/expression. Gender-inclusive rooms and bathrooms are located on the first floor of Pacific Hall. These rooms accommodate the housing needs of transgender, genderqueer and gender-nonconforming residents. All residents are welcome to use the bathrooms and live in a room that matches their gender identity. To best provide support, transgender, genderqueer, and gender non-conforming students are encouraged to contact the Housing office to find a space that best meets their needs.

Area Coordinator

Joseph Briones.....(562) 343-4838

Residential College Amenities

Common Areas

Every residential college has its own common area which residents may use for various purposes. To reserve a space, the resident(s) would need to contact the Residential Coordinator of that residence hall. Residents are encouraged to use the common areas for informal and formal meetings, to the extent that they do not disturb other residents using the area. Residents are permitted to move furniture in the common area; however, they must do so carefully and return all furniture to its original arrangement before leaving. It should be noted that priority use of the common areas is given to Residential Life staff and/or College Council members. Priority use following that of the Residential Life staff are students who need the space for studying purposes. Use of residence hall facilities involving non-residents, classes, or other campus organizations must be approved by the Area Coordinator.

Residential College Service Centers

Each residential college has a central office known as a Service Center. The Service Center is open weekdays from 8am-10pm and weekends from 10am-10pm and is operated by trained Student Assistants who handle the daily operations of the center. The Service Center is the initial point of contact for residents when they encounter building issues, need activity updates, receive mail and packages, receive telephone messages, need to check-in or check-out of their room, etc. To receive mail or packages on campus, please see Residential College addresses on page 10.

Laundry Facilities

Laundry facilities are located throughout each residential college. Money can be loaded on to the CSULB ID card and used to operate washers and dryers. The laundry rooms at Hillside and Beachside College are open 24/7. Laundry facilities at Parkside College are open during Service Center hours. The University assumes no responsibility for items left in laundry rooms.

Residents are responsible for removing their laundry from the laundry rooms in a timely manner. Laundry that remains in the laundry room will be removed by the custodial staff and taken to the Service Center lost and found. If the property is not claimed after a week, staff will donate the items to an outside agency.

If the washers and dryers experience maintenance issues, see the phone number/app instructions in the laundry room.

Restroom and Shower Facilities

Restroom and shower facilities are available in each residence hall. They are available for the exclusive use of residents in the area. Our privacy policy requires that all guests be directed to the public restrooms.

Your cooperation in keeping the restroom area neat and clean is appreciated. Large trash bins are located outside each building for emptying individual wastebaskets from the room.

Residents are not to leave personal items in communal bathrooms. Personal items are to be secured in the resident's room. Shampoo, toothpaste, hair dryers, etc., left in restrooms make them difficult to clean and are an invitation for theft. Custodial staff will remove such items from restrooms and discard them.

Outdoor Recreation

Students residing in our residence halls have additional outdoor space available for playing games like volleyball, frisbee, and other recreational activities. Specific locations available to students include: 1) lawns south of Los Cerritos Hall, 2) lawns north of Los Alamitos Hall, and 3) lawns west of the HRL Office. Playing any sport or recreational activity in areas not previously listed is prohibited. Golf in and around the residence hall is always prohibited.

Residential College Resources

Beach Movie Channel (Ch.3)

Your hall television station playing new released movies voted on by the residents and student programming. Visit movies.housing.csulb.edu for a schedule, movie information, to vote on movies you want to watch, and to stream movies.

Important Numbers

Residential College RA On-Call Cell Phone Numbers	
Hillside (Los Alamitos and Los Cerritos)	562-340-9300
Hillside (I-House and A-F)	562-340-9307
Parkside (G-L)	562-340-9303
Parkside (M-Q)	562-340-9306
Beachside (Atlantic)	562-340-9304
Beachside (Pacific)	562-340-9308
Service Center Numbers	
Hillside	562-985-5161
Parkside	562-985-4990
Beachside	562-985-3032
Other	
Housing & Residential Life	562-985-4187
CSULB Police Department (emergency & non-emergency)	562-985-4101

Information

Bulletin Boards

Bulletin boards are placed in each residence hall to advertise important information and upcoming events. Residential Assistants post important information regarding upcoming programs, housing information, and campus opportunities. Residents must check the bulletin boards in their living area to stay up-to-date with information.

Facebook

Housing's Facebook page (facebook.com/CSULBhousing) posts HRL events and announcements.

Website

The Housing & Residential Life website contains valuable information about your experience living on campus. Residents are encouraged to visit the website for important information – housing.csulb.edu

Mail Distribution Service

Mail is delivered Monday – Saturday to the Service Centers in each Residential College. The Student Assistants sort and place mail in the appropriate resident boxes. There is outgoing mail service at each Service Center and it is picked up each morning Monday - Saturday.

Resident mailbox numbers are the same as the resident's room number. It is important that correspondents use the complete address, including the resident's building and room number. To avoid delaying delivery of your mail, do not include California State University, Long Beach in your address.

Mailing Addresses:

Hillside College
5851 Beach Dr
ROOM NUMBER
Long Beach, CA 90815

Parkside College
1601 Earl Warren Dr
ROOM NUMBER
Long Beach, CA 90815

Beachside College
4835 Pacific Coast Hwy
ROOM NUMBER
Long Beach, CA 90804

Residential Life Portal (RLP)

Residential Life Portal (RLP - housing.csulb.edu/rlp) is a website that CSULB residents can use to do the following:

- Submit maintenance requests
- Submit technology requests
- Visit academic staff sites
- Visit dining sites
- Learn more about internet and cable TV
- Download important housing forms
- Update and approve RCR (room condition report)

Residential Life Staff

Student Assistant (SA)

Student Assistants are undergraduate students who have been selected and trained to work in the College Service Centers and handle immediate issues within the residential college that residents may encounter such as a lock out, mail distribution, reporting maintenance issues, and managing the postings on the bulletin board.

Resident Assistant (RA) of Community Development

Resident Assistants (RA) are undergraduate student leaders who have been selected and trained to build community amongst the residents living in the building through programming and education. Under the supervision of a Residential Coordinator, each RA is responsible for the general welfare of a floor and/or wing of a specific building. They are familiar with campus resources and can help refer residents or assist with incidents that occur. Multiple RAs are on call each night in each Residential College.

Residential Academic Mentor (RAM)

Under the director of the Assistant Director of Academics and the advisement of the Area Coordinator, the Residential Academic Mentors (RAMs) are responsible for the educational and academic success of first-year residents in their designated community. RAMs work 10 hours per week and are responsible for developing a mentoring relationship with residents by serving as a resource and supporting residents in the transition to college and residential life. The RAMs will provide support, encouragement, and information to residents.

Residential Coordinator (RC)

Residential Coordinators (RC) are live-in graduate students who are skilled in community building, advising and problem solving. They manage the components of a comprehensive residential life program through the coordination and implementation of programs, services and facilities. The RC provides oversight for all aspects of their Residential College assignment. They supervise the Resident Assistants and oversee all activities related to their college.

Area Coordinator (AC)

Area Coordinators (AC) are live-in professional staff who have received their Masters degrees and are skilled in community building and program development. These staff members oversee the Resident Coordinators (RCs) and Resident Assistants (RAs) of their designated residential college.

Assistant Director of Programs and Assessment

The Assistant Director of Academics oversees the academic initiatives including Faculty in Residence, Living Learning and Thematic Communities, RAMs, and Academic Advising in each Residential College.

Assistant Director of Student Conduct

The Assistant Director of Student Conduct oversees an educational student conduct program in the residence halls, including meeting with students alleged of violating residential life policies as well as educational programming.

Assistant Director for Leadership & Title IX Education

The Assistant for Leadership oversees the residential life programming and manages the ACs, RCs, and RAs, as well as education regarding Title IX issues.

Associate Director for Residential Life & Education

The Associate Director oversees the Assistant Directors as well as the Residential Life programs and services.

Executive Director

The Executive Director oversees the Housing and Residential Life programs, services, and facilities. With a focus on engaging, inspiring, and improving the residential experience of students on campus, the Executive Director is responsible for ensuring University Housing and Residential Life has a clear vision, goals, and a basis of standard Operating procedures to enhance the student living environment, student safety, student development and training, fiscal solvency, and long-term facility planning.

University Housing Staff

Resident Assistant of Technology (RATs)

RATs are assigned to each residential college and provide technical support. Resident Assistants of Technology handle issues related to network and cable TV troubleshooting only. They do not offer support for hardware, printer, or software installation. For technical support, submit a Tech Request online at housing.csulb.edu/rfp.

Custodial and Maintenance Personnel

Services provided by custodial and maintenance personnel include daily maintenance, repairs and preventative inspections. Custodians are responsible for the upkeep and appearance of the residence halls including suites, lobbies, hallways, and restrooms. Maintenance staff conduct preventative and daily repairs of the residential halls. Maintenance issues can be reported online at housing.csulb.edu/rfp.

Faculty in Residence (FIR)

Faculty in Residence are live-in faculty members who provide academic advisement and tutoring to CSULB residents. These faculty members are available to initiate, sponsor, and support educational programs. Get to know them and take advantage of the many opportunities they may provide. Services provided by the Faculty in Residence are free and available to all residents.

General Information

Roommates

HRL wants all residents to have a positive experience while living in CSULB student housing and places value on people learning how to live together in a community. This includes acclimating to roommates, neighbors, and others. The residential life team has a procedure in place to remedy roommate disagreements and conflicts as necessary. If an issue cannot be satisfactorily resolved between roommates, residents may ask the Resident Assistant (RA) to assist and facilitate further discussion to resolve any differences.

If discussion with the RA does not resolve the issue, request the RA to arrange a meeting with the Residential Coordinator (RC) to consider other alternatives, such as meeting with an RC or AC, or formal mediation with a peer mediator.

Roommate Agreements

Residential Assistants will conduct short interviews with all residents three weeks after the move-in date. The purpose of this meeting is to establish a mutual understanding between roommates that will best avoid conflicts. Discussion items include, but are not limited, to:

- Study time
- Noise level
- Security
- Guests
- Hygiene
- Cleaning
- Sharing items
- Sleeping habits

Residents will fill out a roommate agreement during this discussion. This agreement will be referred to in case of a conflict and can be amended at any time.

Room Furniture

Rooms are furnished with single beds (80" x 34" (XL Twin)), dressers, desks, chairs, and wastebaskets. Students are expected to provide their own towels, blankets, bedspreads, sheets, pillows, pillowcases, and study lamps (NO HALOGEN LAMPS). Before purchasing decorative accessories and large items, we recommend that you coordinate with your roommate. Lamps, electric blankets, mini refrigerators, small microwaves, radios, portable TVs, stereo equipment, irons, flat irons and curling irons, and electric shaving equipment are allowed in rooms; however, automatic shut-off options for these items are preferred when possible. Hot plates, high-wattage appliances, and extension cords without surge protectors are not permitted. It is preferable to plug items such as refrigerators and microwaves directly in to the wall instead of in to a surge protector so as not to overload the outlet. Permission to use other electrical devices must be obtained from the Residential Coordinator. All furniture must remain on the ground. Any modification or lofting of a resident's bed that is not designed to be raised is strictly prohibited (e.g. residents are prohibited from raising beds with cinder masonry blocks, chain link fence poles, lumber of any sort, etc.).

Request to Vacate

On-campus housing license agreements are binding contracts for the full academic year. If a resident cannot remain in housing and abide by the legal binding contract for any reason, they must submit a Request to Vacate form. Residents will not be released from the contract unless they meet certain criteria and submit written approval to vacate from the housing office. If not approved to vacate, residents will be financially liable for the entire academic year.

Repair/Maintenance

If an item in your room or suite, in a building, or on the grounds area is in need of repair, report it to a staff member, the Service Center, or complete an online service request at housing.csulb.edu/rlp. Service requests are processed Monday-Friday. If urgent, during business hours, call the Housing Office at (562) 985-4187. After hours, contact the Service Center or the RA on-call.

Replacement of Campus ID Cards/Mailbox Keys

If residents misplace their mailbox key, they can obtain a replacement at the Main Housing Office. Beachside residents will need to go to the Beachside Service Center. The mailbox key replacement charge is \$50. Lost ID cards must be replaced in order to access the buildings. New ID cards may be purchased at ID Card Services in the University Bookstore for \$5. If you replace your ID card you must have it re-encoded for door access at your Service Center or the HRL office.

Campus ID/Key Usage

Residents are required to carry their Campus ID with them at all times. Campus ID cards work as the key card to open room doors, suite doors, main entry doors to the building, as your meal card, and serve as identification. It is the responsibility of the residents to maintain their room and mailbox key in their possession and under no circumstance allow others to replicate or use that Campus ID/key. The University is not responsible for lost or stolen money and personal belongings in the resident's room. Residents are advised to keep their room door locked at all times and keep large sums of money in a safe or away from the visible eye. If residents are locked out of their room, they need to go to the Service Center (during regular business hours) or call the RA on call (after hours) to open the room door. Residents will be charged a \$10 fee for each lockout after their 2nd lockout during each semester.

Resident Programs

Residence Hall Association (RHA)

This is a great leadership opportunity for residents who enjoy being an integral part of community development through large-scale programming. RHA is comprised of residents from all Residential Colleges and is advised by a departmental staff member. The role of RHA members is to develop and plan large-scale events where residents can celebrate the unique qualities that make up the on-campus environment. Residents interested in participating in RHA should speak with their RA to get more information.

College Council

Each of the three residential colleges has a College Council. The College Council is an organization that helps foster leadership skills within the students participating. The four main objectives of the College Council are to:

1. Develop leadership skills for the student participants and volunteers,
2. Give residents a formal avenue through which to raise concerns about their living environment,
3. Plan and implement programs, and
4. Approve of funds for large scale programs that occur in the residential college.

Sustainability Efforts

Electricity

Common sense applies very directly to the conservation of electricity. Students should use the smallest appliance that will perform the requisite function and turn off electrical appliances when they are not in use or when leaving an area for more than five minutes. Refrigerator doors should remain shut.

Water

If you aren't using it, turn it off! Leaving the water faucet running while you brush your teeth or shave can waste up to 10 gallons of clean water per person daily. Turning showers down or off while applying soap can save many gallons of water daily. Dripping faucets and toilets that run continuously can waste hundreds to thousands of gallons of water per day and should be reported immediately for repair.

Resident Parking

In an effort to create a more sustainable and environmentally-friendly campus, first-year freshman are not allowed to have a car on campus. In cases where a car is necessary for medical or financial reasons, first-year freshman may file an appeal; however, parking is limited and not guaranteed. Continuing and transfer students must have a valid resident parking permit displayed on their car at all times. Residents must obtain a resident parking permit to park their vehicle on school grounds and avoid a citation. Residents with a valid parking permit may only park in the Residents Only Reserved spaces. All resident parking permits are purchased online and use a License Plate Reader (LPR) system. All residents are responsible for purchasing their permit on the parking website prior to move-in day to avoid any citation. Parking permits are not transferable and misuse reports will be investigated by Parking and Transportation Services. Metered spaces are enforced, and vehicles parked on red curbs or fire lanes are subject to immediate tow away. Resident Parking Permits can only be purchased on a yearly basis and are valid for the entire academic year. Parking citations may be disputed with Parking and Transportation Services office.

Visitor Parking

Parents and friends who require parking while visiting residents may obtain a Day Parking Permit from any of the Permit Purchasing Machines throughout the campus. There are also several parking meter areas throughout the parking lots which are enforced by the parking officers. Park on red curbs, fire lanes, etc. is prohibited and vehicles are subject to immediate towing.

Maintenance Procedures

It is the University's obligation to maintain a certain level of safety, sanitation, and general building maintenance. It is the Housing office's goal to promptly repair maintenance issues that have been reported via the online portal or telephone.

Damage

Damage to rooms, furniture, hallways, suites, and common areas that are not previously recorded or otherwise known by University staff must be reported online or to Housing staff via the telephone. Damage to university property within any of the residence halls and outside grounds caused by a resident and/or their guests will be held financially responsible. Residents are expected to submit maintenance requests online via housing.csulb.edu/rlp or call the Housing office (562) 985-4187 if any repairs are needed. Do not attempt to repair damages; doing so may result in additional charges.

Furnishing

Furniture in resident rooms and common areas must remain in its place for the duration of students' residency. These areas include, but are not limited to: classroom, study room, common spaces, hallways, etc. Residents are prohibited from removing, storing, or trading furnishings from a room, common space, or classroom.

Heating and Air Conditioning

Hillside: Los Alamitos and Los Cerritos have heating and A/C. Residents are able to turn the heat and A/C on or off. There is a switch on one side of the closet that states off, high, or low which students can use during the summer or winter months. Buildings A-F and International House do not have A/C. These buildings have heating: Residents can turn a knob that indicates high/low for the winter months.

Parkside: Parkside has no A/C: Residents can turn the heater on during the winter months. Using a knob near the light switch residents can decipher between high/low heat.

Beachside: Beachside has both a heating system and A/C. Residents can turn it on or off during the appropriate season.

Room Condition Report (RCR)

Residents will receive an email when the RCR is available on their Housing Portal. The report is the record of the condition of your room at the time of move in. Any damages in the room should be noted on the report. Residents must take the time necessary to ensure that the room condition report is accurate before signing. Upon moving out of the room an inspection of the resident's room will be done by a staff member and the resident. Students will be held responsible for any damages not found on the initial room condition report and will be billed for these damages.

Window Screens

Red-tag security screens are located in the windows on the first floor of each residential college. Window screens in these areas are to be secured at all times. Residents rooms that have their screens open can be entered will be billed if not reported. Residents are responsible for reporting open screens so that they may be secured.

Dining Services

Resident Meal Plans

CSULB Residential Dining Services offers a quality and diverse food service program designed to meet resident's dietary needs. Residents are required to purchase a meal plan when they enter into a contract with housing.

Guest Rates

Family, friends, and all other guests are welcome to enter any Dining Hall and pay at the door.

Policies and Procedures

To ensure resident's health and safety the University asks that the following Dining Hall policies and procedures be followed.

- No bags or backpacks are permitted in the dining halls.
- Shoes and shirts must be worn in the dining halls; no bathing suits are allowed in the dining hall.
- If dining in, you are not permitted to take food out of the dining hall.
 - Reusable to-go boxes and cups are provided to each resident at the beginning of the year and are the only containers that are available to take to-go meals. Dirty boxes and cups can be exchanged for a clean set when entering the dining hall. There is a charge to replace lost boxes and cups.
- Please take a clean plate every time you return for additional servings.
- Allowing another person to use your Dining Hall ID card is prohibited.
- Residents are expected to bus their own dishes and utensils to the dish return before leaving the dining hall.

In addition:

- Residents should limit their entree portions to avoid food waste.
- Common courtesy to the food service staff when going through the serving line is certainly appreciated.

Special Dietary Needs

Printed Menu Guides and online guides for the semester are provided for all residents at the beginning of the academic year. The menu and dining hours vary amongst the three dining halls as to provide residents with several options. Residents may choose any of the three dining halls to dine at for any meal period throughout the week. Anyone with special or restrictive dietary needs is encouraged to speak directly with the Residential Dining Services Managers.

Sick Trays

Sick trays can be ordered for students who are not feeling well and unable to attend a meal period. You must obtain a sick tray request from the Service Center and submit the form, with the student's ID card, to the manager on duty. When doing so, dining hall manager ask that you mark the selections provided and allow 15 minutes for the dining kitchen to prepare your sick tray. The sick tray selection is designed for students who are not feeling well; therefore, regular menu options will not be provided.

Dining Hall Entry

Residents will have access to any residence dining facility by presenting their University Campus Photo ID card.

Student Conduct

Title 5, Article 2, Section 41301, Standards for Student Conduct governs student conduct process including the sanctioning process at all California State University campuses, including California State University, Long Beach. The full text of the standards are available [here](#).

In addition to University's Standards for Student Conduct, there are Housing policies and procedures that apply to residents, non-resident CSULB students, and guest while on the grounds of Housing property. These H&RL policies are outlined in the next section. Residents are responsible for the behavior of their guest, regardless of their student status, and will be held accountable for such.

Philosophy

The philosophy of the Student Conduct Program is to have an intentional IMPACT on the behavioral development of our constituents.

Our purpose is to foster a holistic student development experience that educates the residential community on ethical development, critical reflection, accountability, and decision-making.

The Student Conduct program proactively integrates student learning, student and community development theories, and restorative practices in order to encourage transformation in the mindset of the residents that will influence student behavior and contribute to student success.

Conduct Process

When a violation is believed to have occurred, it is documented in an incident report to be reviewed by the Assistant Director of Student Conduct. Incident reports are not disciplinary actions in and of themselves; rather they are a way to document any alleged policy violations, emergencies, or other unusual occurrences in and around the residence hall. Incident reports that contain an alleged policy violation can be handled in a variety of ways depending on the type and severity of the incident. It may result in a conversation with the

Residential Assistant, Residential Coordinator, Area Coordinator, Assistant Director, University Police, or a referral to the Office of Student Conduct and Ethical Development.

Students who are identified in an incident report regarding an alleged policy violation will be sent an email to their University email with details about attending a conduct meeting to discuss the incident report. The conduct meeting is an opportunity for the resident to review the alleged violation and present their accounts of the incident. The assigned conduct team member will weigh the evidence and determine accountability. In the housing conduct process, there needs to be 51 percent or more likelihood that a resident is responsible in order to be held accountable for an alleged violation.

Students will be given due process when charged with a violation. However, students may be required to temporarily move to another room, hall, or building until the student conduct process or roommate conflicts have been resolved.

If the resident is found responsible for violating a housing policy, one of the following sanction(s) will be imposed:

- a. Educational Sanction(s)
- b. Fine
- c. Housing Probation
- d. Housing Relocation
- e. Loss of Privileges
- f. Request to Vacate
- g. Recontract Denied
- h. Referral to Office of the Dean of Students and Director of Student Conduct and Ethical Development
- i. Restitution
- j. Warning

Sanctions vary depending on the severity of the violation and conduct history of the resident.

If the resident is found not responsible for violating a housing policy, a warning is imposed and a thorough overview of housing policy is discussed with resident to prevent behavior that will constitute a future conduct referral.

If the resident does not agree with the decision during the conduct meeting, the resident has the right to appeal the decision. The appeal process is discussed below.

Resident Appeals

Resident may file a written appeal within ten (10) working days from the date of the outcome. The appeal process exists to review the outcome and conclude on the suitability of the sanction. Residents appealing their decision must have a clearly articulated rationale that goes beyond not liking the sanction(s) imposed.

The appeal must specify one or more of the following reasons:

- That the sanction(s) imposed is not suitable for the violation.
- That procedural errors occurred during the conduct disciplinary process.
- That new or relevant information is available that would affect the decision.

The process by which to submit an appeal will be included in the outcome letter. Following a thorough review, the Conduct Appeals Committee may uphold the initial decision, modify the sanction(s), or dismiss the sanction(s). The decision of the committee is final. An appeal can only be heard once.

The Assistant Director of Conduct will email a written notice of the Conduct Appeals Committee's appeal decision within ten (10) working days after receipt of the written appeal.

Policies & Procedures

All residents are to adhere to University and HRL policies and procedures including CSULB Campus Regulations and Standards for Student Conduct.

Housing & Residential Life Policies

Alcohol

Housing and Residential Life (HRL) at California State University, Long Beach adheres to all federal, state, and local laws regarding the sale, possession, and consumption of alcoholic beverages. HRL policies and procedures are intended to foster a culture of care and accountability that is conducive to individual choice concerning the responsible consumption of alcohol. The misuse or abuse of alcohol, therefore, does not in any way limit the responsibility of residents for the consequence of their behavior.

Residents and/or guest under 21 years of age possession, consumption, transportation, and/or collection of alcohol is prohibited in and around the residence halls. Residents and/or guest 21 years of age or older may consume alcohol in the privacy of their own room with their door closed. Resident(s) with a roommate, present or not present, under 21 years of age may not possess, consume, serve, sell, or store alcoholic beverages in their room.

The following policies apply to possession, consumption, transportation, and collection of alcohol:

1. Resident(s) 21 years of age or older under no circumstance may possess, consume, serve, sell, or transport alcoholic beverage(s) in the presence of a resident and/or guest who is under 21 years of age.
2. Consumption or possession of alcoholic beverage(s) in open containers is prohibited in public area(s) in or around the residence halls.
3. Possession of more than twelve 12-ounce containers of beer or two 750 milliliters bottles of wine in any one room constitutes a level of alcohol that promotes excessive alcohol consumption that can lead to community disruption and is, therefore, not permitted.
4. Possession, consumption, transportation, or collection of alcohol with an alcohol content 12% per volume or more is prohibited.
5. Beer kegs, punch bowls, other bulk alcohol containers, and devices that are created for the rapid consumption of alcohol ("beer bongs") are prohibited in the residence halls.
6. Drinking games or simulated drinking games are prohibited. This includes but not limited to, beer pong, flip cups, king's cup, quarters, drunk Jenga, and other variants.
7. Drinking from a multi-volume container is prohibited.
8. Possession of alcohol paraphernalia or items used for drinking games or other activities that encourage the excessive or rapid consumption of alcohol is prohibited in the residence halls examples include, but are not limited to, beer pong tables, beer bongs, shot glasses, and flasks.
9. Transport of alcoholic beverage(s) by resident(s) 21 years of age and older to and from their room is permitted only under the following restrictions:
 - a. Alcoholic beverage must be in original container;
 - b. Alcoholic beverage manufacture seal must remain intact;
 - c. Alcoholic beverage must be transported in an opaque bag. Coolers are prohibited.
10. The manufacture or sale of any type of alcoholic beverages by any method is prohibited.

11. Consumption, possession, transportation, and collection of alcohol is not allowed during fall, winter, and spring break.
12. A guest that is 21 years of age or older may consume alcohol in a resident's own room with the door closed and under the following restrictions:
 - a. Guest(s) is visiting a resident that is 21 years of age or older
 - b. Guest(s) check-in at the resident's respective college service center.
 - c. Guest(s) understand that HRL staff reserve the right to ask for identification and ask the guest(s) to leave the premises.
13. Residents are responsible for the behavior of their guest(s).
14. Social gatherings, where alcohol is present, are allowed provided all guests are 21 years of age or older and attendance at the gathering does not exceed two (2) guests per resident of the room. Please reference HRL Guest Policy. Hosting of multiple room gatherings where the consumption of alcoholic beverages takes place and where people move from one room to another is prohibited. This stipulation applies even if all rooms involved are within allowable guest limits. Hosting parties is prohibited.
15. Resident(s) are not permitted to possess/decorate their rooms with empty alcohol containers and/or paraphernalia.
16. Public intoxication is prohibited in or around the residence halls.
17. Inability to care for oneself while under the influence is a violation of the policy.
19. Deliveries from liquor stores or online merchant are prohibited.

Residential Hall staff will escort a resident(s) to dispose of alcohol confiscated in connection with alcohol policy violation.

Biohazards

The inappropriate, intentional discharge of a biohazard, such as urine, fecal matter or other bodily fluid, is a significant health concern that is strictly prohibited on campus. Bodily fluid cleanup must be immediately addressed, as it is a public health issue. Person(s) must not intentionally discharge a bodily fluid into or on a surface that was not meant for that purpose, such as a floor or stair.

Complicity

Resident(s) and/or non-resident CSULB student(s) present for and aware of violations of the Standards for Student Conduct or housing policies may be considered involved in the activity.

If you are ever in the presence of a policy violation, you have choices:

- you may attempt to stop the violation,
- you may contact residence hall staff or other appropriate University personnel, or
- you may remove yourself from the situation.

All residents living in the residential community have the responsibility to inform a Residential Life staff member to get assistance if a violation of policy comes to their attention.

Computer Usage

Residents may not use computing resources for any illegal, prescribed act and/or commercial purposes. Computing resources must be shared among users in an equitable manner. The user may not participate in any behavior, including peer to peer sharing, that unreasonably interferes with the fair use of computing resources by another.

Damage in Common Areas

The person directly responsible for damages to a common area or common room furniture is expected to acknowledge responsibility for the damages to avoid having some or all the occupants of a building charged

proportionally for repairs of such damage. In the case of negligent or intentional damage, the person(s) responsible may be held responsible for restitution and participate in a student conduct process. If corridors and/or other common spaces are damaged, the occupants of student rooms in the damaged section may be charged for the damage.

Damage to Rooms or Furnishings

Any damage to a residence hall room or its furnishings will be charged to the occupants of the room. All residence hall rooms are inventoried prior to the opening of the hall and again following the closing of the residence hall. Damages, missing furniture, and policy violations are noted, and the occupants of the room are billed accordingly.

Dartboards

Hard point dartboards are prohibited in the halls due to the damage darts cause and the potential risk to others. Magnetic or plastic point dartboards can be installed; however, they must not be near a doorway where someone entering a room could be struck by a dart.

Drugs

The possession, use, manufacture, distribution, sale, or consumption of narcotics or controlled substances as defined by State and/or Federal laws is prohibited. In addition, the possession, use, distribution, sale, or consumption of medicinal drugs not prescribed to yourself and/or hallucinogenic substances (including but not limited to salvia and legal hallucinogenic mushrooms) is prohibited. Possession of drug paraphernalia is not allowed in or around the Housing complexes or dining halls. Paraphernalia may be confiscated and/or destroyed.

Marijuana and all related products

The use, possession or sale of marijuana and any THC derivatives are prohibited at CSULB. Under the federal law -- which supersedes state law -- marijuana is still illegal. The campus is held to two federal laws, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act. These laws say that in order to receive any federal funding (work-study, financial aid, and federal research grants), the university must prohibit all illegal drugs.

As for medical marijuana, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act do not distinguish medical and non-medical use. CSULB, like all colleges and universities, prohibits any marijuana use, regardless of medical status.

Exterior Doors

The exterior doors of each hall are locked 24 hours a day, 7 days a week for the safety and welfare of residents and their belongings. Students are responsible for their guests. Propping doors is prohibited.

Empty Bed Spaces

If at any time a resident is living in a room/suite without a roommate/suitemate, they are responsible for keeping belongings out of the empty space and may not utilize that vacant space in any way. This policy exists because an incoming resident may be assigned and/or moved into an empty space at any time throughout the semester. This resident has the right to move in without prior notice and therefore no belongings may be stored in or under additional furniture or closets, and the bed may not be used for storage or for hosting guests. Students with a vacant bed space may be asked to move to another room by Housing & Residential Life. Failure to move may result in being charged a single room rental rate and improper check out fees in addition to disciplinary actions.

Failure to Comply

Students are required to comply with directions of University personnel (such as Resident Assistants, Residential Coordinators, Area Coordinators, Assistant Directors, University Police, etc.) while in the performance of their duties. Resisting or interfering with University personnel while in the performance of their duties is prohibited. Students must provide identification to University personnel upon request.

Fire and Life Safety

All students share responsibility for the health and safety conditions of their hall. To keep halls safe, students must keep the following policies in mind:

Appliances

To meet fire, health and safety requirements, the University must discourage the proliferation of electrical appliances in student rooms.

- All large, domestic-type refrigerators are prohibited. Refrigerators in student rooms must not exceed 5.0 cubic feet in size and must be in good operating condition.
- Students are not permitted to use high-wattage appliances (e.g. broilers, rotisseries, ceiling fans, skillets, rice cookers, dimmer switches, hot plates, tabletop grills, toaster ovens, bread makers) other than those provided in common spaces.
- Electric kettles which have received a UL certificate and Keurig style coffee machines with internal heating elements are permitted. No hotplates are allowed.
- Only power strips with surge protectors are permitted, not un-fused multi-plug adapters.
- Installation and/or the use of ceiling fans, window air conditioners, water beds, and/or electronical or kerosene space heaters are not permitted.

Candles and Open-flame

Open flames are prohibited in residence halls. Candles and incense for religious practices and birthday parties must be approved in advance by an Area Coordinator or Assistant Director of Residential Life. If lit or previously-burned candles or incense are found or reported, they will be confiscated.

Construction

Students may not construct partitions, modify furniture, subdivide their rooms, construct additions that increase fire loads, or install or modify electrical wiring. Only bunk beds provided by the University are permissible. Any modification or lofting of a resident's bed that is not designed to be raised is strictly prohibited (e.g. residents are prohibited from raising beds with cinder masonry blocks, chain link fence poles, lumber of any sort, etc.). Platforms or structures at any level constituting additional floor surfaces are prohibited. Each of these modifications increases the risk of fire or personal injury accidents.

Closing the partition in the Beachside Multi-purpose Room requires a residential life staff member; residents are not permitted to move the partition.

Decorations

- All decorations must be noncombustible or factory-treated with flame retardant. No paper of any type may be used to line the exit corridors and stairs. The following are prohibited as interior finish to any residence hall room: The installation of plywood paneling, plywood sheets, decorative wood shingles, particleboard, hardboard, wallpaper, paperboards, and any other flame and smoke propagating materials; combustible fabrics, burlap, paper, cork, and other flame and smoke-propagating materials.
- Carpeting is not permitted walls or ceilings. Ceilings shall not be draped with any fabric, netting,

or paper products.

- No decorations can be put on the floors that may be a trip hazard in an emergency or otherwise.
- Residence hall room doors may be decorated (not knobs, just the door surface), but no part of an exit or emergency lighting may be covered.
- Only artificial, flame retardant wreaths and trees may be used in residence halls. Natural evergreen branches or trees are not permitted inside residence halls.
- Students are prohibited from displaying banners, flags or other window coverings visible from the outside of the building.
- Nothing may impede or hinder occupants' access to exits, including obstructing the view of an exit sign or exit doorway.
- Electrical cords cannot run through doorways, windows, or fire doors.
- Residents may decorate their rooms (within this and other policy guidelines); decoration and posting in the residence halls is only permitted by residential life staff, except when permitted.

Failure to Evacuate

Students must evacuate when a fire alarm sounds.

Fire Doors, Escapes, and Exits

All means of egress and components must be properly maintained at all times, in accordance with the requirements of the State Building and Fire Prevention Regulations. Means of egress shall include but are not limited to, corridors, doorways, fire escapes, stairwells and exterior sidewalks that lead to parking lots or streets. For this reason, storage is not permitted in corridors or stairwells.

No bed structure or other furniture can block the use of the connecting room doors. A clear passage or direct access to the center room for exiting is required. All corridors in every room (including suites) shall be maintained for easy exit.

Fireworks, Explosives, Chemicals

No fireworks or explosives of any type are permitted in the residence halls. Chemicals, other than over-the-counter cleaning agents and similar types of retail items, are likewise prohibited. This includes any fuels or similar type of combustibles. Prohibited items include, but are not limited to, the following:

- Lighter fluid
- Spray paints
- Charcoal
- Laboratory chemicals
- Gun powder
- Propane grills or any other type of liquid gas tanks are not to be stored in residence halls.
- Any substances that can be combined to form combustible and/or chemical agents.

Misuse of Fire Alarms

Students should keep in mind that misuse of fire alarms and fire safety equipment is a violation of California Penal Code Section 146.4. Anyone found responsible for setting a false alarm will be subject to removal from the residence halls, suspension from the University and criminal prosecution.

Tampering with Fire Equipment

Unauthorized modifications of or tampering with the fire detection and/or suppression system (including fire extinguishers) in any building or room is not permitted and could result in fines, expulsion from University housing and/or criminal prosecution. Fire protection equipment shall not be

used except in case of a fire. Students are prohibited from hanging anything from, hanging anything within 18 inches of, touching, or tampering with sprinkler heads. Sprinkler heads are designed to release large quantities of water at an extremely fast rate. The University is not responsible for belongings that are ruined by a sprinkler head discharge.

Gambling

Gambling in any form is prohibited.

Indoor Sporting Activities

Sporting activities are not to be conducted in any area within a residence hall. Examples of prohibited activities include, but are not limited to, the following:

- Running
- Bouncing and/or kicking balls and/or hacky sacks
- Throwing objects (including balls, Frisbees, darts, etc.)
- Golf (also prohibited around the outside of the residence halls).

Laundry Facilities

Laundry facilities are for the use of residents only. Residents may not permit a non-resident to access and utilize the laundry facilities.

Ledges, Roofs, and Walls

The use of ledges and roofs for any purpose - eg: sunbathing, barbecuing, hanging or sitting on railings, and the scaling of exterior walls - is prohibited. Windows in rooms with access to roofs have been modified to prevent access to roofs. Tampering with security measures is prohibited. Throwing objects from ledges, roofs, balconies, windows, etc., is strictly prohibited.

Meal Card

Residents access the dining halls and utilize their meal plan using their campus ID card and are not permitted to allow another person to use their ID card to access the dining hall for any reason.

Noise

Since studying is an important aspect of life for university students, it is expected that residents and their guests will respect the rights of others by maintaining a reasonable limit on noise at all times, and by keeping room doors and windows closed as appropriate. Excessive noise, or any activity which may disturb other residents, is not permitted in the residence halls at any time.

Quiet Hours

Quiet hours are established as 10pm-8am Sunday-Thursday and midnight-8am on Friday and Saturday. This means that students should avoid loud talking or disturbance in or around the residence halls, and radio, TV, and stereos should be set at very low volumes. (The use of headphones is strongly encouraged.)

Consideration Hours

Opposite hours from quiet hours (8am-10pm Sunday-Thursday, and 8am-midnight Fridays and Saturdays are consideration hours.) This means that it is expected that students are considerate of their roommate, neighbors, and hall mates. Loud stereos, shouting or other similar activities are prohibited. If a student requests of another to turn down music or to quiet any activity, it is expected that the

student that has that requested of them be considerate and compliant. Refusal to adjust noise is considered disrespectful of the entire community and will elevate the response of residential life staff.

24 Hour Quiet Hours

Prior to final exams, 24-hour quiet hours are in effect and no organized activities will be scheduled. The building should be quiet for these high-stress times.

Responsibility for the observance of quiet hours and consideration hours rests with everyone living in the halls. Any time noise is bothering you, it is best to politely and clearly discuss it with the responsible person or persons. If your initial effort fails, your Residential Assistant or an SA can join you in a second attempt. Most people are considerate once they understand the problem.

Ear/headphones are encouraged to be used when playing electrical instruments and utilizing music production software in a residence room. Acoustic musical instruments are allowed in resident rooms only if they are accompanied by a muffling device, kept at a low volume, do not raise objections from the person's roommate, and are not in conflict with quiet hours policy. The Music Department has excellent areas designed specifically for the practice of musical instruments and should be utilized.

Painting

The painting of student rooms, common areas, and hallways is prohibited.

Personal Property

Misuse, abuse, theft or destruction of the personal property of residents is prohibited.

Pets and Animals

Due to the need for pest control, the potential for disruption, and safety and medical reasons, animals other than non-harmful fish in an aquarium (less than 30 gallons) are not permitted in any Housing facility for any length of time. This policy also includes guests' pets. Individuals in violation may be assessed an associated cleaning and fumigation fee, mandatory removal of pet and perhaps a referral to the student conduct process. This policy does not apply to service and assistance animals approved (by both DSS and H&RL) as a reasonable accommodation for people with disabilities. Approval must be received prior to the animal entering facility. For information on accommodation, please contact the Housing and Residential Life office.

Public Furniture

Furniture in lounges and common areas is provided for the use and enjoyment of all members of the hall community. Students are prohibited from removing furniture from public areas.

Satellite Dishes and Antennae

Satellite dishes and antennae are not permitted and will be removed by Facilities. Charges for removal will be incurred by the student.

Smoking

Smoking of any kind is prohibited on campus at CSULB, including e-cigarettes. Refer to the University's Smoking Policy for more information

Solicitation

Vendors are prohibited from selling, soliciting, or making deliveries in University residences. Students may sell in the residences only with the prior written permission of the Executive Director of Housing and Residential Life. For their own protection, students are urged to insist upon seeing the vending permits of anyone selling in

the residences and to report selling by non-students at once to a member of Hall Staff or the University Police.

Trash

Trash areas with multiple large trash bins are located outside each residential hall for emptying individual wastebaskets from the room. Trash bags should not be disposed of in the bathrooms or common area trash cans, nor left in common areas.

Visitation and Guests

- Invited guests are permitted to visit residents in their rooms at times mutually acceptable to all roommates.
 - Guideline for roommates: While the right of one roommate to privacy and reasonable quiet obviously takes precedence over the other roommate's guest privileges, both roommates share an obligation to discuss any problems with each other first. Let your Resident Assistant know if you need assistance.
- Guests should not be left unattended in student rooms.
- Guests should not be given a key card or room key.
- For the security of all residents, the following procedures are required when guests are visiting who do not reside in the building: (1) guests should be met in the public area and escorted to the room, (2) when departing, the host will escort the guest out of the building.
- Guests should use public restrooms.
- The maximum capacity of a room is determined by each resident being permitted a maximum of two guests; therefore, the maximum capacity of a double room is six people.
- Guests may be permitted to reside overnight in a student room when permission of the resident's roommate is obtained (written permission is highly recommended). For your guest's benefit in the event of an emergency, overnight guests should be registered at the hall office.
- Overnight guests may stay no longer than two (2) nights per month. Guests in the halls anytime between 2am-8am are considered overnight guests.
- Residents are responsible for the behavior of their guests.

Weapons

Real and/or simulated weapons or related accessories are NOT permitted in or around the residence halls. This policy applies to any device, loaded or unloaded, that expels a metallic or similar projectile, such as a B-B, pellet or paintball, through the force of air pressure, CO2 pressure, or spring action, spot-maker guns, Tasers, Electronic stun devices, inoperable weapons, toy guns, sheath knives, "buckskin" knives, any dirk, dagger, sword, ice pick, unguarded razors, folding knives, throwing stars or throwing cards, explosives, firecrackers, ammunition, chemicals or any other material or instrument which, in the opinion of University authorities, poses an unreasonable risk of damage or injury. Residents found in violation of this policy are subject to removal from the residence halls.

Wheeled Transportation

Bicycles

Residents bringing bicycles on campus are advised to park them in the bicycle racks placed near the residence halls and to utilize the highest quality bike locks available.

Except in the International House, bicycles may be kept in individual student rooms when (1) the person's roommate does not object and (2) the bicycle owner agrees to be responsible for any damage (grease, tire marks, etc.) caused by the bicycle. Bicycles are not permitted in the International House.

Riding bicycles or attempting bicycle repairs and maintenance in the buildings is prohibited. Leaving

bicycles in suite living rooms, lounges, laundry rooms, hallways, stairwells, or other public areas is a violation of fire and public safety regulations and a hindrance to other residents and the custodial services provided. Any bicycles found in such locations will be immediately removed. The same situation applies outside the buildings. Bicycles will be removed if secured to anything other than the bike racks provided.

In addition to heavy duty bicycle locks, students can register their bicycles at the USU Police Substation, Monday - Thursday, 6:30 - 9:30pm. Appointments can be scheduled outside those times if needed by emailing crimeprev@csulb.edu or k.caires@csulb.edu. Bicycles can also be registered with Long Beach Police Department.

Coasting Devices

The use of coasting devices (roller skates, rollerblades, scooters, skateboards, etc.) is prohibited within any building, any covered area and in the designated pedestrian-only zones on campus. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, subject to certain restrictions. Refer to the University Skateboard Policy (http://daf.csulb.edu/offices/ppfm/police/coasting_device_policy.html).

Hoverboards/Electronic Skateboards

Due to the fire hazard they present, the use, possession or storage of electronic skateboards including self-balancing boards/scooters and other similar equipment is prohibited in residence halls.

Mopeds and Motorcycles

Parking permits are required for all motorcycles and mopeds. Motorcycles and mopeds should be parked only in designated areas in the parking lots. Fire regulations and common sense prohibit mopeds and motorcycles from being parked in or around the residence hall buildings. Violators are subject to citation and being immediately towed away and impounded at the owner's expense. The restriction against parking mopeds or motorcycles in or next to the buildings applies at all times, including vacation periods.

Window Screens

Throwing, dropping, or allowing any object or person(s) to pass through a window constitutes a safety hazard and is prohibited. Window screens are provided for health and safety and should not be removed. Damaged and missing room screens will be repaired and replaced at resident's expense. Security window screens are located on each of the ground level rooms. If the security tag is broken on these rooms, residents will be charged for the tags to be replaced. Climbing in and out of windows is also prohibited.

Procedures

Bugs, Rodents, and other Pests

Housing Facilities will utilize environmentally appropriate pest-control practices when possible to remediate any situation. If students wish to report pest-related problems, they should contact the College Service Center or the RA on call or submit a work order.

- If a bug, insect, pest or rodent problem is attributed or thought to be attributed to, poor housekeeping practices, the space will be inspected and housing will instruct students on how to appropriately take corrective action to reduce the hazards.
- If more aggressive housekeeping is required or if the timeline for cleanup has not been met by the occupant(s) of the room(s), Office of Environmental Health and Safety will request the response of the Custodial Department, who will rectify the adverse health conditions at the expense of the

residence hall or individual(s) responsible.

Emergencies

Earthquake

The important thing is to shield yourself from falling objects. In the event of an earthquake, if you are:

Inside

- Get under sturdy furniture or stand in a doorway to prevent injury from flying objects, falling material, and/or ceiling failures.
- Earthquakes frequently have aftershocks, therefore be prepared.
- Except in case of fire, opening room doors is advised to prevent locks jamming.
- Do not evacuate until evacuation routes have been checked for safety.

Outside

- Move away from buildings and areas subject to falling glass, electrical wires, and debris.
- If you cannot get to a clear area, take cover in a door or archway.
- Do not enter any buildings immediately, even after the shaking has stopped.

Emergency Notification System- ENS

The emergency notification system allows the University to send important information and instructions during emergency situations to students, faculty, and staff via home phone, cellular phones, text messaging, and e-mail. Notification will be sent without delay once an immediate threat or hazard to campus safety has been identified. We encourage all residents to ensure their contact information is current by logging in to my.csulb.edu. ENS will use the entered home, cellular, and Emergency Text Alert Message information for emergency notification.

Emergency Response and Evacuation

In the event of an actual emergency, information will be provided to the campus community through Channel 3, CSULB webpage, voicemail broadcasts and the Emergency Notification System.

Fire Alarms and Drills

All residents are required to evacuate a building during a fire alarm. If a fire alarm sounds, doors to rooms should be closed and students should proceed to the closest exit. If smoke hampers a means of egress, persons should seek an alternative route. Fire drills will be conducted during the academic year. Building occupants should not use elevators to evacuate the building. The stairs should be used to evacuate safely.

When outside the building, every resident should proceed to a pre-designated assembly area, at least 50 feet away from the building. Residents should not stand in front of or near the entrances to the building, obstructing firefighters' access to the building. Residents must not re-enter the building until the fire alarm has been silenced and University Police Department has indicated that it is safe to reoccupy.

Health and Safety

All students share responsibility for the health and safety conditions of their hall. To keep halls safe, students must keep the following facts in mind:

1. Know the fire exit routes from the residence hall.
2. Corridors and stairwells in residence halls have the following life safety equipment: emergency lighting, exit signs, fire extinguishers, fire alarms and smoke detectors.

3. Burned-out light bulbs in corridors will be replaced by Maintenance Technicians. Students should not replace any light bulb, as oversized bulbs can overload the circuits and create a fire hazard.
4. Combustible materials should not be placed against or left in contact with radiators, heating units, light bulbs or lighting fixtures, or any other electrical items.
5. Lamps should never be placed near curtains, bedding, posters or pictures.
6. Bed structures may not render windows unusable for emergency access or for air circulation. Bed structures may not block access to heating or ventilating units, plumbing, lighting fixtures, and thermostats.
7. Fire safety equipment may not be tampered or interfered with for any reason. Automatic sprinkler heads must be kept clear of all obstruction.

Keys

When you check in to your room, your mailbox key will be issued and your campus ID card will be encoded. If you lose your mailbox key, obtain a replacement at the Main Housing Office (or at the Beachside Service Center for Beachside residents). The mailbox key replacement charge is \$50. Lost ID/key cards should be replaced as soon as possible. New ID cards may be purchased at the ID Card Center in the University Bookstore. If you replace your ID/Key card you must have it re-encoded for door access at your hall office. Residents will be charged a \$10.00 fee for each lockout after their 2nd lockout during each semester.

Medical

The facilities of the Student Health Center are for your benefit. If you become ill, go to the Student Health Center. The center is open from 8am-5pm on Monday, Tuesday, Thursday, and Friday and on Wednesday from 9am-5pm. In case of after-hours illness, see your Resident Assistant, any residential life staff member, or dial 911.

Personal Property Insurance

The University and the Office of Housing do not carry insurance on student belongings and, therefore, accept no responsibility for theft, loss, or damage, etc. Homeowners insurance may cover property outside of the home, which means that you should consult your policy to determine if you are covered.

Policy Governance

The three Residential Colleges are governed by the laws of the State of California and the policies and procedures of the University and University Housing. All residents share the responsibility for the living environment and it is important to read and understand the material in this handbook, as well as the Terms and Conditions on your Housing application. University Housing adheres to the CSULB University policy regarding standards for student conduct.

Privacy and Security

Students are responsible for what occurs in their room. To provide maximum security for persons and property, rooms should be locked when the room is unoccupied or when residents are asleep. The University is not responsible for the loss of personal property caused by theft, fire, or other causes. Students are advised to obtain insurance coverage on all personal effects.

Room Condition Reports

After students move into their residence hall room, they will be asked to fill out a room condition report through the Housing portal. Failure to complete within the timeframe requested will assume that the student agrees to the conditions as stated, and any damages visible at the end of the year will result in charges assessed to the student's account.

Room Changes

University-initiated

The University reserves the right, as stated in the housing contract, to make changes in room assignment.

Student-initiated

Generally, room changes during the semester are not permitted. Roommate conflicts should first be addressed among roommates. If the situation is then not resolved, residence hall staff should be consulted for assistance. Only after all efforts for mediation and compromise have been exhausted, hall staff will consider a room change. The resident initiating a roommate concern may not force the other party to relocate

Room Inspection

University Housing reserves the right to enter rooms with notice to conduct necessary maintenance repairs, for emergency responses, and to check upkeep of furniture and equipment. When room entry is necessary, every effort is made to have a resident present. Residents may specify certain normal daytime working hours (8am-5pm) for maintenance work to be performed in their rooms when filling out the Maintenance or IT request forms. University Housing reserves the right to enter rooms to perform health and safety checks once per semester and when deemed necessary to ensure the safety & security of residents and their guests.

Residence hall staffs and the Office of Housing and Residential Life shall determine whether any structures or room arrangements are in violation of all relevant regulations. Corrections must be made within the time set by Hall Staff.

Termination of Lease

Repeated violation of the Residence Hall Policies may result in cancellation of your housing license agreement and will result in a loss of priority status as a returning resident for the following academic year application process.

Title IX Investigation

Title IX of the Education Amendments Act of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees in educational institutions that receive federal financial assistance. Best known for requiring gender equity in collegiate athletics, Title IX broadly prohibits discrimination on the basis of sex in any education program or activity. Sexual violence is viewed under the law as an extreme form of hostile environment/sexual harassment.

Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance” (20 U.S.C. § 1681).

California State University, Long Beach, takes pride in its tradition of maintaining a civil and non-violent learning, working, and social environment. Civility and mutual respect toward all members of the University community are intrinsic to the establishment of excellence in teaching and learning.

Reports of sexual harassment and sexual violence may be made directly to the Title IX Coordinator or designee listed below.

Maleta Wilson
Interim Title IX Coordinator
(562) 985-5587
Division of Student Affairs, Brotman Hall 377
Maleta.Wilson@csulb.edu

Cindy Masner
Deputy Title IX Coordinator for Athletics Senior Associate Athletics Director/ Senior Women’s Administrator
(562) 985-7976
Barrett Athletic Center Office, Room 124 | Office hours: M-F 8am – 5pm
cindy.masner@csulb.edu

Ken Kelly
Deputy Title IX Coordinator for Students
(562) 985-5587
Division of Student Affairs, Brotman Hall 377
kenneth.kelly@csulb.edu

Resources for Survivors of Sexual Assault

If you have been sexually assaulted, you are not alone, you are not to blame, and there are many resources to help you. Further information on reporting and resources, including confidentiality information, is included on the Title IX website: csulb.edu/titleix

Confidential:

Jacqueline Urtez
YWCA Sexual Assault Victim’s Advocate
Campus Sexual Assault Advocate
(562) 985-2668
Student Health Services
advocate@csulb.edu

Linda Peña, ATOD/Violence Prevention & Sexual Misconduct Counselor

(562) 985-1732

Student Health Services 268

linda.pena@csulb.edu

Sexual Assault Prevention: www.csulb.edu/divisions/students/shs/sexual_assault.htm

Student Health Services

Corner of Merriam Drive and Beach Drive

(562) 985-4771

Office Hours: M, Tu, Th, F 8am-5pm/ W 9am-5pm

Emergencies: 911 (after hours)

<http://web.csulb.edu/divisions/students/shs/>

Counseling and Psychological Services (CAPS)

Brotman Hall, Room 226

(562) 985-4001

Office hours: M-F 8am-5pm

After hours crisis phone counseling: (562) 985-4001 CAPS

<http://web.csulb.edu/divisions/students/caps/>

CAPS Crisis Assistance: www.csulb.edu/divisions/students/caps/crisis.htm

Non-confidential:

CSULB University Police Department

1250 Bellflower Blvd. Long Beach, CA 90840

(562) 985-4101

fernando.solorzano@csulb.edu

Office of Equity and Diversity

Foundation 120

(562) 985-8256

<https://web.csulb.edu/depts/oed/>

Not Alone @ the Beach Campaign

Women's & Gender Equity Center

Liberal Arts 1- 102

(562) 985-8576

<http://www.csulb.edu/wgec>

Campus-based Advocacy and Support

Health Resource Center

Location: Student Health Services (SHS), Room 268

(562) 985-4609

www.csulb.edu/divisions/students/shs/

Women's & Gender Equity Center
Pamela Rayburn, Coordinator
Liberal Arts 1, Room 102
(562) 985-8576

Disabled Students
Services David
Sanfilippo, Director
Brotman Hall, Room 270
(562) 985-5401

Veterans Services
Marshall W. Thomas, Director
Foundation Building, Room 220
(562) 985-4279

Center for International Education
Eugenia Kim, Director, International Student Services
Brotman Hall, Room 212
(562) 985- 8090

Dream Success
Center Edgar
Romo, Coordinator
University Student Union, Room 309
(562) 985- 5869

Night Escort Program/Community Service Officers (CSO)
(562) 985-4101
<https://daf.csulb.edu/offices/ppfm/police/cso.html>