

OTIS

SUMMER

LOS ANGELES

OF

COLLEGE PREPARATION PROGRAM

ART 2015

STUDENT HANDBOOK

**IMAGINE
CREATE
CONNECT**

Otis College of Art and Design

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I. Summer of Art Overview

Summer of Art is an intensive, four-week, pre-college program for students, ages 15 and older, who wish to experience art and design in an inspiring art college environment. While at Otis, students experience what it is like to be enrolled at one of the top art colleges in the country. Serious young artists seeking to strengthen and enhance their art skills, as well as students with limited art training, are invited to participate. Summer of Art is not suited for students in search of a recreational program.

Courses are rigorous and required outside assignments supplement all in-class coursework. The week is divided between hands-on studio courses in chosen Specialization and Foundation Studio Courses. Course sizes are small, ensuring personalized in-depth learning. Studios are equipped with the tools that art and design professionals use.

A. Class Schedule

All classes meet from 9:00am - 4:00pm, Monday through Friday, with a one-hour lunch break. Specialization Courses meet three days per week (Monday/Wednesday/Friday or Tuesday/Wednesday/Thursday) and Foundation Studio Courses meet two days per week (Monday/Friday or Tuesday/Thursday). Please refer to the schedule of classes for meeting days. Students receive their finalized class schedule with room and faculty assignments at check-in on the first day of the program.

B. Faculty

Courses are taught by award-winning instructors who are practicing professionals, many of whom teach in Otis' undergraduate and graduate programs. Contact with instructors provides a glimpse of the working lives of professional artists and designers, and introduces some of the many career choices available in the art and design fields.

C. Final Exhibition

A culminating exhibition highlighting student work takes place on the last day of the program (July 31, 2015). Each student, with help from the faculty, selects his or her best work for the exhibition. Artwork is presented throughout the campus, creating a festive atmosphere for students, family, and friends. Detailed information is provided closer to the event.

D. Supplies

The cost for supplies varies depending on the chosen course. Students should estimate that materials will cost between \$200 and \$400. Supply lists are sent prior to the start of the program. Students should bring their supplies on the first day of their Specialization and Foundation Studio classes. Students do not need their supplies on July 6 (Creativity Orientation). *Fashion students have the option to purchase a supply kit on the first day of Fashion classes. Details regarding the Fashion supply kit are provided in the confirmation packet.*

II. Academic Policies and Procedures

Otis is committed to providing a productive and educational art environment. Policies have been put in place to ensure this for all Summer of Art participants.

A. Accreditation

Otis College of Art and Design is fully accredited by the Western Association of Schools and Colleges (510.748.9001) and the National Association of Schools of Art and Design (703.437.0700).

B. Attendance Policy

Attendance policies are strictly enforced. Instructors take attendance each day. In the event of an absence, students must notify the Summer of Art office at 310.665.6864. A student who misses three classes from their Specialization Course, and/or two classes from their Foundation Studio Course will be subject to removal from the program without a refund. The last day to officially withdraw from the program is Monday July 13, 2015 by 5:00pm. (Please see page 11 for refund policy.)

C. Grades and Credit

Students attending for college-level credit will be awarded credit upon the successful completion of the four-week program. Grades are sent out by the Office of Registration and Records via U.S. mail after the conclusion of Summer of Art. Please allow four to six weeks. The Specialization Course is worth 2 units of credit and the Foundation Studio Course is 1 unit of credit. Evaluation of course work is indicated by the letter grades "A" through "F". Credit toward the Otis BFA program is awarded at the discretion of the Undergraduate Major Chair. Dismissal from the program, for any reason, will result in an "F".

D. Registration Rules and Procedures

Since space in each Specialization Course is limited, early registration is advised. Incomplete registrations will not be processed and space is not reserved until 1) Otis receives all requested information and 2) registrant receives confirmation from the College.

As completed registrations arrive, Specialization Courses are assigned. Since space is limited, Otis cannot guarantee first-choice selection. If a Specialization Course is full, you will be contacted regarding your second choice. If you choose to be placed on a waiting list for a closed course, you cannot be guaranteed a space in your second choice. If registrants have questions regarding enrollment in a particular course, please call 310.665.6864.

Full payment must be received by May 26th. Students who register after May 26th must remit tuition and fees in full at the time of registration. Payment of tuition and fees may be made by check, Visa, or MasterCard. Make checks payable to Otis College of Art and Design. Please write the name of the student on the check or money order to ensure proper credit.

E. Student Work

Ownership of Work

All artwork, projects, and other work done by any student while studying at the College, or during any official College activity off-campus, are created for educational purposes. The College reserves the right to retain any student work for exhibition or publication, and each student grants to the College such rights to all student work and photographs. When the College has no further need of the student's work, it will be returned to the student if so requested in advance. Although the College will take caution in the care and handling of the student's work, the student releases the College from any liability for the loss, theft, or damage of any student work in its possession or control.

Unclaimed Student Artwork

Otis College will dispose of any unclaimed materials or work left by Summer of Art students, after 4:00pm on the last day of the program. Any work blocking a fire exit, left in a hallway or other non-storage area, or in any way interfering with the normal activities of the College, will be disposed of without notice. The College will assume no liability for loss, theft, or damage of any student work at any time.

F. Transcripts

Transcripts are processed through the Office of Registration and Records, not through the Summer of Art office. To request official or unofficial transcripts students should contact the Office of Registration and Records. Transcript request forms are available on the Otis website at www.otis.edu or through the Registration Office at 310.665.6950. Transcript fee: \$5 per transcript.

III. Facility Information

A. Campus & Facilities

Otis College of Art and Design, located on the west side of Los Angeles, is a five-acre campus in the heart of Southern California's technical film, digital imaging, and toy industries. The nearby coastal communities of Venice, Marina Del Rey, and Santa Monica are home to many of Los Angeles' most important art studios and galleries.

All courses, with the exception of Fashion Design, are held on Otis' Goldsmith Campus, in Westchester. Fashion Design courses take place at Otis' Fashion Campus at the California Market Center in Downtown Los Angeles. Transportation is provided to and from the Fashion Campus from the Goldsmith Campus.

Coursework is reinforced through the use of Otis' facilities that may include: The Millard Sheets Library, the video lab, the photography lab and lighting studio, the laboratory press, The Frederick Monhoff Printing Lab, the woodshop, model shop and metal shop, and the computer center. The Galef Center for Fine Arts houses two-art galleries: the 3,568-foot Ben Maltz Gallery exhibiting local to international art and the Bolsky Gallery displaying student work.

B. Computer Center

The Computer Center is a fully functional student computing environment supported by a full-time technical support staff. Technical assistance is available during open access hours, which are posted on the main lab door in A401 or at www.otis.edu/acs. The Computer Center consists of the Open Access Lab, Color Print Center, and Computer Classrooms. The Open Access Lab contains MacOS and Windows workstations, Wacom Tablets, flatbed color scanners, and tabloid laser printers on a high speed network. Lab access is determined based on specific Summer of Art Specialization Courses and is available during the posted open access hours. The computer classrooms consist of over ten separate labs, each with MacOS or Windows workstations including a scanner, printer, and digital projector. Three of the classrooms contain Wacom Cintiq drawing tablets at each station. The classrooms are designated for computer classes only and are not available for open access computing during those times. In addition to the Open-Access Lab computers, there are also computers designated for word processing and Internet usage located in the Library on the third floor. During summer and college breaks, the computer lab operates with reduced access hours. Please refer to the posted hours outside the lab during these periods.

Otis College computers are to be used solely and exclusively for specifically assigned class work. Summer of Art students should have no expectation of privacy in his/her use of the computers.

C. Identification Cards

All students receive a Summer of Art identification card on the first day of classes at check-in. Identification cards and class schedules are used to establish a student's identity as a currently enrolled student at the College. Students are encouraged to treat the Student ID card as you would any important document and to take care not to lose it. Replacement cards are issued through the Otis Continuing Education and Pre-College Programs office, 2nd floor, Room 208 in Ahmanson Hall.

D. Library

The Otis Library is open to Summer of Art students during regular library hours. Students may access the Internet in the library, if needed. Summer of Art students may NOT check out library resources (i.e. books, videos, etc.).

E. Lockers

Lockers are available on a "first-come, first-served basis" and are assigned by Technical Support Services. Sign up at the Tool Crib on the 7th floor of Ahmanson Hall. Bring a lock and your Summer of Art identification card. Lockers are the only official storage areas for student artwork and materials. Lockers are to be kept locked at all

times. Otis is not liable for material left in your lockers or other parts of the building. Students are responsible for the condition of their lockers and will be charged for any necessary repairs.

Lockers must be cleared out by the last day of Summer of Art. Any lockers occupied after that time will result in the removal of the lock and the disposal of the contents. For additional information please refer to the Locker Policy, which is issued to each student upon assignment of a locker.

F. On-Campus Parking

Parking permits for the Goldsmith campus are available at no additional cost through the Office of Registration and Records, located on the 2nd floor in Ahmanson Hall. *Parking permits will be distributed on the first day of classes at check-in.*

Vehicles parked on College grounds must display a permit at all times. Vehicles without a valid Otis parking permit will be cited and/or towed by the LAPD. Students are expected to follow all posted signs and placards, and park in designated spaces only. Tickets will be issued to individuals parked in more than one space, in a reserved space, or in areas assigned for visitors, disabled persons, or carpool parking. All vehicles parked in Visitor Parking must display a valid visitor permit, available at the front desk in Ahmanson Hall. All parking violations carry a minimum fine of \$35. Student fines will be posted to student accounts. Some violations also carry additional fines assessed by the city and/or county government. Unpaid fines are considered holds on a student's account and will prevent the student from registering for classes, obtaining transcripts, and/or completing other College business.

For students in the Fashion Design Specialization who wish to drive directly to the California Market Center, parking is available for a \$30.00 fee with a current Summer of Art schedule. Parking passes are obtained through the California Market Center parking office. Students must present their Summer of Art schedule at time of purchase. For further instructions on obtaining this parking pass, please call the Summer of Art office at 310.665.6864.

IV. Financial Information

A. Discounts

Otis is pleased to offer the following discounts to Summer of Art students. Each discount is worth \$100 and there is a two discount maximum.

- Early Enrollment (Must be received by Friday, May 1, 2015)
- Otis Alumni (includes graduates and current students of all Continuing Education and Pre-College Programs, BFA, and MFA programs, and extends to immediate family members only)
- Ryman Arts (extends to immediate family members only; must present confirmation from Ryman Arts)
- KCRW Members (Must present Fringe Benefits card upon enrollment)

B. Insufficient Funds or Declined Credit Cards

Students whose checks are returned for insufficient funds will be charged a \$50 penalty. The College cannot assume a student has withdrawn from the program because a check has not cleared or has been stopped; payment and penalty remain due. If sufficient payment is not made within 48 hours of notification, students whose checks have been returned may no longer attend classes. The same policy applies to students with declined credit cards.

C. Overdue Accounts

If a student's account accrues a balance due (payment due, returned check, and/or dishonored credit cards, etc.) that remains unpaid for more than fifteen (15) days, the account will be assigned to a collection agency. All such accounts will be charged collection costs, including but not limited to collection agency fees, legal fees, and court costs. This information will be disclosed to credit reporting organizations.

D. Tuition and Fees

Program Type	Full 5-Day, weekly	3-Day, weekly	2-Day, weekly
Includes	3-Day Specialization Course and 2-Day Foundation Studio	Specialization Course Only	Foundation Studio Only
Tuition*	\$2952	\$2560	\$1280
Activity Fee**	\$121	\$121	\$121
Student Accident Insurance**	\$14	\$14	\$14
Total Cost	\$3087	\$2695	\$1415

*Tuition includes a non-refundable \$200 deposit

**Fees are non-refundable

Housing:	\$1517.00
Refundable Deposit (less damage/cleaning charges):	\$150.00
Total Housing:	\$1667.00

Payment for housing is separate from the payment for tuition and fees. Payments can be made via credit card (preferred method) or through check made payable to Otis College.

Additional Expenses (not included in tuition and fees)

Food per day: (estimated)	\$20 - \$25
Personal: (entertainment, etc.)	\$50 - \$150
Art Supplies: (estimated)	\$200 - \$400

E. Withdrawal and Refund Policy

The \$200 deposit is non-refundable. Students who withdraw before Summer of Art begins are refunded 100% of tuition, less the deposit and fees.

If a student withdraws by:	Refund:
1st day of program (before 5:00pm)	80%, less deposit and fees
2nd day of program (before 5:00pm)	70%, less deposit and fees
3rd day of program (before 5:00pm)	50%, less deposit and fees
3rd day of program (after 5:00pm)	No refund is available

Refunds take six weeks to process. Payments made by credit card will be refunded back to the credit card account. Failure to properly withdraw from a course by Monday, July 13, 2015 will result in an "F" grade. Students must submit a withdrawal request in writing to the Otis Continuing Education and Pre-College Programs office in person, by mail, email, or fax, no later than 5:00pm, Wednesday, July 8, 2015 to receive a partial refund.

V. General Information

A. Carpool

Otis encourages carpooling. See the Car Pool Information form, which is located in the “Forms” section of this handbook.

B. Food Services

The Otis Café is located on the first floor of the Ahmanson Building and provides a diverse menu including hot entrees, salads, and snacks. The community surrounding the campus also offers a variety of restaurants, cafes, and grocery stores within easy walking distance.

C. Lost and Found

The Security Desk in the Ahmanson Hall lobby serves as the College’s lost and found site. If you find an item that may have been lost, please take it to the Security Desk. To increase your chances of having lost items returned: write your name and phone number in your books and notebooks; use laundry-proof marking pens for clothing and bags; and inscribe items such as cameras using an electric engraver, which can be borrowed from the tool crib. Items brought to lost and found will be held for one month, after which, items will be disposed of.

VI. Program Policies

Parents/guardians and students are required to affirm their knowledge and acceptance of the following policies and rules. A statement relaying the policies and rules must be signed by a parent/guardian and the applicant before Check-in.

A. Academic Field Trips

Field trips and off-campus tours of galleries, working studios, or other College related off-campus activities are part of the student's educational experience. Parents/guardians or students 18 years of age and over, must sign a field trip waiver for each off-campus outing. Academic Field Trip forms may be mailed prior to the beginning of the program or distributed at the beginning of the program. The College expects that students will conduct themselves in a professional manner at all times during on and off-campus activities. The *Code of Student Conduct* applies to all College events on and off-campus. Signed forms may be mailed in, emailed to soa@otis.edu, or faxed to the Continuing Education and Pre-College Programs office at 310.665.6854.

B. Alcohol and Other Drug Policy

The illegal or abusive use of alcohol and/or other drugs by students, faculty, or staff adversely affects Otis' commitment to provide an environment of excellence in teaching, working, and learning. To comply with the Drug-Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of the College are prohibited from the possession, use, or distribution of any illegal drugs (as defined by the statutes of the State of California and/or the Federal government) in any Otis facility or at any Otis function.

California law prohibits the consumption of alcoholic beverages by persons under the age of 21. Underage drinking and public intoxication are unacceptable, and those who violate these standards will be subject to disciplinary action. Alcohol is not allowed on campus during periods when classes are in session, at any public event to which students are invited, or during normal business hours.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest by local police in order to ensure the student's health and safety and/or a conduct charge for failure to comply.

Parental Notification Policy

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Associate Director of Pre-College Programs and the Assistant Dean of Student Affairs (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the College alcohol and drug policy.

Illegal Drug Policy

Students are prohibited from the selling, manufacturing, distributing, possessing, and/or using illegal drugs on or off College property or at College-sponsored events in accordance with federal, state, and local laws. Otis does not permit the use of marijuana for any purpose on College property even if the use meets the qualifications of the California Compassionate Use Act, Proposition 215. Therefore, even employees and/or students who qualify under Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use marijuana on Otis owned or controlled property (including but not limited to residence halls, academic buildings, leased facilities, and parking lots), or during an Otis-sanctioned activity or events regardless of the location.

Examples of violations include the following:

- Misuse of over-the-counter drugs;
- Misuse or sharing of prescription drugs;
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug;
- Possessing paraphernalia (i.e., rolling papers, pipes, bongos, etc.) for intended or implied use of any form of illegal drug;
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another;
- Using mail services to purchase, pass, or distribute illegal drugs;

Students found in violation of the above policy will be subject to disciplinary action and are subject to all legal sanctions under federal, state, and local law for any offenses involving illegal drugs on College property or at College activities.

Enforcement

Students who violate this policy will be subject to discipline, up to and including immediate removal from the program without any refund of any kind and/or the receipt of a grade of “F”. The College also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws. Violations of local, state, and federal laws and ordinances may result in misdemeanor or felony convictions and/or the imposition of other legal sanctions, including but not limited to fines, imprisonment, forfeiture of personal and real property, loss of driving privileges, and required attendance at substance abuse education or treatment programs.

The use or abuse of alcohol and other drugs can adversely affect a student’s learning process and creative art making, safety and health, and constitutes a potential danger to the welfare and safety of others. The College believes this policy will assist in providing a safe, drug-free, secure environment for the protection of its employees and students.

The College encourages students with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. Please contact the Student Affairs Office for further information at 310.665.6960.

Please refer to the Summer of Art *Code of Student Conduct*.

C. Computer Network and Internet Access Policy

The computer network is the property of the College and may be used only for legitimate College purposes. A user expressly waives any right of privacy in anything he or she creates, stores, sends, or receives using the College’s computer equipment or Internet access. A user consents to allow College personnel access to and review of all materials created, stored, sent, or received by the user through any College network or Internet connection. The College has the right to monitor and log any and all aspects of its computer system including, but not limited to, Internet sites visited by users, e-mail traffic, chat and newsgroups, file downloads, and all communications sent and received by users. The College has the right to utilize software that makes it possible to identify and block access to Internet activities that limit computer and network resources.

The downloading, possession, distribution, or copying of a copyrighted work—for example, a document, photograph, piece of music, or video—is an infringement of copyright unless the person downloading is properly authorized to do so by the copyright owner. Without proper authorization from the copyright owner, these activities are prohibited. All computer equipment, software, and facilities used by students and employees are proprietary to Otis College of Art and Design. Otis reserves the right to withdraw any of the facilities privileges provided by the College if the College considers that a student’s use of them is in any way unacceptable.

D. Disclaimer

Otis College of Art and Design reserves the right in its sole discretion, to deny any persons registration or enrollment in, or admittance to, any Continuing Education or Pre-College course including Summer of Art.

E. Equal Opportunity and Nondiscrimination Policy

Otis College of Art and Design is an equal opportunity employer and educator, firmly committed to providing an environment in which people respect the rights of others to live, work, and learn in peace and dignity, and to have equal opportunity to realize their full potential as individuals and members of society. Otis does not discriminate on the basis of race, color, religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, sexual identity, marital status, family care status, veteran status, age, disability, medical condition, national or ethnic origin, or any other protected category under state or federal law in the administration of its student admissions, employment, access to programs, or administration of educational policies.

Otis will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or fundamentally alter the nature of the service, program, or activity.

This prohibition against discrimination includes engaging in behavior that may

- Threaten the physical safety of any member of the community;
- Create an educational environment hostile to any member;
- Discriminate against another person or persons; or
- Inflict physical, emotional, or mental injury to, or provoke a violent response from, a reasonable person.

Students with questions regarding this policy or believed instances of discrimination on the basis of any of these criteria should be brought to Amy Gantman, Dean of Continuing Education and Pre-College Programs, Otis College of Art and Design, 9045 Lincoln Boulevard, Los Angeles, CA 90045, 310.665.6850. The College will not retaliate against anyone for filing a complaint made in good faith and will not knowingly permit retaliation by management, faculty, staff, or student

F. Hazing

All acts of hazing as defined by this policy, by any individual student or sanctioned or promoted by any College registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm to any other person within the College community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

Any student or organization found to be involved in any hazing activity will face conduct action and may be subjected to suspension or expulsion from the College. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused.

The law of California makes it a criminal offense for anyone to participate in hazing. Otis policy is based upon the proposition that students are entitled to be treated with consideration and respect. Otis regulations on hazing are synonymous with state law as follows (Calif. Penal Code §245.6):

a. It shall be unlawful to engage in hazing, as defined in this section.

b. "Hazing" means any method of pre-initiation or initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community College, College, university, or other educational institution in this state. The term hazing does not include customary athletic events or school sanctioned events.

c. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

d. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

e. The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

f. Prosecution under this section shall not prohibit prosecution under any other provision of law.

G. Nonmotorized Vehicles

The use of skateboards, bicycles, in-line skates, and any other nonmotorized transportation shall be allowed only as a means of transportation on public sidewalks and streets immediately adjacent to College property. Skateboards, bicycles, in-line skates, and other nonmotorized vehicles are not permitted for use inside any Otis facility or building, on the College grounds, or in the parking structure. Bicycles must be placed on the bike racks outside. Violators will be subject to appropriate disciplinary action.

H. Personal Property

The College does not have property insurance for student possessions, and it accepts no responsibility for any personal possessions or property of students.

I. Presence of Animals on Campus

Animals, with the exception of service animals that provide assistance (e.g. seeing-eye or therapy dogs) are not permitted on campus except as permitted by law. Students with service animals must register the animal with Students with Disabilities Services.

J. Sexual Misconduct Policies

Sex/Gender Discrimination Policy—Title IX

The College is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 ("Title IX"). As such, discrimination on the basis of sex or gender will not be tolerated in any of College's education programs or activities. Such discrimination includes, but is not limited to, the following: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; relationship violence; and failure to provide equal opportunity in admissions, activities, or employment. Student workers will be covered by this policy, and may also fall under the jurisdiction of human resources, which will jointly resolve all complaints with the Assistant Dean of Student Affairs.

The College Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding the College's procedures and Title IX may be directed to the following resource:

Carol D. Branch, Ph.D.
Director, Student Resources Center and Title IX Coordinator
Office of Student Affairs
9045 Lincoln Boulevard, Los Angeles, CA 90045

(310) 846-2554
cbranch@otis.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
OCR@ed.gov
www.ed.gov/ocr

The College will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of sixty (60) days or less. The complaining party will receive periodic status updates on the progress of the complaint and any subsequent appeals. During the investigation and/or grievance process for complaints of sex discrimination, the College may take a number of interim actions in order to ensure the preservation of the educational experience and the overall College environment of the party bringing the complaint. These actions may include, but are not limited to, the following: imposing a no contact order on the responding party; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties and interim suspension of the responding party. To read more about Title IX of the Education Amendments of 1972, please visit www.dol.gov/oasam/regs/statutes/titleix.htm.

Sexual Harassment and Misconduct Policy

Otis College of Art and Design expects that all members of the community—students, faculty, staff, guests, and visitors—should be able to pursue their work and education in an environment free from sexual misconduct, violence, harassment, and intimidation. The College does not tolerate sexual misconduct, violence, harassment, or intimidation within the work or academic environment. Sexual harassment occurs when sexual advances, requests for sexual favors, or any conduct of a sexual nature is made a condition of an individual's employment, appointment, admission or academic evaluation, or used as a basis for evaluation in personnel decisions or academic evaluations. Any sexual misconduct that purposely or effectively interferes with an individual's work or academic performance or creates an intimidating, hostile, offensive, or otherwise adverse working or learning environment, is a direct violation of this policy. Such examples may include, but are not limited to, the following: sexual harassment, sexual violence, sex or gender-based bullying, hazing, stalking, relationship violence, and failure to provide equal opportunity in admissions, activities, employment, or professional development.

Students with questions regarding this policy or believed instances of harassment or sexual misconduct should be brought to any of the following individuals: Assistant Vice President for Student Success/Dean of Student Affairs at lkiralla@otis.edu, Title IX Coordinator cbranch@otis.edu, or complete an online "Incident Report" to initiate a complaint process at www.otis.edu/forms/students/student-incident-report/. Students will not be disciplined or discriminated against in any way for sexual harassment inquiries or complaints made in good faith. If harassment or sexual misconduct is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, to serious sanctions, up to and including dismissal from the College.

Sexual Assault

Otis College of Art and Design prohibits rape, acquaintance rape, and sexual assault. Sexual assault is a violation of the College's *Code of Student Conduct*, as well as a violation of the law. In an effort to reduce the risk of sexual assault occurring among its students, the College provides awareness and prevention programming. These

outreach efforts are coordinated by Student Counseling Services. The Office of Housing and Residence Life and Title IX Coordinator also coordinate these programs. For information, call (310) 846-2639.

In the event that a sexual assault does occur, the College takes the matter very seriously. A student who is found to have committed sexual assault on or off campus is subject to immediate suspension or dismissal from Otis. If a student is accused of sexual assault s/he is subject to disciplinary action in accordance with the stated code of conduct in this publication. To report an incident contact the Dean of Student Affairs (310) 665-6960 or security at (310) 665-6965. Anyone with knowledge about a sexual assault is encouraged to report it immediately. If you are sexually assaulted, it is important that you do as follows:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, let a security guard know if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support to assist you in the crisis.
3. You can contact counseling services at (310) 846-2639, or call Dr. Fred Barnes, Director of Counseling Services, at (818) 522-0796.
4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 72-hours, is important. The Santa Monica Rape Treatment Center will arrange for a specific medical examination at no charge. To preserve evidence, it is best that you do not bathe, shower, douche, or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.
5. Even after the immediate crisis has passed, consider seeking support from Student Counseling Services at Otis, the Santa Monica Rape Treatment Center, or the Valley Trauma Center.
6. Contact the Dean of Student Affairs at (310) 665-6961 if you need assistance with College-related concerns.

Santa Monica–UCLA Medical Center
1250 Sixteenth Street
Santa Monica, CA 90404
310.319.4000

Valley Trauma Center
7116 Sophia Ave.
Van Nuys, CA 91406
818.756.5330
www.valleytraumacenter.org

Legal Definitions

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to a disability or intoxication. Many rapes are committed by someone the victim knows, such as a date or friend.

Under California law, rape is sexual intercourse against the will of the victim that can occur under a variety of circumstances, including the following:

- Where the victim is prevented from resisting due to alcohol or drugs;
- Where the assailant uses physical force or the threat of force to overpower and control the victim;
- Where the victim fears that she or he or another will be injured if the victim does not submit;
- Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant;
- Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant;
- Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person;
- Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim; and

- Where the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”

The complete California Rape Law is contained in Section 261 of the Penal Code. The spousal rape law is set forth in Section 262.

Affirmative Consent

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Finally, there is a difference between seduction and coercion; coercion is defined as unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

Other Sexual Assaults

Besides rape, other sexual assault crimes include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

Violations of the College Sexual Misconduct Policy

Sexual misconduct is a serious offense and such violations are subject to any combination of conduct sanctions including expulsion from the program. As stated in the Continuing Education Catalogue, Otis College of Art & Design reserves the right, in its sole discretion, to deny any persons registration or enrollment in, or admittance to, any Continuing Education or Pre-College course or program. The forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning to expulsion can be applied, depending on the nature of the misconduct.

a) Sexual Harassment: Gender or sex-based verbal or physical conduct that has the effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment. There are two types of sexual harassment defined here, and harassment may also be found under the retaliation policy, below:

1. Hostile Environment includes situations in which there is harassing conduct that is sufficiently severe, pervasive/persistent, and objectively offensive so that it alters the conditions of education, from both a subjective (the alleged victim's) and objective (a reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all the circumstances. These circumstances could include, but are not limited to, the following:
 - The frequency of the speech or conduct;
 - The nature and severity of the speech or conduct;
 - Whether the conduct was physically threatening;
 - Whether the speech or conduct was humiliating;
 - The effect of the speech or conduct on the alleged victim's mental and/or emotional state;
 - Whether the speech or conduct was directed at more than one person;
 - Whether the speech or conduct arose in the context of other discriminatory conduct;
 - Whether the speech or conduct unreasonably interfered with the alleged victim's educational or work performance; and

- Whether a statement is a mere utterance of an epithet which engenders offense in a student or offends by mere discourtesy or rudeness.

2. Quid Pro Quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in educational or employment action.

b) Nonconsensual Sexual Intercourse (or attempts to commit the same):

- Any sexual intercourse (anal, oral, or vaginal),
- however slight,
- with any object,
- by a person upon another person,
- without consent and/or by physical force

c) Nonconsensual Sexual Contact (or attempts to commit the same):

- Any intentional sexual touching,
- however slight,
- with any object,
- by person upon another person,
- without consent and/or by physical force

d) Sexual Exploitation: Taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to, the following:

- Prostituting another student;
- Nonconsensual video or audio recording of sexual activity;
- Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one's consensual sexual activity;
- Engaging in voyeurism (Peeping Tommerly); and/or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

e) Retaliation exists when an individual harasses, intimidates, or takes other adverse actions against a person because of the person's participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The College will impose sanctions on any faculty, student or staff member found to be engaging in retaliation.

Confidentiality and Reporting Sexual Misconduct

College officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the College nor the law requires them to divulge private information that is shared with them, except in the rare circumstances. The following describes the three reporting options at College:

1. Confidential Reporting: If you would like the details of an incident to be kept confidential, you may speak with on-campus counselors, off-campus rape crisis resources, or clergy/chaplains who will maintain confidentiality. Campus counselors are available to help you free of charge and can be seen on an emergency basis during normal business hours.
2. Private Reporting: You may seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address sexual misconduct, such as resident advisors (RAs), faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you and can help you make decisions about who can help you best. Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect your privacy to the greatest extent.
3. Formal Reporting Options: You are encouraged to speak to College officials, such as the Title IX Coordinator, Dean or Assistant Dean of Student Affairs, and Campus Security to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Risk Reduction Tips

Tips like these tend to make victims feel blamed if a sexual assault occurs. It is never the victim's fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. That said, only a rapist or an empowered bystander can intervene to prevent a rape or assault. Generally, an assault by a known offender will follow a four-step pattern:

- An individual's personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
- If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
- The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
- The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less

likely to become a victim of rape. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

- Make your limits known before things go too far.
- Give clear messages. Say “yes” when you mean yes and “no” when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor “NO” clearly and loudly, like you mean it.
- Try to extricate yourself from the physical presence of a sexual aggressor.
- Grab someone nearby and ask for help.
- Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
- Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, gestures, and eye contact.
- Be forceful and firm when necessary. Don’t be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
- Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow “politeness” to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
- Trust your feelings or instincts. If a situation does not feel comfortable to you or you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Do not make assumptions about the following:
 - Consent;
 - Someone’s sexual availability;
 - Whether a person is attracted to you;
 - How far you can go; or
 - Whether a person is physically and mentally able to consent to you.
- Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
- Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.
- Do not take advantage of someone’s drunkenness or drugged state, even if he/she did it to him/herself.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
- Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
- On this campus, silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and nonverbal communication and body language.
- Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

References

Greenfield, L.A. (1997). Sex offenses and offenders [Electronic version]. U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics. Retrieved July 26, 2010, from: www.bjs.ojp.usdoj.gov/index.cfm?ty=pbdetail&iid=1146.

Sex Offenders

In accordance to the “campus sex crimes prevention act” of 2000, which amends the Jacob Wetterling crimes against children and sexually violent offender registration act, the Jeanne Clery Act, and the Family Educational Rights and Privacy act of 1974, Otis College of Art and Design is providing a link to the California State Sex Offender Registry. All sex offenders are required to register in the state of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student. See www.meganslaw.ca.gov. In addition to the above notice to the state of California, all sex offenders are required to deliver written notice of their status as a sex offender to the College’s Dean of Student Affairs no later than three (3) business days prior to their enrollment on the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the Otis community, and may be considered by the College for enrollment and discipline purposes.

K. Smoking on Campus

The legal smoking age is 18 years of age or over. Smoking and/or consuming tobacco or any other tobacco-related products is prohibited inside all campus buildings, instructional areas (workshops, etc.), gallery and studio spaces, within the parking structure, and residence halls.

For the purposes of this policy, tobacco-related products shall include all those containing either tobacco as an ingredient or any chemical derivatives and byproducts of tobacco (i.e., nicotine). Tobacco-related products include cartridges for smokeless cigarettes, electronic cigarettes, hookahs, and portable vaporizers.

Please refer to the Summer of Art *Code of Student Conduct*.

L. Student Education Records

The Family and Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

- The right of the student to inspect and review his/her education records within 45 days from the day the College receives a request for access. Students should submit a written request that identifies the record(s) they wish to inspect to the Registrar, Dean of Student Affairs, Department Chair, or other appropriate officials. The College official will make arrangements for access and notify the student of the time and place where the records may be viewed. If the requested records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of education records that the Student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right of consent to disclosures of identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits

disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position, including a member of law enforcement unit personnel and health staff; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks.

A College official has legitimate educational interests if the official needs to review an education record in order to fulfill his or her professional responsibility. The College may disclose certain information, known as directory information, at its discretion without consent. Students may refuse to let the College release any or all of this information. If a student does not want this information released, the student must send written notice annually to the Office of Registration and Records. Forms are available from that office. The College has established the following student information as public or directory information: student name, address, telephone number, birth date, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The Office that administers FERPA is Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

M. Summer of Art Code of Student Conduct

Inherent Authority

The College reserves the right to take any and all appropriate action that it deems necessary to protect and ensure the safety and well-being of the campus community.

Student Conduct Policies

Students are members of the College community and society at large. Students are expected to comply with all federal, state, and local laws as well as with the policies of the College. Students will be accountable to both civil

authorities and to the College for acts that constitute violations of law and of this Code. Generally, discipline will be imposed only when violations occur on College premises or at College functions. However, a student whose misconduct has a direct and/or distinct adverse impact on the College community, its members, and/or its educational objectives will be subject to discipline regardless of where or when the conduct occurred.

Grounds for Discipline

Discipline may be imposed for a violation of, or an attempt to violate the Code. The lack of intent will not be considered in the determination of whether a violation or attempted violation has occurred. Violations, or attempted violations, include but are not limited to:

1. All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Other forms of dishonesty, including but not limited to fabricating information or knowingly furnishing false information to the College or officials acting in the performance of their duties on behalf of the College.
3. Alteration, forgery, or misuse of College documents, records, keys, devices or identifications.
4. Theft or the attempted theft of College property or services or the property of others on College premises or at any College function, or knowingly possessing stolen property.

5. Intentionally or recklessly mutilating, defacing, damaging or destroying College property or the property of others (including works of art) on College premises or at any College function.
6. Unauthorized entry to, possession of, receipt of, or use of College property, equipment, or resources.
7. Interference with, or willful negligence of, the security of any College facility.
8. Physical abuse, verbal abuse, threats, intimidation, hazing, harassment (including but not limited to sexual harassment), sexual contact without permission, stalking, coercion, and any other conduct which threatens or endangers the health or safety of a student, faculty member, administrative officer, staff member or guest of the College.
9. Disruption of, interference with, or obstruction of teaching, administration, or any campus activity.
10. Lewd, disorderly, disruptive, or abusive conduct.
11. Failure to identify oneself to, or comply with, a College security guard, a College official, or other law enforcement official.
12. Unlawful manufacture, distribution, possession, use, consumption, or sale of alcohol.
13. Unlawful manufacture, distribution, possession, use, consumption, or sale of any controlled substance as identified by federal or state law.
14. Possession, use of or threat to use explosive, incendiary materials, dangerous or noxious chemicals, or other dangerous materials, instruments, ammunition or weapons, including but not limited to real or facsimile or toy weapons, functioning or non-functioning weapons, loaded or unloaded weapons, and gas or spring loaded guns, on College premises or at College functions.
15. Exhibitions, installations, art projects, or performances within, on, or about any Otis premises without a valid Exhibition Contract with all required signatures.
16. Violation of any condition of a disciplinary action imposed under this Code.
17. Theft or abuse of computing facilities, equipment, software, data, or time.
18. Any act or omission that constitutes a violation of state, federal, or local laws.
19. Violation of any College policy, directive, rule, or regulation, including but not limited to Summer of Art Policies and Procedures, and the Student Housing Program rules and contract requirements.

In addition and notwithstanding the foregoing, the College hereby reserves the right to terminate and expel any student at any time for any reason because of violations of College policies.

Disclaimer

Otis College of Art and Design reserves the right in its sole discretion, to deny any persons registration or enrollment in, or admittance to, any Continuing Education or Pre-College course including Summer of Art.

N. Zero Tolerance Policy

Otis maintains a zero tolerance policy for all illegal activity, including the possession or use of drugs, alcohol, or firearms, whether on or off the Otis campus. Students who are in violation of any Otis policies, rules, regulations,

etc., or otherwise create an unsafe or unproductive situation or environment may be disciplined by Otis at its sole and exclusive discretion. The discipline may include dismissal of the student from the program without any refund and/or the receipt of a grade of "F". Prior to attending classes, each student and his or her parent/guardian must sign an acknowledgement form regarding these policies.

Parents/guardians and students are required to affirm their knowledge and acceptance of these policies and rules. A statement relaying the policies and rules must be signed by a parent/guardian and the applicant before Check-in.

VII. Health, Safety, and Well-being

A. Accident Insurance

All Otis students are automatically covered by the Student Accident Insurance Program for campus-related activities. In the event of an accident or injury, the student should immediately report the injury to the Office of Student Affairs. If students need to seek medical treatment, a claim form must be obtained from the Office of Student Affairs. The student should present the claim form to the medical provider at the time of the initial treatment.

B. Clery Act and Crime Report

The federal government mandates the disclosure of certain crime statistics so that students, employees, and families can be educated about the safety of College campuses.

Please be aware that these are statistics for the most severe forms of crime. Students should still be vigilant about their personal safety and take care of their personal possessions.

A guard is available 24 hours a day and is stationed by the front entrance of the Goldsmith Campus. The guards make regularly scheduled rounds of the building and its perimeter. Please contact the guards immediately at x6965 if you need assistance. If you need the Los Angeles Police Department or paramedic assistance, dial 911.

Specific crime reports are available online at www.otis.edu/safety and the reports detail crime statistics, as reported to the Dean of Student Affairs for the Goldsmith Campus, Fashion Design Location, Public Practice Studios, and the MFA Studios and Administration locations, and are provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The crime report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, and on public property. The crime report is prepared in cooperation with the local law enforcement agencies surrounding our locations, the Assistant Dean of Student Affairs, who oversees housing and student conduct, and the Chief Facilities and Operations Officer, who oversees campus security.

To request an individual hard copy of the campus crime statistics, please contact Peter Zaretskiy, Environmental Health and Safety Manager at (310) 665-6872 or facilities@otis.edu.

The following crime reports can be found online at www.otis.edu/safety:

- 2011–13 Crime Report for Goldsmith Campus
- 2011–13 Crime Report for Fashion Design Location
- 2011–13 Crime Report for Public Practice Studios
- 2011–13 Crime Report for MFA Studios and Administration Locations

For additional information regarding timely warnings, policy regarding enforcement authority, and all other campus safety resources, go to www.otis.edu/safety.

The federal government mandates the disclosure of certain crime statistics so that students, employees, and families can be educated about the safety of college campuses. Please be aware that these are statistics for the most severe forms of crime. Students should still be vigilant about their personal safety and take care of their personal possessions.

C. Disabilities / Americans with Disabilities Act

Otis complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the ADAAA, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in any services, programs, or

activities of Otis College of Art and Design. In carrying out this policy, the College recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and will provide reasonable accommodations to qualified individuals with disabilities to the extent that it is readily achievable to do so. The College is unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, or activity.

Students with questions about disabilities, accommodations or verification as well as those students with a documented disability should contact Students with Disabilities Services (SDS) (telephone (310) 846-2554; e-mail src@otis.edu) before accommodations are needed. SDS will verify documentation (or advise students as to the proper documentation needed) and send a “notification letter” to the relevant faculty. No faculty member can give accommodations without an official written request from SDS. Retroactive accommodations are not provided. All discussions will remain private.

D. Earthquake Preparedness

Earthquakes are a fact of life in Southern California. The following basic behaviors should become a routine part of a student’s life while at Otis:

- Maintain a three-day supply of nonperishable food, such as peanut butter, canned tuna, granola bars, and dried fruit.
- Keep three gallons of bottled water per person in your home.
- Make arrangements with your family or significant others for an out-of-state contact person. According to the telephone company, it may be impossible to telephone people in California, but possible to call those in other states.
- Have a flashlight and a pair of sturdy shoes under your bed.
- Do not place your bed directly under a window and do not hang heavy items such as pictures or a bookshelf, over your bed.

E. Fire Code

National and local fire and safety codes prohibit the use of any corridor, elevators, pathway, fire exit, or common area used as an exit, for exhibitions of any kind or nature whatsoever.

- The fire exit corridor is the area marked by the light gray tile. This area includes the hallway leading to the restrooms, stairwells, and elevators. This is the “central core” of the building and the fire exit corridor.
- No exhibition or installation may be allowed that creates an unsafe condition or hazard.
- Remember: People are generally injured in fires or earthquakes by tripping on their way to a fire exit; subsequently, they may get trampled to death by others.

F. Fire/Emergency Evacuation

All students, faculty, and other emergency planning staff are required to participate in fire drills, which are held from time to time. It is of utmost importance to maintain order and follow directions because the alarm system may indicate a real fire condition. Take your valuables, and re-enter only when administrative staff so instructs.

Fire Safety

In all cases when an employee, student, or visitor becomes aware of a fire, call the fire department (911) immediately. Activate the fire alarm in the building and proceed to the nearest safe location.

When calling 911, have the following information ready:

1. The name of the building.
2. Location of the fire within the building.
3. A description of the fire, and if known, how it started.

4. The phone number or extension that you are calling from.
5. Do not hang up until you are told to do so.
6. After you call 911 be sure to call Otis security personnel at 310.665.6965.

G. General Safety Tips

Although the areas surrounding the Otis Goldsmith Campus, MFA studios, and the Fashion Design location are relatively safe, please be cautious and aware of your surroundings.

1. There is safety in numbers. Walk in groups or use the buddy system, especially after dark.
2. Walk briskly and know your destination. If you see a person or persons who look suspicious, change your path and cross the street.
3. Walk in well-lighted and well-trafficked areas. Avoid shortcuts that take you through alleys, past heavy foliage, or near other places where someone might be hiding.
4. Do not walk talking on a cell phone or using other electronic devices. You will become a target when others see what you have.
5. Do not carry large amounts of cash. Do not wear expensive jewelry that draws attention to you. Carry bags, purses, or valuable equipment such as cameras and computers close to your body or out of sight.
6. Vehicles parked on the street can present an easy opportunity for thieves and vandals. Keep valuables out of sight in a locked trunk or leave them at home.

Whenever you live in an urban environment, you need to establish a file with pertinent information that will help you if you are the victim of a crime. Keep this file in a secure place other than your home or car. Your file should include the following:

- Credit card numbers and toll-free numbers to report lost or stolen cards
- The telephone number of your insurance agent
- Your license plate and vehicle identification numbers
- Your driver's license number
- An extra set of keys
- Your bank account numbers and the customer service number for your bank, in case checks are lost or stolen

H. Health Services

Otis does not maintain a health clinic or health personnel on campus. If a student is ill, a Summer of Art staff member will escort them, via shuttle or taxi, to the nearest Urgent Care center, unless it is an emergency (in emergency cases, 911 will be called). The four closest clinics to Otis are:

Concentra Urgent Care– LAX Airport
 6033 West Century Boulevard, Suite 200
 Los Angeles, CA 90045
 310.215.1600

Reliant Immediate Care
 9601 S. Sepulveda Boulevard
 Los Angeles, CA 90045
 310.215.6020

Playa Vista Medical Center
 6020 Sea Bluff Drive, Suite #1
 Playa Vista, CA 90094
 310.862.0400

Good Samaritan Hospital
 1225 Wilshire Boulevard
 Los Angeles, CA 90017
 213.977.2121

I. ICE Your Cell Phone

Enter a phone number into your cell phone's memory with the acronym ice, which stands for in case of an emergency, with the contact person's name and phone number.

J. Medical Insurance

The mandatory accident insurance does not provide coverage for medical or other health-related issues. Otis is not responsible for any medical costs incurred by the student, while participating in the Summer of Art program. All students should have adequate health care coverage and should be knowledgeable of their family healthcare provider. Parents/guardians are required to complete the Emergency Medical Treatment Form included in the "Forms" section of this handbook. Please staple a copy of your insurance card to the form.

K. Natural Disaster & Campus Information Telephone Line

Emergency Information Number (Crisis/Disaster): 888.751.7523

In the event of an earthquake or other significant crisis, Otis College will announce basic information and instructions through a special emergency telephone number 888.751.7523. Since this telephone service is located out of state, it will be operative even when Los Angeles telephone service has been disabled. This number will be activated only in the event of a significant crisis affecting the College. Please share this telephone number with parents, family, friends, and significant others.

L. Otis Alert System

All students are required, during the time of registration, to input current contact information through Self-Service online. The Otis Alert System will call and/or text message students in the event of an emergency on campus (or in the surrounding area).

M. Relationships between Faculty/Staff and Students

Otis College of Art and Design prohibits all faculty and staff members, including graduate teaching assistants and others involved in teaching activities, from engaging in or pursuing dating, sexual, or intimate relationships with students in which the faculty/staff member is in a position of actual or apparent authority with respect to the student's educational activities. This includes, but is not limited to, those students whom they currently, or may in the future, instruct, mentor, evaluate, supervise, advise, or exercise other forms of professional responsibilities towards, such as allocating resources, selecting students for scholarships and awards, and providing recommendations or references. Dating, sexual, or intimate relationships with students covered by this policy include consensual relationships.

Any faculty/staff who is or has been involved in a consensual relationship with a student must promptly report this fact to his or her supervisor. The supervisor will then review and see if the College can arrange that the individual in authority does not evaluate or participate in discussions and decisions that affect the compensation, evaluation, employment conditions, instruction, and/or academic status of the student involved. Any person who believes that a faculty/staff is involved in a consensual relationship with a student under his or her direct authority or supervision is required to report the relationship to Continuing Education and Pre-College Programs, Student Affairs, the Provost's Office, or Human Resources.

N. Reporting an Incident, Accident, or Injury

Whenever a student is the victim of injury, theft, or vandalism incident (either on campus or on a field trip), the Associate Director of Pre-College Programs and the Summer of Art office should be notified immediately. The Summer of Art office is in Ahmanson Hall, Room 208 and can be reached at 310.665.6864. It is critical that an Incident Report be filed with the Office of Student Affairs to document any injury, theft, or vandalism incident, both for the victim's sake and school records. Access to the online form is at:

<http://www.otis.edu/forms/students/student-incident-report/>

In the event of serious injury, call the paramedics immediately by dialing 911. For injuries of a less serious nature, first aid kits are located on each floor of the Goldsmith Campus and the California Market Center campus. Your timely assistance and cooperation will allow the College to become more responsive to emergencies and better able to establish procedures that ensure a safe and secure environment.

O. Taxi Scrip

Taxi scrip, *the* equivalent of cash, can be obtained from the Office of Student Affairs and the Campus Security Desk in Ahmanson Hall, Fashion Design, and both graduate studios. The taxi scrip is to be used when a student is ill or in crisis.

P. Weapons on Campus

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, plastic, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives (switchblade or belt buckle) with a blade of longer than two inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property are prohibited from being used as part of art projects, displays, installations, and presentations. Artistic and ceremonial display or possession of a weapon may be permitted by filling out an Exhibition and Facilities Use Contract found online at <http://www.otis.edu/exhibition-facilities-use-contracts>.

VIII. Housing Program

A. Office of Student Affairs

The Office of Student Affairs maintains a student center with recreational equipment as well as a half basketball court. The Coordinator of Residence Life and Housing organizes weekend activities for Summer of Art students participating in housing. In the past, activities included variety shows, beach trips, museum visits, amusement parks, and musical performances.

The Office of Student Affairs is located on the 1st floor in Ahmanson Hall (behind the security desk). They can be reached at 310.665.6960.

1. Resident Staff

Coordinator of Residence Life and Housing – The Coordinator of Residence Life and Housing is the on-site point person in charge of the Resident Assistant staff. During non-business hours, questions and concerns regarding the Summer of Art Housing Program should be directed to the Coordinator.

Resident Assistants (RA) – In general, there is approximately one Resident Assistant hired for every three students. The Resident Assistant performs the following functions:

- Provides leadership and serves as an appropriate role model for student residents.
- Creates and participates in recreational and social activities: plans and implements a minimum of three activities.
- Creates an environment conducive to studying.
- Responds to emergencies, enforces regulations, and documents misconduct.
- Provides peer counseling as trained.
- Provides resource and referral information as trained.
- Assists in the maintenance of a safe and secure environment.
- Provides on-duty (specific assignments with contact hours) and on-call (remain on grounds and make rounds) supervision of student residents seven (7) days a week.
- Monitors curfew.
- Inspects rooms at move-in and move-out.
- Other duties as assigned by the Coordinator of Residence Life and Housing.

i. Resident Assistance Coverage

Resident Assistant staff members reside in each apartment unit with Summer of Art students and provide routine checks.

ii. Coordinator of Residence Life and Housing Phone

During the regular class hours, please contact the Coordinator of Residence Life and Housing at 310.846.2648, within the Office of Student Affairs. After class, in the event of an emergency, please contact the Coordinator of Residence Life and Housing. An emergency telephone number will be distributed to all Housing Program participants, prior to the start of the Summer of Art Program.

2. Programming and Activities

Living in the Summer of Art Housing Program offers a unique opportunity to participate in activities. Resident Assistants organize programs for residents during their stay. Some of the past programs have included: pizza parties, movie nights, trips to museums, beach trips, dances, and performing acts brought to campus. On site and off site activities and field trips are organized throughout the week, after classes end and on weekends. Past weekend events have included trips to the Getty Museum, Los Angeles tourist's attractions and local theme parks. All students participating in Housing are required to attend the Saturday field trips.

3. Free Time Policy

Parents/guardians of students who stay in housing should be aware that students have free-time with no direct supervision on weekdays from 8:00am to 9:00am, during the one-hour lunch break, and 4:00pm to 10:00pm. They also have free-time from 8:00am to 10:00pm on Saturdays and Sundays. Students living in housing are required to attend the Saturday field trips (times of these trips vary), where supervision is limited.

Parents/guardians and students are required to affirm their knowledge and acceptance of these policies and rules. A statement relaying the policies and rules must be signed by a parent/guardian and the applicant before Check-in.

4. Resources

The College is adjacent to a municipal park that provides a public pool, baseball diamonds, golf course and driving range, and tennis courts.

B. Third Party Off-Campus Housing

Playa Del Oro Apartments

Playa Del Oro Apartments is located approximately two blocks from Otis College of Art and Design's Goldsmith Campus. Playa Del Oro Apartments is owned and managed by Decron Properties.

Student move-in date is Sunday, July 5, 2015 between 9:00am and 5:00pm.

Student move-out date is Saturday, August 1, 2015 by 12:00 NOON.

1. Cable and Internet Access

Playa Del Oro Apartments is equipped with cable access, as well as internet access in each apartment (students will be required to provide their own wired or wireless connection equipment).

2. Emergencies

In the event of an emergency, the Coordinator of Residence Life and Housing must be notified immediately.

3. Laundry Facilities

Each Playa Del Oro Apartment has a washer and dryer located within the unit; therefore, students will be permitted to use the laundry without additional charge. Students will need to provide their own laundry detergent, fabric softener, etc.

4. Mail Service

Playa Del Oro Apartments does not provide mail service; however, once space has been reserved and confirmed, the student's residential address will be provided and available so that letters and packages can be mailed.

5. What To Do If You Are Locked Out of Your Apartment

If you leave your key in your room or lose/misplace your key, please notify your RA and/or the Office of Residence Life and Housing so that you are able to gain access to your room and a replacement key can be issued.

C. Student Housing Rules and Policies

1. Compliance with Student Housing Program Rules and Policies and *Code of Student Conduct*

All students residing in the Playa Del Oro Apartments are required to abide by the Student Housing Program Rules and Policies, student housing contract requirements, and the *Code of Student Conduct* at all times. Students found in violation of this policy will be subject to immediate removal from the program.

Please refer to the Summer of Art *Code of Student Conduct*.

2. Courtesy Hours

Courtesy Hours are observed 24 hours a day, 7 days a week. These courtesy hours are in effect to accommodate other residents of the Apartments, as well as other Summer of Art residents.

3. Curfew

Each day, after classes conclude at 4:00pm, all housing students have “free time” until curfew. All students of the Summer of Art Housing Program will be required to be in their rooms each night prior to 10:00pm. Any student who violates the 10:00pm curfew may be removed from Summer of Art Housing.

4. Drop Cloths

Residents are encouraged to use drop cloths when completing school projects so that damage does not occur.

5. Harassment

Otis and the Playa Del Oro Apartments maintain a zero tolerance policy for harassment. Any harassment or abusive act to self, staff, Apartment representatives and guests, or Summer of Art residents, may result in immediate removal from the program.

Please refer to the Summer of Art *Code of Student Conduct*.

6. Incense/Candles

Open flames are a fire hazard. There is absolutely no burning of incense or candles inside the Apartments.

7. Leave Waivers/Overnight Leave

Summer of Art housing is provided through a third party for the convenience of Summer of Art participants and families. Students participating in Summer of Art housing are afforded the opportunity to experience learning outside of the classroom. As part of the learning experience, the staff plan and implement various co-curricular and extra-curricular activities for participants that allow for education, interaction, and enjoyment. The co-curricular and extra-curricular activities are an integral part of the housing experience; therefore, Summer of Art housing participants are expected to participate in such. To this regard, Summer of Art Leave Waivers are set aside for students and families who have previously planned commitments during the duration of the program and in the event of an emergency.

Summer of Art leave waivers may not be used for students to leave the housing program every week or every weekend and cannot be used as an extension of curfew. Summer of Art leave waivers must be turned in no less than three (3) business days prior to the requested leave. Any form turned in less than three (3) business days prior to the requested leave will not be approved. There will be no exceptions made. In case of emergency, please contact the Summer of Art Office. If you need to request a Leave Waiver form prior to the start of Summer of Art contact the Summer of Art office at 310.665.6864 or soa@otis.edu.

8. Morning Attendance

In the event that a resident student is absent from class, a courtesy call will be placed to parent/guardian.

9. Pets

No Pets are allowed, regardless of type and size.

10. Quiet Hours

Quiet Hours are observed between the hours of 10:00pm and 8:00am.

11. Smoking

By California State Law, smoking is prohibited inside any public building. In addition, by law, the legal smoking age is 18 years of age. Summer of Art Housing policy prohibits smoking, despite age of Housing participant.

Please refer to the Summer of Art *Code of Student Conduct*.

12. Sports in Hallways and Rooms

Absolutely no sports shall be played in the hallways or rooms of the Apartment building. This policy is in place to respect the Apartment and to keep damage to a minimum.

13. Throwing Objects from Windows

Throwing anything out of a window is dangerous, destructive, and is not allowed.

14. Vandalism

Vandalism is prohibited. Apartment furniture may not be rearranged. Rooms must remain in their initial standardized configuration throughout the program. The Summer of Art Housing Program is a guest of the Playa Del Oro Apartments and is expected to keep the facility in excellent condition. If damages occur in your Playa Del Oro apartment unit while attending the Summer of Art program, all roommates will be held accountable for such damages.

15. Violence

Otis and the Playa Del Oro Apartments maintain a zero tolerance policy for violence. Any threat of violence or abusive act to self, staff, Apartment representatives and guests, or Summer of Art residents, will result in immediate removal from the program.

16. Visitation

Summer of Art residents are responsible for their visitors and for visitor's compliance with housing policies. Absolutely no visitors are allowed in assigned apartments/rooms after 10:00pm.

Please refer to the Summer of Art *Code of Student Conduct*.

17. Zero Tolerance Policy

Otis maintains a zero tolerance policy for all illegal activity, including the possession or use of drugs, alcohol, or firearms, whether on or off the Otis campus. Students who are in violation of any Otis policies, rules, regulations, etc. or otherwise create an unsafe or unproductive situation or environment may be disciplined by Otis at its sole and exclusive discretion. The discipline may include dismissal of the student from the program without any refund and/or the receipt of a grade of "F".

All policies, especially with regard to curfew, visitors, and the code of conduct are clearly outlined to parents and students.

Please refer to the Summer of Art *Code of Student Conduct*.

Parents/guardians and students are required to affirm their knowledge and acceptance of these policies and rules. A statement relaying the policies and rules must be signed by a parent/guardian and the applicant before Check-in.

Please refer to the Summer of Art *Code of Student Conduct*.

D. Housing Items List

1. Apartment Amenities

The Playa Del Oro Apartments essentials include:

- Bedding that includes a bedspread, blanket, sheets, and pillows
- Television in living room
- Fully equipped kitchen
- Decorator accessories
- Dresser Drawers

2. Dress

- Old clothes and/or smock to protect your good clothing
- A pair of comfortable shoes
- Jacket, sweater, or sweatshirt (it can get chilly in the early morning and in the evening)
- Bathing suit, hat, sunglasses, sandals (if you plan to use the Apartment pool or go to the beach)

3. Optional items to bring with you:

- Reading light
- Fan (Note: the Apartments are air-conditioned)
- Skateboards, rollerblades, bicycles, or skates (these items are prohibited on the Otis campus)
- iPod/MP3 player
- Books/Magazines

4. Spending Money

Students should bring spending money for meals, activities, souvenirs, and personal items. Weekend field trips are planned for Summer of Art students who are participating in housing (transportation is provided). In most cases, Otis will cover admission charges to these field trips. Prior to arrival, students will receive a schedule of activities and detailed information regarding costs.

Students may need money to cover medical services and prescriptions if costs are not covered by a medical insurance plan or if a student does not have insurance.

There is an ATM Machine in the Café on campus, and nearby at the Kinecta Credit Union and Bank of America. There may be a surcharge for accessing accounts from other financial institutions.

5. Supplies

Students should come prepared with supplies on the first day of their Specialization and Foundation classes. (July 6 is the Creativity Orientation.) Supply lists will be emailed prior to the beginning of the program.

E. Housing Alternatives for Students Over 18 Years

If you are over 18 years and interested in housing, please contact the Office of Residence Life and Housing at 310.846.2648 or studenthousing@otis.edu for alternative housing options.

IX. Important Dates

January 14	Summer of Art registration begins Housing registration begins
April 22	Scholarship application deadline (no exceptions will be made)
May 1	Deposit deadline (after April 25 th , payment in full is required to register) Deadline for Early Enrollment Discount
May 26	All balances due in full Housing registration ends
June 1	International Students' deadline for all tuition and fees
June 26	Deadline for registration
July 5	Housing check-in, <i>from 9:00am – 5:00pm</i>
July 6	Classes begin: <i>All students check-in at 8:00am</i>
July 8	Last day to request partial refund; by 5:00pm
July 13	Last day to withdraw from program (no refund)
July 31	Classes end Final Exhibition: 2:00pm – 4:00pm
August 1	Housing check-out, <i>no later than 12:00pm</i>

X. Frequently Asked Questions

1. **WHERE DO I CHECK-IN ON THE FIRST DAY OF CLASSES?**

Check-in begins at 8:00am on Monday, July 6th, in the Galef Bldg, Sculpture Studio - Room 113, located at 9045 Lincoln Blvd. Otis' Parking is free on the first day of the program. Check-in is mandatory. Day of Creativity activities begin at 8:30am. Staff will lead students to their classrooms afterwards.

2. **LOST OR FORGOT YOUR SCHEDULE?**

All classes meet from 9:00am to 4:00pm with a one-hour lunch break. Meeting days vary by Specialization course. You will receive a student folder with a copy of your class schedule with room and faculty assignments at first day check-in.

3. **WHAT SUPPLIES DO I BRING ON THE FIRST DAY OF CLASSES?**

Be prepared with all of your supplies for your TUESDAY class. The school does not have an on-campus art store. The closest art store is Blick Art Materials, 2602 Lincoln Blvd, Santa Monica, CA 90405, 310.450.7015.

4. **SUMMER OF ART OFFICE**

The Summer of Art office is open from 8:30am to 5:00pm, Monday through Friday. It is located in the Otis Continuing Education Office, Room 208, on the 2nd floor of Ahmanson Hall. The phone number is 310.665.6864; email is soa@otis.edu.

5. **NEED A PARKING PASS?**

Parking is free in the Otis lot located on the main campus. You may pick up your parking sticker at the Registration table at Check-in. Otis provides a courtesy shuttle for Summer of Art fashion students to the California Market Center (CMC). The shuttle departs the Elaine and Bram Goldsmith Campus on Tuesday, Wednesday, and Thursday at 8:00am. It departs the California Market Center at 4:15pm and returns to the Goldsmith Campus at approximately 5:15pm.

6. **INTERESTED IN CARPOOLING?**

Otis encourages carpooling. If you are a commuter student, please submit the carpool form to the Summer of Art office at 310-665-6864.

7. **WHERE CAN I STORE MY SUPPLIES?**

Lockers are available. Sign up for a locker at the Tool Crib on the 7th floor in Ahmanson Hall. Bring a lock and identification.

8. **ATTENDANCE POLICY / TRANSCRIPTS**

Attendance in all classes is mandatory. Refer to the attendance policy included in the Student Handbook. If you are enrolled for credit grades 'A' through 'F' will be recorded on your official transcript. You may receive up to 3 units of college credit upon successful completion of Summer of Art. Request transcripts through the Office of Records and Registration on the 2nd floor, 310-665-6950.

9. **HUNGRY?**

Otis offers a full-service café on the 1st floor of the Ahmanson Building. There are a variety of eateries in the area, offering diverse cuisine at affordable prices. Ralph's grocery store is located one block north of campus. Bristol Farms grocery store is located two blocks north of the campus.

10. **GOT BOOKS?**

The library is on the 3rd floor of Ahmanson Hall. Students are welcome to use the library, but may not check out materials.

11. **STAYING IN OFF-CAMPUS HOUSING AND FLYING INTO LOS ANGELES LAX?**

Housing Check-in begins on Sunday, July 5th at 9:00am. Students who are flying into Los Angeles International Airport (LAX-only) may use a free shuttle provided by the Otis College of Art and Design Summer of Art program. The shuttle will be identified as "Summer of Art- Otis College of Art and Design - VIP". To arrange pick-up please complete Form 10 in your registration packet (be sure to include your contact number upon arrival). Meet the shuttle outside baggage claim at the 2nd curb, under the sign marked shuttle pickup. Summer of Art Resident Assistants will greet you at the Airport. For questions please call the Coordinator of Residence Life and Housing at 310-846-2648.

12. **FINAL SHOW!**

The Summer of Art Final Exhibition is on Friday, July 31st from 2:00pm to 4:00pm. Summer of Art work is displayed throughout campus. You are welcome to invite family and friends to this festive event.

XI. How to get to Otis



The Goldsmith Campus is located across from Westchester Park at:

9045 Lincoln Blvd.
Los Angeles CA 90045

Orange County

San Diego Fwy 405 North to Century Fwy 105 West (to Airport). Exit at Sepulveda North (to Airport through tunnel, under LAX runway). Merge left on Lincoln Blvd (North), to 9045 Lincoln Blvd (on left, across from Westchester Park).

Santa Monica

Lincoln Blvd. South, to 9045 Lincoln Blvd. (on right, across from Westchester Park).

Glendale/Pasadena

Glendale Fwy 2 South to Golden State Fwy 5 South, to Harbor Fwy 110 South, to Century Fwy 105 West (to Airport). Exit at Sepulveda North (to Airport through tunnel, under LAX runway). Merge left on Lincoln Blvd. (North), to 9045 Lincoln Blvd. (on left across from Westchester Park).

Canoga Park/Woodland Hills

San Diego Fwy 405 South, to Century Fwy 105 West (to Airport). Exit at Sepulveda North (to Airport through tunnel, under LAX runway). Merge Left on Lincoln Blvd. (North), to 9045 Lincoln Blvd. (on left, across from Westchester Park).

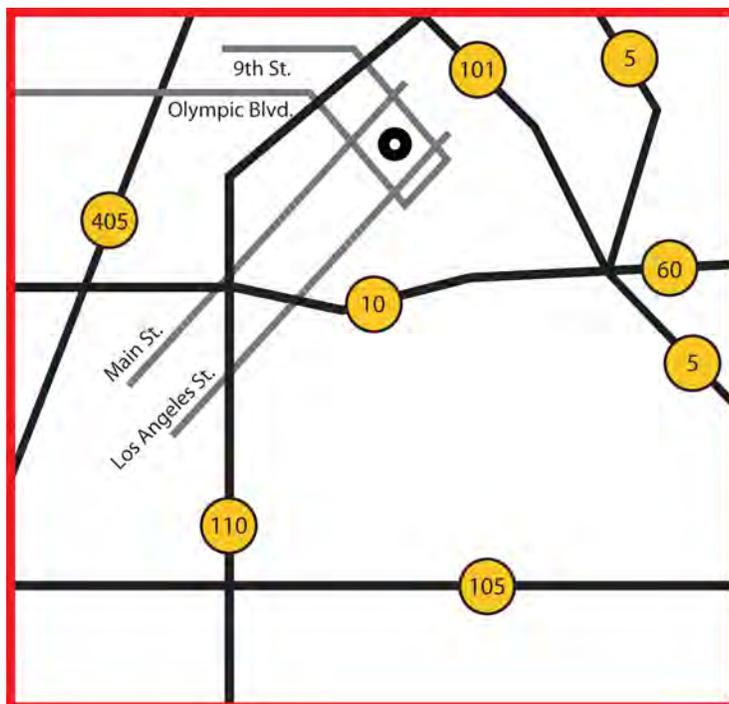
San Pedro/Long Beach

San Diego Fwy 405 North, to Century Fwy 105 West (to Airport). Exit Sepulveda North (to Airport through tunnel, under LAX runway). Merge left on Lincoln Blvd. (North), to 9045 Lincoln Blvd. (on left, across from Westchester Park).

Pomona/Ontario

San Bernardino Fwy 10 West, to harbor Fwy 110 South, to Century Fwy 105 West (to Airport). Exit at Sepulveda North (to Airport through tunnel, under LAX runway). Merge left on Lincoln Blvd. (North) to 9045 Lincoln Blvd. (on left, across from Westchester Park).

XII. How to get to Otis California Market Center (Fashion Design)



The California Market Center is located at:
Fashion Department, 2nd Floor
110 East 9th Street
Los Angeles CA 90079

Fashion Students Please Note! Otis provides a courtesy shuttle from Otis' Goldsmith Campus to the California Market Center – Otis School of Fashion Design and back to the Goldsmith Campus on Tuesdays-Wednesdays-Thursdays. If students are being dropped off, please arrive on time. AM departure time is 8:15AM SHARP with classes beginning at 9:00am SHARP! Parent AM drop-off and PM pick-up is located at the La Tijera Blvd gate entrance. Students who miss the shuttle will need to take a taxi to the California Market Center – Otis School of Fashion Design Campus. Taxis may cost up to \$45 for a one-way trip to the California Market Center. On the first day of classes, students are directed to the AM and PM pick-up location(s.) Daily bus attendance is taken. Otis College of Art and Design does not pay for individual student parking at the California Market Center. Monthly parking is available at the California Market Center for \$30 with Otis I.D. Please call the Summer of Art office at 310.665.6864 for further instructions.

California Market Center is bounded by Main Street, Los Angeles Street, 9th Street, and Olympic Blvd. Please direct all questions regarding the Summer of Art College Prep program to 310.665.6864. The Fashion Office will refer all inquiries back to Summer of Art.

From the Westside

10 Fwy (east towards Downtown LA). Exit at Grand Ave. (Go down ramp and pass through 4 traffic lights). At fifth light, turn left onto Main St., to Olympic Blvd. (California Market is on the right side of Main St. at Olympic).

From Long Beach/South Bay

110 Fwy North (to Downtown LA). In Downtown, exit at 9th St (East) to Main St. (California Market is on the corner of 9th St. and Main St.)

From San Fernando Valley and Hollywood

101 Fwy South (to Downtown LA). In Downtown, follow signs for San Bernardino/Santa Ana. Take exit for Los Angeles St., just under Broadway. Turn right on Los Angeles St., to 9th St. (California Market is on the right side of Los Angeles St. at 9th St.).

From East of Downtown/San Gabriel Valley

Take the 10, 60, or 5 Fwy to the 10 Fwy West. In Downtown LA, exit at Los Angeles St. Turn right (North) on Los Angeles St. Go to Olympic Blvd. (California Market is on the left).

XIII. Hotel List

Custom Hotel
8639 Lincoln Boulevard
Los Angeles, California 90045
(1 block from main campus)
310.645.0400

Inn At Playa Del Rey
435 Culver Boulevard
Playa Del Rey, California 90293
(1.5 miles away)
310.574.1920

Radisson Hotel
6225 W Century Boulevard
Los Angeles, California 90045
(1.54 miles away)
310.670.9000

Courtyard by Marriott
6161 W Century Boulevard
Los Angeles, California 90045
(1.63 miles away)
310.649.1400

Holiday Inn Express
8620 Airport Boulevard
Los Angeles, California 90045
(1.81 miles away)
310.645.7700

Crowne Plaza Hotel
5985 W Century Boulevard
Los Angeles, California 90045
(1.83 miles away)
310.642.7500

Super 8
9250 Airport Boulevard
Los Angeles, California 90045
(1.83 miles away)
310.670.2900

Renaissance LA Hotel
9620 Airport Boulevard
Los Angeles, California 90045
(1.88 miles away)
310.337.2800

Sheraton Gateway
6101 W Century Boulevard
Los Angeles, California 90045
(1.89 miles away)
310.642.1111

Embassy Suites
9801 Airport Boulevard
Los Angeles, California 90045
(1.9 miles away)
310.215.1000

Hilton
5711 W Century Boulevard
Los Angeles, California 90045
(1.9 miles away)
310.215.1000

Embassy Suites
1440 E Imperial Avenue
El Segundo, California 90245
(2.0 miles away)
310.640.3600

XIV. Contact Information

Otis Continuing Education and Pre-College Programs, Summer of Art Office

Goldsmith Campus in the Ahmanson Hall Building, 2nd Floor, Room 208

Inez Bush, Associate Director of Pre-College Programs and Professional Development for Teachers

Direct line and Voicemail: 310.665.6864 Fax: 310.665.6854

Email: soa@otis.edu Office hours: Monday – Friday 8:30am to 5:00pm

Office of Records and Registration (*Transcript Requests*)

Goldsmith Campus in the Ahmanson Hall Building, 2nd Floor, Room 206

Direct line: 310.665.6950 Fax: 310.665.6956

Email: otisreg@otis.edu Office hours: Monday – Friday 8:30am to 5:00pm

Office of Residence Life and Housing (Off-Campus Housing), Coordinator of Residence Life and Housing

Goldsmith Campus in the Ahmanson Hall Building, Lower Level (B02)

Direct line and Voicemail: 310.846.2648 Fax: 310.665.6964

Email: studenthousing@otis.edu Office hours: Monday – Friday 8:30am to 5:00pm

Otis Main Campus Operator 310.665.6800; 800.527.OTIS

Otis Main Campus Security 310.665.6965

THE EMERGENCY NUMBER IS: 1 888.751.7523

IN AN EMERGENCY



CALL 911

CALL SECURITY DESK (310) 665-6965

FOLLOW DIRECTIONS from emergency response personnel

EARTHQUAKE

| EVACUATE |

Duck, Cover, Hold under a table/desk or against an inside wall—not a doorway

Check yourself and others for injuries

Evacuate the building. Do not use elevators!

Assemble at the designated meeting place

Be prepared for aftershocks

FIRE / EXPLOSION

| EVACUATE |

Activate the nearest fire alarm

Call 911

Call Campus Security (310) 665-6965

Evacuate the building. Do not use elevators!

Assemble at the designated meeting place

HAZARDOUS MATERIALS RELEASE

| EVACUATE |

Call 911

Call Campus Security (310) 665-6965

Evacuate and secure the area

Limit access to authorized personnel

POWER/ UTILITY OUTAGE

| SHELTER IN PLACE |

Remain calm and assist others

Move cautiously and retrieve a flashlight

Turn off computers and other voltage-sensitive equipment

Proceed to a lighted area

SUSPICIOUS PERSON/ OBJECT

| SHELTER IN PLACE |

Do not confront the person or touch the object

Call 911

Call Campus Security (310) 665-6965

Be prepared to evacuate the area

ELEVATOR MALFUNCTION

| SHELTER IN PLACE |

Remain calm and assist others

Activate the elevator alarm

Use the elevator phone to contact the elevator company

Call Campus Security (310) 665-6965

Call Facilities Management (310) 665-6872

PROCEDURES

EVACUATION

Use the nearest available exit

Do not use elevators!

Take personal belongings

Assist others

Follow directions from emergency response personnel

Assemble at the designated meeting place

SHELTER IN PLACE

Stay in the building

Close and lock windows and doors

Move away from windows

Do not use elevators!

Call Campus Security (310) 665-6965

Follow directions from emergency response personnel