COMMUNITY LIVING GUIDE

2019-2020

DEAR RESIDENTS!

The Student Housing and Residence Life department provides student-centered programs, services, and facilities that foster a safe, inclusive, and vibrant residential learning community. Join us in learning more about your community expectations, resources, and opportunities.

CSUEB Student Housing
housing@csueastbay.edu | (510)885-7444
https://www.csueastbay.edu/housing/
Meet our Residence Life Staff

Consisting of student leaders and professionals, our Residence Life Staff is committed to strengthen the Student Housing & Residence Life community. Listed below is further information regarding the various teams that work year round to support the success of our on-campus residents, growth of student leadership, and provide employment opportunities.

Residence Life Coordinator (RLC):
Full-time professional staff members who serve as a support system for students, while responsible for the Resident Assistant staff and programs/activities. This member is involved in the daily operations and safety of our community.

Resident Assistant (RA):
Student leaders committed to providing an engaging and rewarding on-campus living experience. These students live within the Residential Halls and receive continuous training in the following areas: peer advising/referral, interpersonal communication, programming, team building, community development, conflict mediation, and administration.

Global Community Assistant:
works in University Village with International Students, develops programs and outreach support to aid their needs; while cultivating a community between both our International and local students.

Front Desk Assistant (FDA):
works firmly with Student Housing & Residence Life staff to foster a safe community environment and offer the following information during desk hours: visitor registration, equipment check out, and answer question regarding Student Housing policies and procedures.

Residence Hall Association (RHA):
develops large-scale program events catered to our diverse population. Large program occur weekly on Thursdays evenings! Don't forget to log into BaySync for event details!

Theme Community Assistants & Transfer Assistants:
works in the Sonora building with transfer students, develops programs and outreach to support their transitional needs here at East Bay.

Resident Assistant on Duty:
When the Housing Office is closed, the Resident Assistants ensure the continual safety of residents with emergency response readiness.
Get Involved in Housing
Events & Student Council Opportunities Below:

Area Council
Represent your building by joining your Area Council! Get involved, strengthen your leadership skills, learn about events, and plan activities for your building! (see flyers on your floor for more info)

RHA
Resident Housing Association serves as the voice for all housing students. Have an idea to improve the residential environment or a concern for your community? Please share it with us! Feel free to join weekly open forums!

RA
Get connected with your Resident Assistant for more information about all housing events. They also coordinate events for their floors. Start a conversation & get involved!

Housing Traditions You Don’t want to miss!!!
★ Pioneer Street Fair
Friday, August 23rd
3 PM-7 PM
★ Late Night Breakfast
Every Sunday Before Finals
Starts @9PM Pioneer Kitchen

Find Events on:
http://www.csueastbay.edu/housing/

Instagram: csuebhousing
Facebook: www.facebook.com/csuebhousing
STUDENT HOUSING QUICK GUIDE

Pioneer Kitchen
➠ All-You-Can-Eat Dining
➠ Weekdays: Breakfast, Lunch & Dinner
➠ Weekends: Brunch & Dinner
➠ Late Night Cafe available during weekdays
➠ Use a swipe for the "To-Go" Program & get a to-go container
➠ Visit their website for menus and hours: https://dineoncampus.com/csueb

Community Rooms
We have 3 Community Rooms located in:
➠ University Village, Lassen Hall, & El Dorado Hall
➠ Hours: 24/7
➠ Access with your BayCard/UV FOB

Lassen Hall
Hours: Mon.-Fri. 8AM-5PM
Come & see us if:
➠ You need a BayCard replaced
➠ You have been locked out
➠ Having access issues

Laundry
➠ Now FREE for our residents!
➠ Hours: 24/7; accessible with your BayCard
➠ Locations: 2 laundry facilities in Pioneer Heights & 2 laundry facilities in University Village

Front Desk Assistants
➠ Locations: Tamalpais, Juniper, Sequoia, University Village (UV), & El Dorado Hall (EDH)
➠ Hours: Sun.-Thurs. 8PM-1AM Fri. & Sat. 8PM-3AM
➠ EDH Hours: Mon.-Fri. 10AM-12 midnight Sat. & Sun. 12PM-12 midnight

Mailroom
➠ Locations: by El Dorado Hall & at the Front Desk of University Village (UV)
➠ Hours (El Dorado): Mon.-Fri. 10AM-7PM, Sat. 10AM-3PM
Packages can be picked up from the EDH Mailroom
➠ Hours (UV): See Front Desk Assistant hours.
Packages can be picked up from UV's front desk

Equipment Rentals
➠ Pioneer Heights residents can rent out equipment from EDH's Recreational Room
➠ Rent board games, pool table equipment, air hockey equipment, basketballs, and cooking utensils for the BBQ Pits
RESOURCE DIRECTORY

STUDENT HOUSING OFFICES
LASSEN HALL (510) 885-7444 HOUSING@CSUEASTBAY.EDU
EL DORADO HALL (510) 885-7154

RA ON DUTY
CALAVERAS & COLOMA (510) 258-8255
SIERRA & SONORA (510) 331-6172
TAMALPAIS (510) 363-5672
SHASTA & DIABLO (510) 258-8332
SEQUOIA (510) 258-8293
JUNIPER (510) 331-8146
UNIVERSITY VILLAGE (510) 362-4437

UNIVERSITY POLICE DEPARTMENT (510) 885-3791
SAFETY AND SECURITY SERVICES CAN BE OBTAINED 24 HOURS DAILY, 7 DAYS A WEEK

CSUEB UNIVERSITY RESOURCES
• ACADEMIC ADVISING & CAREER CENTER (510) 885-3621
• ACCESSIBILITY SERVICES (510) 885-3868
• ASSOCIATED STUDENTS INC. (510) 885-4843
• DIVERSITY & INCLUSION CENTER (510) 885-7069
• FINANCIAL AID (510) 885-2784
• PARKING & TRANSPORT SERVICES (510) 885-3790
• STUDENT CONDUCT, RIGHTS, & RESPONSIBILITIES (510) 885-3763
• STUDENT LIFE & LEADERSHIP PROGRAMS
• STUDENT HEALTH & COUNSELING SERVICES (510) 885-3657

RESIDENCE LIFE COORDINATORS (RLC)
AYANNA BYERS AYANNA.BYERS@CSUEASTBAY.EDU
• SERVING SEQUOIA
ENDESHA PIERSON ENDESHA.PIERSON@CSUEASTBAY.EDU
• SERVING JUNIPER
MIKALAH SANDERS MIKALAH.SANDERS@CSUEASTBAY.EDU
• SERVING CALAVERAS, COLOMA, SIERRA, & SONORA
ERIC VELASQUEZ ERIC.VELASQUEZ@CSUEASTBAY.EDU
• SERVING UNIVERSITY VILLAGE (UV)
STUDENT HOUSING HOUSING@CSUEASTBAY.EDU
• SERVING TAMALPAIS, SHASTA, & DIABLO

COUNSELING IN PIONEER HEIGHTS
AVAILABLE TUESDAYS & THURSDAYS IN SEQUOIA
FOR APPOINTMENTS CALL (510) 885-3735 OR EMAIL SHSCOUNSELING@CSUEASTBAY.EDU
ASK TO BE SEEN IN HOUSING!

GET CONNECTED!
Living With Others

Sharing an apartment and a community can be a very positive and enjoyable experience. Such an arrangement can also create stress and difficulty if not approached with consideration, communication, and willingness to compromise. Potential problems can be avoided through initial discussion about sharing an apartment. The following section provides recommendations on how to discuss various topics and expectations for each other as apartment-mates. Don't forget to complete the Roommate Agreement Contract with your apartment-mates and RA!

**LIFESTYLE**

You and your apartment-mates are likely to have different lifestyles. It is important to openly discuss differences such as...

- Most nights, I expect to go to bed at...
- I find it difficult to sleep when...
- I usually get up at...
- My unusual habits are...
- I find it difficult to concentrate when...

**COMMUNITY & PERSONAL PROPERTY**

An area of concern among many apartment-mates is the issue of property, including community property and personal property (those “off limit” items). The University assumes no responsibility for loss or damage to any resident's personal property from any cause. Apartment-mates should engage in conversations regarding what items can be shared, needs to be replenished, needs to be off-limits, etc.

**GUEST POLICY**

Visitors and guests are only permitted to enter a building with the escort of the host. Guests are allowed 24-hour visitation when an Overnight Guest Request form is submitted at least 72 hours prior to the guest's arrival for approval by the Residence Life Coordinator (RLC). Residents may have overnight guests stay in their room up to 3 nights per semester. Overnight Guest Request forms can be found at the front desks of Lassen Hall or El Dorado Hall or from your RLC.

**RESOLUTION OF DIFFERENCES**

There are many ways to resolve conflicts. What is important is that each of you commits to taking responsibility for solving conflicts when they begin, instead of waiting until the situation becomes intolerable. Planning now will help you later. Remember that Resident Assistants are here to assist you and will be glad to meet you individually or collectively. If you are having problems, contact staff in a timely fashion. All apartment-mate conflicts should be made known to your Resident Assistant first. If the problem persists, the Resident Assistant will make a referral to the Residence Life Coordinator. See the next page for tips on resolving differences.

**HOUSEKEEPING**

Try to reach an understanding about the type of environment that each of you would like at home. Decide on a plan for maintaining the apartment, such as a cleaning schedule. Come up with a plan for the following shared areas:

- Kitchen: dishes, refrigerator, stove/oven, floors, taking out trash.
- Living Room: personal belongings, vacuuming, dusting, taking out trash.
- Bathrooms: toilets, sinks/mirrors, bathtubs/shower, floors, taking out trash.
- Shared bedrooms: Vacuuming, making beds, dirty clothes, personal belongings.
1. HONEST & RESPECTFUL COMMUNICATION

Let your roommate/apartment-mate know that you realize it is something minor, but that it is a pet peeve of yours that makes you uncomfortable. Don’t be so blunt as you may come off callous and hurt someone’s feelings. By not wording your request carefully you can accidentally incite an argument or isolate yourself from any future conversations. Direct communication (after giving a little time to work out how you will politely approach your roommate) is the best way to solve an issue and avoid unintentional gossip or hurt feelings.

2. KNOW WHEN TO PICK YOUR BATTLE

Think how you would feel if that person asked you to change something about your behavior. Note if you are the one who always becomes irritated and reflect on whether it is due to the actions of your roommate or if you are frustrated with something else (and blaming your roommate). Be careful of the frequency of these requests -- be fair and balanced whenever you come forth and address issues with your roommate/apartment-mate!

3. RESPECT DIFFERENT VIEWS & COMPROMISE

It is very easy to observe your apartment-mate’s/roommate’s actions and think, "I would never do that." Be careful of expecting your roommate/aptartment-mate to behave and think just like you. Judging your roommate/apartment-mate and determining that your values are right and theirs are wrong is a very dangerous barrier to cross.

4. KNOW HOW TO CREATE CHANGE

Take the first step in creating change and change your own mentality. Do not expect to be best friends with your roommate/apartment-mate. Oftentimes, the best apartment-mates/roommates are the ones who are simply capable of being respectful and courteous to one another and that can start with you! Instead of thinking of ways your roommate is a bad one, think about how you will be a good roommate/apartment-mate.

TIP: If conversations do not work out between you and your roommate, then talk to your RA!

RAs are trained to help guide you and your roommate through discussion about your conflict. Set up a mediation. It’s always good to have another perspective. RAs will not judge or take sides.

RESOLVING DIFFERENCES

NOISE REMINDERS!

COURTESY HOURS

Courtesly hours are in effect 24 hours a day, seven days a week. Any resident may request that another resident or group of residents cease any activity which is interfering with their ability to study, rest, or enjoy the community. At these times, academic and health considerations are the priority. The right to quiet supersedes the right to make noise.

NOISE COMPLAINTS

Each student has a different schedule for working, sleeping, and socializing. Therefore, all residents should be mindful of their neighbors’ schedules and noise should be kept within reasonable levels at all times and special care should be taken to contain noise within your room and apartment during evening and night hours. Residents who repeatedly disturb apartment-mates or neighbors with excessive noise will be documented.

QUIET HOURS

Quiet hours are extended to 24 hours during final exams beginning at 8 pm on the Friday before finals week. Please consult a Resident Assistant if your attempts to request did not resolve a noise issue.

SOCIAL GATHERINGS

The university supports students having social gatherings in their residence as long as these gatherings do not create a disturbance to other members of our community.
Maintenance Requests

To initiate a facilities request, go to your Housing StarRez portal. You can enter and track the progress of your maintenance requests at any time.

For maintenance emergencies (such as an overflowing toilet or a door that doesn’t lock):

▶ During business hours (Monday - Thursday from 9am to 7pm and Fridays from 9am to 5pm), please go to the Access Office located in Lassen Hall.
▶ Outside of business hours & weekends, please contact the Resident Assistant on Duty who can request emergency facilities assistance.

End of Semester Inspections

Inspections are hosted to compare the conditions of the room to the beginning of the semester. Residents will be charged for any damage to or loss of Student Housing property in their apartments and common areas. Any cleaning beyond normal use may be charged as well.

During business hours (Monday - Thursday from 9am to 7pm and Fridays from 9am to 5pm), please go to the Access Office located in Lassen Hall.

Outside of business hours & weekends, please contact the Resident Assistant on Duty who can request emergency facilities assistance.

REMEMBER TO SET CLEANING/TRASH SCHEDULE

NOTE: YOU CANNOT REMOVE FURNITURE FROM APARTMENT

Decorations

- Exterior decorations are not permitted
- Interior decorations are permitted in living space, but decorations with flammable materials are not permitted including items that hang from windows, ceilings, etc.
- Residents can decorate doors & windows, as long as decorations do not cause damages or create safety hazards
- Consider using tacks or small picture hangers to hang. Tape, adhesive hooks, or screws are not permitted on apartment walls or furniture. All decorations visible to the public must comply with University Policies.

PAINTING (I.E. WALLS) ARE NOT PERMITTED

ALL TYPES OF SMOKING ARE NOT PERMITTED

DECOR: USE NON-FLAMMABLE MATERIALS & TACKS

Personal Property

The University is not liable, directly or indirectly, for the personal property of residents and guests due to loss by theft, damage by fire, damage by water, or any other cause. To secure personal property, we urge you to keep bedroom, suite, and apartment doors locked at all times.

Damages

You will be charged for any damages to or loss of Student Housing property in your apartments and the common areas.

Cleaning Expectation

It is the collective responsibility of you and your apartment-mates to keep the apartment clean at all times.

Key Usage

You are responsible for all keys, cards, or access tokens issued to you. You must carry your keys with you at all times. You must report a lost or stolen key, access token, or Bay Card to your Residence Life Coordinator or to the Housing Office immediately. Stolen keys, access tokens and/or Bay Cards require the presentation of a police report.

Trash

Under no circumstances are trash cans or trash to be left in the hallways/corridors outside yours room and apartment. Disposal of trash is required in designated areas. Please note sustainable trash options available in your apartment and complex.
**FURNISHING**

You may not remove furniture from the specific apartments you have been assigned to. At no time shall furniture be taken out to patios or walkways, and there are no storage facilities for furniture or personal belongings other than that provided in each apartment.

- You may purchase plastic patio furniture.
- Furnishings in building common areas are for use by all members of the community, and must be kept in common areas.
- All furniture should be returned to original state. Prior to move-in, Student Housing ensures that the conditions of all furnishing are noted using an online inventory management system. Any damage to the furniture will result in a charge.

*See the Student Housing Conduct Policies for more details.*

**SMOKING**

It is the policy of California State Universities to comply with the Smokefree Air Act by declaring the entire university grounds and properties a smoke-free campus. Residents found smoking anywhere in Student Housing will be documented and charged.

**PESTS/RODENTS/MOLD**

The hillside of the campus is home to many types of wildlife and pests (i.e. ants and field mice) To prevent unwanted visitors:

- Keep your apartment clean at all time: remove waste, plastic store bags and newspaper; maintain reasonable sanitation and store food properly.
- Do not allow any animals into your apartment, other than those animals permitted and specified with the approval of housing.

**PAINTING**

Painting and spray painting are not permitted in the Housing facilitie ground.

**KEY USAGE (BAYCARD, KEYS, ACCESS TOKENS)**

- Your Bay Card or access token and physical keys are for your use only and under no circumstances are Bay Cards, access tokens, or keys permitted to be duplicated or loaned to other individuals (i.e. other room/apartment suitemates and/or guests)
- You may not add or change any locks to the apartment, suite or bedroom. You also may not hold gates, doors, or elevators open for unknown people or non-building residents.
- You must keep the apartment, suite, and bedroom doors locked at all times. This includes patio doors that are easily accessible to the public.
- You should report all suspicious persons or activities to the University Police Department immediately.
- Upon checkout, all appropriate keys and access tokens must be returned to Student Housing and Residence Life.

**ELECTRIC APPLIANCES**

- Items with exposed heating elements are prohibited. (i.e. space heaters, sun lamps, immersion heaters, hot plates). Microwaves are allowed, but the wattage must not exceed 900 watts.
- Mini refrigerators are permitted, but must not exceed the size of 3.2 cubic feet.
- Appliances must be directly attached to grounded outlets.
- Privately owned air conditioners and swamp coolers are not permitted.
- Irons must be used with ironing boards only and should never be left unattended.
- Cooking is limited to the general kitchen or kitchenette area.
- Any damage caused by personal appliances or misuse is the financial responsibility of student, including damage of any kind (fire, water, etc.) to the facility and/or other students’ personal belongings.
- Tamalpais, Juniper, Sequoia, and University Village apartments may have a rice cooker, crock pot, or coffee maker in their kitchenettes. These items must be UL listed, capable of shutoff, and must be plugged into permanent wiring with no extension cords. Electric frying pans, convection ovens, toasters, electric grills, and hot plates are not allowed in these apartments.
- Calaveras, Coloma, Sierra, Sonora, Shasta, and Diablo have a gas oven in their kitchen. Residents of these apartments are allowed to have a convection oven, electric grill, electric frying pan, rice cooker, toaster, coffee maker, crockpot, or microwave in their kitchen. Items with exposed heating elements, such as hot plates are not allowed in these apartments.
ALCOHOL
California state law prohibits alcoholic beverages from being sold, furnished or given to any person under the age of 21.
- A resident who is at least 21 years of age and elects to consume alcohol in Student Housing may do so only if all those present in the room are over 21 years of age, including all roommates.
- If at least one resident of a suite, room, or apartment is under 21 years of age, no alcohol is permitted in the common areas of that apartment, suite, or room. Alcohol may only be consumed or stored in the bedroom if all residents in that room are 21 years of age or older.
- If all residents occupying a room, apartment, or suite are over 21 years of age, alcohol is permitted in the living space.
- No possession, transportation (in plain view) or consumption of open containers of alcoholic beverages is permitted in common or public areas by anyone, regardless of age.
- Residents may transport unopened alcoholic beverage containers to their apartment or bedroom in a concealed bag.
- Kegs or other “common source” containers such as party balls or beverage coolers used as mixing units are not permitted in the residence halls.
- No empty alcohol beverage containers may be kept in the room as decorations regardless of the age of the residents occupying the unit.
- Any alcohol found that violates Cal State East Bay’s alcohol policy, regardless of the age of the owner, must be disposed of under the supervision of a University Housing staff member.

BICYCLES, MOTORCYCLES, MOTOR SCOOTERS, & HOOVERBOARDS
For safety and security reasons, bicycles cannot be stored on patios, walkways or under stairwells. Bicycles may be stored in a safe manner in residents’ apartments or at the bike racks available throughout Student Housing. For safety concerns we do not allow hoverboards due to fire hazards. Motorcycle, motor scooters, and motor driven vehicles are not allowed within the residence halls, their driveways, or sidewalks at any time.

BALCONIES & PATIOS
Furniture, plants and other items typical to patio use are appropriate. Balconies must be kept clear of trash and recyclables at all times and must not be used for storage. Throwing objects from the balconies, patios, windows, or rooftops of the apartment is prohibited and is grounds for eviction.

BARBECUING
For health and safety reasons, outdoor barbecuing is not permitted on the patios and walkways or within the quad areas of the residence halls. Large barbecue pits, located adjacent to EL Dorado hall, are provided for the use of apartment residents.

CANDLES/INCENSE
Candles or incense are not allowed within the residence hall apartments at any time (burnt or unburnt). These items create a potential fire hazard and in some cases can cause allergic reaction to individuals within the community.

DARTBOARDS
Darts and dartboards are not allowed within residence halls.

DRUGS
All federal, State and Local laws apply within the residence halls. The use, possession, or sale of any illegal drug or substances is prohibited and is cause for immediate eviction from the premises.

HOLIDAY TREES
Due to the threat of fire, combustible decorative materials such as dry vegetation and natural “Live cut” trees are not permitted in the residence halls. You are welcome to have artificial trees and wreaths.

MARIJUANA
Recreational marijuana is now legal in California, but it’s still prohibited at the CSU System and at Cal State East Bay. Cal State East Bay prohibits the use, possession and sale of marijuana—in any form—on all university property, including Student Housing residence halls, their surrounding and quad areas, walkways, and parking lots. Marijuana is also not permitted at university events or while conducting university business. In addition, Cal State East Bay’s Smoke- and Tobacco-Free Policy cal State the use and sale of cigarettes, e-cigarettes and other tobacco products on all locations on campus, including the residence halls, their surrounding and quad areas, walkways, and parking lots.

PETS
Your health and safety is important to the community. Due to concerns for health, safety, sanitation, noise, and humane treatment, the only pets permitted in Student Housing facilities are small fish. Fish must be retained in freshwater aquariums that may not exceed 10 gallons in size. All other animals or pets are prohibited from being kept or harbored in the apartments. This also applies to the pets of any guests.

PESTS & INSECTS
Insects and pests (i.e. ants, roaches, and field mice) may find their way into your apartment. There are a few ways to help prevent this from happening, such as keeping your apartment clean at all time: remove waste, plastic store bags and newspaper; maintain reasonable sanitation and store food properly.

POSTINGS & SOLICITATIONS
Residents are not permitted to distribute or post materials without specific permission from their Residence Life Coordinator. All materials must be submitted to an RLC for approval. Approved posting materials will be posted only in designated areas.

IMPORTANT REMINDER!
It is your responsibility to be familiar with and adhere to all Student Housing Conduct Policies.
You can find the policies online at: http://www.csueastbay.edu/housing
CSUEB Campus Community Values: The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute towards this end. Students are expected to be good citizens and engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.
You've been documented for a policy violation... Now WHAT???

You have allegedly been involved in a violation of the residential community/university policy which requires documentation by a Housing staff member. The information below provides you more information about the next steps in this conduct process.

### YOUR RIGHTS!

<table>
<thead>
<tr>
<th>REVIEW</th>
<th>Dialogue</th>
<th>Support</th>
<th>Appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have a right to a written notice of your alleged involvement</td>
<td>You have the right to advocate for yourself which can include providing context, evidence, and supporting information related to your case</td>
<td>It is your right to have an advisor or support person present during a Housing Conduct Meeting if you choose. This person may not speak on your behalf or actively participate in the hearing.</td>
<td>You have the right to appeal the outcome of your conduct meeting within 3 business days of the decision</td>
</tr>
<tr>
<td>It is your responsibility to actively engage in the review of these documents and ask questions to your conduct hearing officer when necessary</td>
<td>It is your responsibility to completely and honestly communicate about your case to the Conduct Hearing Officer and provide any supplemental evidence</td>
<td>It is your responsibility to identify and invite a support person to any Housing Conduct Meeting if you are in need of additional support</td>
<td>It is your responsibility to follow the directions to appeal a decision as outlined in your Conduct Meeting Outcome Letter</td>
</tr>
</tbody>
</table>

### WHAT IS AN INCIDENT REPORT?
- It is the RA or staff member’s role to document the events observed/information obtained to provide the most accurate information regarding the incident.
- You can find the Housing policies in the License Agreement Conduct Policies and on the Housing website (www.csueastbay.edu/housing).
- The university policies can be found on the CSUEB Student Conduct, Rights, and Responsibilities website (www.csueastbay.edu/studentconduct).

### WHY AM I SCHEDULED FOR A CONDUCT MEETING?
- You have the right to meet with the assigned conduct staff member to share your perspective of the incident.
- You will receive an email to your Horizon account from either a Residence Life Coordinator (RLC) or the office of Student Conduct, Rights, and Responsibilities (SCRR) indicating a meeting date/time.
- You may bring evidence, witnesses or an advisor to your meeting. The advisor may provide you support, but may not speak on your behalf.
- If you are found responsible for the policy violation, you may be assigned a sanction.
- If you don’t attend your scheduled meeting, a decision may be made without your input.

### I HAVE QUESTIONS!
You will be contacted via email to schedule your conduct meeting. If you have immediate questions, please contact your Residence Life Coordinator (RLC)

### GOAL OF A CONDUCT MEETING
- To give students a fair, objective and expedient conduct process that acknowledges the whole student and community responsibilities
- To manage the process to serve as an educational opportunity leading to future success as a CSUEB student

### ADVICE
We understand that this could be a stressful situation for you. It is in your best interest to be honest about your involvement in this incident and to NOT be involved in any additional policy violations, especially until this matter is resolved.
SAFETY, SECURITY, & EMERGENCY

PERSONAL SAFETY & PRECAUTIONARY MEASURES

1. Always keep the door of your room or apartment locked, even if you are sleeping or going down the hall. Remember to always carry your keys and access card with you to avoid being locked out.
2. Purchase a bike lock and secure your bike in the appropriate place.
3. Identify expensive and/or important belongings with a type of permanent identification such as a metal engraver.
4. Rely on your neighbors and have them rely on you to be alert to suspicious persons and/or activities.
5. Keep your access card/keys with you at all times. The keys given to you at check-in are for your use only.
6. The placement of any furniture including beds in front of windows is strictly prohibited. Blocking window egress is a violation of University housing policy.
7. Do not prop doors or let unfamiliar people into entrances of your building. Do not prop open security gates or allow strangers in after they are locked each night.
8. Be alert and aware of your surroundings. Report any safety/security concerns to the appropriate authority.

FIRE ALARMS & EVACUATION

All residents and guests must evacuate a residential facility immediately when the fire alarm sounds.

During a Minor Fire:
◆ Remain calm
◆ If safe to do so, use a fire extinguisher to put out the flame. Call a Student Housing staff member immediately. Fire extinguishers are located in the kitchen of every apartment

During a Major Fire:
◆ If you cannot safely extinguish the fire, leave the area immediately
◆ Pull the fire alarm as you exit
◆ Close any doors leading to the fire
◆ If there is smoke or unusual heat, but no fire, make note of the cause or location of the smoke or heat as you evacuate

EARTHQUAKE

When shaking starts:
◆ Take cover immediately and urge others to do the same
◆ Keep away from large glass windows. Move toward the center or core of the building
◆ Find shelter under a sturdy desk or table if possible. Kneel down and cover your head with your arms
◆ Do not run outside. You could be struck by falling objects. If you are outdoors, move away from buildings
◆ Stay away from temporary walls or partitions and freestanding objects such as file cabinets, supply cabinets, and book shelves
◆ Stay where you are for one minute after shaking
◆ Be prepared for aftershocks
◆ Do not use matches, lighters, electric switches, or any source of ignition to be cautious of gas leaks. Use a flashlight

If the quake was minor, stay inside and await instructions. If quake was severe, you will be instructed by RAs to evacuate the building

SMOKE DETECTORS & FIRE EXTINGUISHERS

Each apartment is equipped with a smoke detector and fire extinguisher. Smoke detectors & fire extinguishers should not be tampered with as they are for your safety.

ELEVATOR EMERGENCY

If you are trapped in an elevator car:
◆ Stay Calm
◆ Do not try to get out
◆ Make sure the emergency stop switch is not engaged
◆ Every campus elevator is equipped with an emergency phone. Use the phone to connect to UPD dispatch

ACTIVE SHOOTER

Formulate an initial assessment of the situation.
◆ Alert staff and students of the potential danger
◆ Lockdown your location, barricade the entrances, turn off lights, spread out in the room/do not gather together, and be quiet if it is not safe to evacuate
◆ Inform UPD with any critical information gathered
◆ If possible -- Evacuate
  > Safely leave the building to a safe location away from the Active Shooter
  > UPD will decide when it is safe to return to the building
◆ If evacuation not possible, counter and defend yourself -- yell, throw things, use items in the room to incapacitate the shooter, if found by the active shooter
MEDICAL ASSISTANCE

◆ Report to the Health Center who will assess the situation and relay instructions on what you should do. The Student Health Center is located between the Library and the Physical Education Building.
◆ If you become ill on a weekends or at night, medical assistance should be obtained at a hospital urgent care unit.
◆ In case of an accident, serious injury or illness call UPD, who will contact medical emergencies, and if not possible, contact RA, roommates, nearby residents, or anyone to get you medical assistance.

UNWANTED SEXUAL CONTACT, HARASSMENT, PHYSICAL & VERBAL ABUSE

Cal State East Bay’s Student Housing is a diverse community comprised of a myriad of cultures, lifestyles, thoughts, and perspectives. In order to maintain a comfortable environment that both respects and celebrates this diversity, harassment of any kind will not be tolerated. Any form of activity, whether covert or overt, that creates a threatening or harassing environment for any Student Housing resident, guest, or staff member will be handled judicially and may be grounds for immediate disciplinary action, revocation of the Housing License Agreement, and criminal prosecution.

Please report any concerns to the UPD for emergency, and the RA. Additional support resources available:
◆ Student Health & Counseling Services (510-885-3639)
◆ BAWAR - Bay Area Women Against Rape (510-845-7273)
◆ Title IX Coordinator (510-885-4918)
◆ CSUEB Confidential Advocate (510-885-3700)

THEFT

◆ Call UPD non Emergency number at (510) 885-3791 as soon as possible and report who, what, where, when, and how the theft occurred.
◆ Also contact your Resident Assistant on duty to let them know about the theft.

SUSPICIOUS PERSONS & BEHAVIORS

Always be aware of who is on your floor and who is walking through your hall. If you see suspicious persons in the building, contact a Student Housing staff member or the UPD immediately. Do not allow strangers to follow you into the residence halls and notify the UPD and Housing staff of any unsafe or suspicious items or persons immediately.

HAZARDOUS MATERIALS

A hazardous spill consists of any spill or emission of a toxic or dangerous nature. Examples include chemicals used to clean clothing, sewer effluent, pesticides, gasoline, flammable chemicals, vomit, blood, or cleaning chemicals.
◆ Do not touch anything.
◆ Remove yourself from the affected area.
◆ Make certain that the incident has been reported to UPD.
◆ If situation appears likely to require evacuation of any floors, you will be notified.

WEAPONS & DANGEROUS ITEMS

Possession of weapons, firearms and explosives, including, but not limited to fireworks, firearms, live ammunition, BB guns, paintball guns, air pellet guns, toxic substances, highly flammable substances, and any knife having a blade longer than five inches is prohibited from use or storage in the residence halls.

RESOURCES FOR PUBLIC SAFETY

University Police Department (UPD)

Safety & Security services may be obtained 24 hours daily, 7 days a week throughout the year. Please call (510) 885-3791

Resident Assistants (RAs)

For further support contact RA on Duty for your respective areas.

RA on Duty can help you with:
◆ safety/security concerns
◆ facilities/maintenance emergency
◆ locked access (keys/doors)
◆ alleged policy violations
◆ general personal health/well-being

Monday-Thursday: 5PM-8AM
Friday at 5PM to Monday at 8AM

- Calaveras & Coloma- 510-258-8255
- Sierra & Sonora- 510-331-6172
- Tamalpais- 510-363-5672
- Shasta & Diablo- 510-258-8332
- Sequoia- 510-258-8293
- Juniper- 510-331-8146
- University Village- 510-362-4437
PARKING REMINDERS!

➤ Pioneer Heights residents can park their motor vehicles in parking lots C and C1; University Village residents can park at the parking lot behind University Village.
➤ All such vehicles must be parked in designated areas and have an appropriate and valid CSUEB parking permit. Visit the CSUEB Parking & Transportation Office to learn more about student parking fees.
➤ Motorcycles, mopeds, or other gasoline-powered vehicles are not to be stored in or around the residence halls/apartments, building entrances, patios, or courtyards.
➤ All vehicles parked in the CSUEB parking lots must also be free of all types of fluid leaks. If the vehicle leaks, the owner will be held liable for any cleanup and/or damages that it may cause to the parking lot or other vehicles.
➤ Residents agree to accept financial responsibility for any loss or damage to personal property or personal vehicle belonging to them, their guests, and their invitees that may be parked in the CSUEB parking lots caused by theft, fire, vandalism, or any other cause. Student Housing assumes no liability for any such loss.
➤ When you order a parking permit online and use your Student Housing mailing address it will be sent to the Parking and Transportation office which is located in the SF building suite#140. For more questions, contact Parking & Transportation services at 510-885-3790.

WIFI

➤ Pioneer Heights Residents: Connect to the CSUeB Wi-Fi network using their Net ID and password at any location in Student Housing, including the community rooms, study rooms and lounges, the quad area, and the Dining Commons.
➤ University Village Residents: Connect to the “UVHAYWARD” wi-fi network which is considered an off-campus network. In order to connect to the wi-fi network, instead of your Net ID and its password, please use “UVHAYWARD” as username and “goodpeople” as the password.

MAIL, PACKAGES & MORE

➤ Mail & Package Delivery: Letters will be placed in students’ assigned mailbox unless otherwise communicated with students. Students may be emailed to pick-up CSUEB Official Documents during peak times.
➤ Delays in Receiving Mail – If letters and packages are misaddressed, it will cause a delay in delivery and it may be sent back. If the package contains the wrong name or nicknames, it will be sent back. If a package has not been picked up after 30 days, it will be sent back. If a student does not live on campus and receives mail, it will be sent back.
➤ Packages - Once packages arrive via their designated carrier our staff will log the package into our system and you will be notified via your Horizon email to pick up your package.

RECEIVING A LETTER? SHARE THIS MAILING ADDRESS:

[First Name] [Last Name]
1901 Harder Road
Mailbox Box [#]
Hayward, CA 94542

**Please note that, at the mailing address above, the “Box” number is your mailbox number and NOT your room or apartment number!!**
COUNSELING in Pioneer Heights

6PM - 8PM ON MONDAYS
1PM - 5PM ON THURSDAYS

STUDENTS CAN CALL THE SHCS FRONT DESK AT (510) 885-3735 TO BE SCHEDULED WITH CHRISTIAN DOODY

(SPECIFY ABOUT APPOINTMENT IN HOUSING)

SHCS Student Health and Counseling Services
(510)885-3735
shcscounseling@csueastbay.edu
www.csueastbay.edu/shcs