

RESIDENCE
LIFE AND
HOUSING

OTIS
COLLEGE
OF
ART
AND
DESIGN

HALLWAY HANDBOOK

2022-2023



Welcome!

We are excited that you have chosen to secure housing through Otis College. Students living in the Residence Hall and Park West have the convenience of being close to campus and resources, while immersing themselves into a community of artists and designers. Students have the chance to meet people from different backgrounds, learn and grow from their peers, and gain valuable life skills.

We want this to be your home away from home. To be successful: communicate with your roommates, keep your space clean, practice self-care, and manage your time. Our goal is that this is a positive experience and helps ease the transition of attending Otis. If you have problems, concerns, questions, or feedback, reach out to your Resident Assistant or contact Residence Life and Housing. We will do our best to assist.

College is an exciting time and we encourage you to make the most of it; attend programs, get involved in the Otis community, talk to people on your floor/in the building, and learn as much as you can.

Welcome home!
Residence Life and Housing

Contents

Mission and Commitments of Residence Life and Housing	6
Residence Life and Housing Staff and Contacts	8
Professional Staff	8
Resident Assistants 2022-2023	8
Living in a Community	9
Courtesy and Quiet Hours	9
Health and Safety Assessments	1
Living with Roommates	1
Roommate Agreements	1
Roommate Conflicts	1
Roommate Rights	2
Room Vacancy	2
Move In Information	2
Room Condition Reports	2
Renter's Insurance	3
Move Out Information	3
Vacating your Room	3
Move Out Dates (Winter and End of Academic Year)	3
Damages and Charges	4
Leave of Absence / Withdraw	5
Housing Withdraw Request	5
Campus Breaks	6
Thanksgiving Break	6
Winter Break	6
Spring Break	7
Residence Life and Housing Community Standards	7
Alcohol and Other Drugs	7
Bicycles	7
Candles, Incense etc.	7

College's Right of Entry	7
Collusion	8
Copyright Infringement	8
Decorating	8
Health and Safety Assessments	8
Keys	8
Medical Marijuana	8
Permission to Enter (maintenance)	8
Pets	8
Posting Policy	9
Room Alterations	9
Smoking	9
Weapons	9
Residence Hall Specific Community Standards	9
Park West Specific Community Standards	10
COVID-19 Community Standards and Expectations	10
What to do if you are feeling symptomatic:	11
Isolation and Quarantine Spaces	11
Isolation Rooms	11
Isolation Policies	11
Student Conduct	13
Dining Services and Meal Plans	14
Meal Plan	14
GET App	14
Important Dates, Campus Closures, and Dining Schedule	15
Otis College Resources	15
One Stop	15
Student Basic Needs	15
Safety and Security	16
Student Health and Wellness Center	16

Title IX Reporting Form	16
Bias Incident Report	16
Tips for Staying Safe	18
Campus Safety and Security	18
Earthquakes	18
Fire Safety	18
Live Safe App	19

Mission and Commitments of Residence Life and Housing

Mission Statement

The mission of Residence Life and Housing is to enhance academic success, connect students to campus life, and assist with the transition to college in Los Angeles. We strive to create an inclusive, creative, and supportive community where students can advance their art and design skills, grow interdependently, and thrive through transformative experiences.

Commitments

Commitment to making you feel at H.O.M.E.

- **Holistic Care** - Students will have access to resources that support their identity and well-being.
 - Demonstrated efforts:
 - Trained Resident Assistants and Professional staff living among and getting to know residents
 - Collaborative efforts with different departments such as Career Services, Counseling, Student Health and Wellness Center, and more
 - Campus Safety available 24/7
 - Programming initiatives that support student needs
 - Place where students can truly be their authentic selves
- **Opportunities** - Students will develop personal accountability and responsibility by living and engaging with others in the residential communities.
 - Demonstrated efforts:
 - Supporting students through hard conversations with roommates/suitemates
 - Provide support and accountability for upkeep of apartments/suites through health and safety assessments each semester
 - Responsible for reviewing and following policies and procedures outlined in the housing agreement, Hallway Handbook, and the Hoot
 - Submitting work orders in a timely manner when maintenance is needed
 - Engaging in experiences relevant to becoming an independent adult
- **Meaningful Relationships** - Students will be welcomed into a community where they will live and interact with peers.
 - Demonstrated efforts:
 - roommate agreements between all students living in shared space
 - Attending housing and campus programming to meet other students
 - Develop tools to engage in thoughtful and respectful conversations with other students
 - Achieve a sense of belonging through community connections
 - Build long lasting friendships with others
- **Ease** - Students will be in close proximity to campus, allowing them to focus on their academic success, stay connected to campus resources, and remain supported throughout the year.

- Demonstrated efforts:
 - Minutes away from classes without worrying about LA traffic
 - Easy access to campus resources, such as dining, library, labs/shops, Student Life Center, campus jobs, etc.
 - Ability to attend guest speakers and other events taking place on campus
 - No need to find an outside lease, furniture, setting up utilities, etc. - everything is done for you!
 - Email communications sent with updates, reminders, and other important information to keep students up to date

Commitment to Supporting DEI

Residence Life and Housing is committed to supporting and upholding Otis's Ten Points. We strongly believe that all students should feel at home while living with us. We do our best to create an inclusive living environment that honors the intersections of all identities. We know that these efforts take work, and we strive to continuously grow in ways that will best support our students. The professional staff and RAs are trained on various topics of diversity, equity, and inclusion (DEI) to be prepared to support our students. Additionally, our staff engages in conversations on Otis' DEI Statement and 10 points to promote a more equitable campus that welcomes and celebrates every Otis student.

OTIS'S TEN POINTS: STANDING UP FOR EQUITY: **Read the full statement [here](#).**

1. We do not tolerate racism or any other form of violence or discrimination from anyone.
2. We expect all Otis community members to work toward dismantling systems of oppression.
3. We recognize the College's historical struggles around equity and the ways those reflect struggles in U.S. culture and beyond.
4. We recognize diversity as a reality, a responsibility, and a resource.
5. We commit to treating every person's identity with dignity and respect.
6. We commit to practicing institutional responsibility to redress unjust histories.
7. We commit to an ongoing systemic and structural approach in correcting inequities: this work is collective, not individual.
8. We commit to hold ourselves and one another accountable to our collective effort to create an inclusive campus invigorated by difference.
9. We commit to honesty, vulnerability, and openness as we dialogue across differences.
10. We commit to an intersectional and justice-oriented approach.

Residence Life and Housing Staff and Contacts

Professional Staff

Melinda Patton Director, Residence Life and Housing mpatton@otis.edu 310-846-2591	Tylina Burdell Assistant Director of Housing and Services tburdell@otis.edu 310-846-2648	Alezaé Cary Assistant Director of Community Engagement acary@otis.edu 310-846-2638
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Resident Assistants 2022-2023

Resident Assistants (RAs) are current Otis College students who are trained and serve as a resource for residential students. They spend time learning about our campus and the best ways to support our community. RAs help enforce policy while engaging with students through conversations and programming. This year's RAs include:

Residence Hall		Park West
Natalie Pedersen npedersen@student.otis.edu	Alyssa Rodriguez arodriguez2@student.otis.edu	Mariel Pepitone mpepitone@student.otis.edu
Santoni Kina skina@student.otis.edu	Jacob Ureste jureste@student.otis.edu	Chaeun Han chan@student.otis.edu
Jonaé Hooks jhooks@student.otis.edu	Quyen Pham qpham1@student.otis.edu	Tiahna Barmore tbarmore@otis.edu
		Brian An san@student.otis.edu
		Daron Vinson dvinson@student.otis.edu
LEAD RESIDENT ASSISTANT- RH MarcAnthony Smith msmith@student.otis.edu		
LEAD RESIDENT ASSISTANT- PW Reanna Brown rbrown2@student.otis.edu		
HOUSING Assistant Tiahna Barmore tbarmore@otis.edu		

Contact Information

Residents may contact a Residence Life and Housing staff member 24 hours/day 7 days/week

<p style="text-align: center;"><u>Housing Office</u></p> <p style="text-align: center;">Monday - Friday, 8:30 a.m. - 5:00 p.m.</p> <p style="text-align: center;">310.846.2647</p>	<p style="text-align: center;"><u>RA Duty Phone</u></p> <p style="text-align: center;">Monday - Friday 5:00 p.m. - 8:00 a.m. & Saturday and Sunday (24 hours)</p> <p style="text-align: center;">626-380-7649</p>
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Residents may also email their Resident Assistant directly, or send an email to the Residence Life and Housing office: studenthousing@otis.edu.

Living in a Community

Courtesy and Quiet Hours

Students must be aware of their noise level while in their rooms, as well common spaces. We ask that students demonstrate respect for those in the Residence Hall, Park West apartments, and surrounding areas. Any student who is not complying with the hours listed below may lead to documentation by Residence Life and/or Campus Safety and Security. Multiple disruptions could lead to a conduct hearing.



Courtesy Hours

- Sunday – Thursday
7:00am – 11:00pm
- Friday – Saturday
8:00am – 12:00 midnight

Quiet Hours

- Sunday – Thursday
11:00pm – 7:00am
- Friday – Saturday
12:00 midnight – 8:00am

Community Responsibility

Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. Students are expected to comply with courtesy hours and be considerate of their volume at all times, and compliant with any reasonable requests to lower their volume.

Residential Engagement

Students are assigned Resident Assistants (RAs) in each housing location. The RAs serve as a resource for students as they transition to their new home and navigate Otis College. In addition, the RAs foster and develop community among residential students through dialogue, engagement, and programming! Some programs that have been coordinated in the past include:

- Game/Movie Nights
- Bob Ross Painting Sessions

- Disco Night
- Animation Trivia Night with Prizes
- Comic Book Drawing

These programs are ways to connect with other residential students. We encourage students to attend these events to connect with others and to build new friendships. If students are excited about a potential program idea, we encourage them to reach out to their RA to discuss planning! Follow our Instagram @otis.housing to keep connected with updates and programming.

Health and Safety Assessments

Health and Safety inspections will be conducted 1-2 times each semester. The purpose of the Health and Safety assessment is to ensure students are living in a clean, safe environment and no policy violations are occurring. Students will be given notice of when inspections are taking place. We encourage students to keep the space cleaned, free of prohibited items, and clear of clutter.

Health and Safety Inspections include, but are not limited to the following:

- Common Space – Clear of clutter and garbage
- Bathroom – toilet, sink, and vanity are clean and clear of clutter
- Bedrooms – reasonably clean and clear of clutter and garbage
- Safety – fire safety issues, covered vents/smoke detectors, overloaded outlets, etc.
- Policy Violations – alcohol or drugs, paraphernalia, unapproved pets, weapons, etc.
- Maintenance Issues – clogged drains, air conditioner, etc.
- Damages – paint chips, furniture, stained floors, windows, etc.

Park West inspections include all the above and the following:

- Kitchen
 - o Clear of clutter and garbage
 - o Properly working and clean microwave, stove, oven, and garbage disposal
 - o Clean refrigerator
- Balcony – clean and clear of clutter

Cleaning kits will be provided in each apartment and suite at the beginning of the year. These kits will include items that will help students maintain a clean space. These are just starter kits to assist in this process. Students will need to continue to purchase items to clean their spaces throughout the year.

LivLiving with Roommates

A rewarding aspect to living with other Otis College students is the chance to establish friendships with people from a variety of backgrounds. Students also have the opportunity to build community among other artists and designers.

One of the goals of Residence Life and Housing is to assist students with the resolution of issues and concerns with their roommates/suitemates. Living with a new person for the first time is not always easy, and disagreements are bound to happen. Some conflicts can be resolved with a simple conversation, while others may need help from an RA. Resolving a

roommate conflict is a process, and Residence Life is here to help and support you through it. To report roommate conflicts complete the [Roommate Conflict Report](#).

Roommate Agreements

Otis College wants students to be happy with their room and roommates. To help ensure everyone's happiness, students are required to meet with their assigned roommates to complete a roommate agreement. This agreement allows students to have conversations around suite expectations of cleanliness, communication, guests, and more.

We encourage you to be completely honest while completing this document. It is important to set the expectations of the room early on to help avoid any conflict in the future. Completing this document may require compromises, as you may not all have the same expectations. While some of the questions may seem silly or don't feel like a problem now, having real conversations in the beginning will help determine how to address conflict later on. We encourage you to spend time talking through each question and giving each person time to reflect/answer the question as you work through the Agreement.

Your RA will collect and keep the Roommate Agreement. This document can be changed, edited, or revisited throughout the student's stay in the room. If a student wants to review this agreement at any time, please request a copy from your RA or from the Residence Life and Housing Office. Students are encouraged to work through these tough conversations and make any amendments with your roommates about the agreement. Your RA can also be present (if you would like) to assist in the conversation. If your RA is present, they will just be a supporting role; the conversation should really remain between the roommates.

Roommate Conflicts

Communication is essential when it comes to living with other people. While it is our goal that you will be an ideal fit with your roommates, please know that conflict can occur. We understand that it may be your first time, or your roommate's first time, living with other people. It can be hard to reach compromises or have tough conversations.

To help you positively navigate any potential conflicts, start by reviewing the [Positive](#)

[Confrontation](#) document provided by our Housing Office. If you are experiencing conflict, please also follow these steps:



1. Talk with your roommate/suitemate. If there is a problem, kindly let them know how you feel about what is occurring. This conversation works best when using "I" statements. They cannot fix the issues if they do not understand how/why it is affecting you. The sooner you talk, the easier it will be, so do not wait, communicate!
2. Get your RA involved. If your talk did not go as planned, you don't know how to start the conversation, or want advice as to how to bring up the problem, include your RA. They have gone through training to assist you with these situations.
3. Have a facilitated group conversation. If you are still having problems after working with your RA, we will ask that you have a facilitated group conversation with your RA and roommates. In this conversation, we will bring a copy of the Roommate Agreement to

make amendments. We will check back in with you to see if the amendments have made a difference.

4. Residence Life and Housing professional staff will get involved. If you complete the first three steps, you will then meet with Residence Life and Housing professional staff to talk about other options. Space can be limited, which means we may be unable to accommodate room or roommate changes. Please come into this meeting with an open mind.

If you are not sure where to start, or you have already tried steps 1 and 2, complete this [Roommate Conflict Form](#) to provide additional details.

Roommate Rights

All students have the following rights as a residential student at Otis College:

1. The right to read, study, and be in the room free from undue interference.
2. The right to sleep with undue disturbances.
3. The right to expect that the roommate and other residents will respect one's personal belongings.
4. The right to a clean environment to live.
5. The right to free access to one's room and facilities without pressure from the roommate or suitemates.
6. The right to privacy whenever possible.
7. The right to host guests (with roommate's permission) with the expectation that the guest will respect the rights of all roommate(s), suitemate(s) and other residents.
8. The right to be free from fear of intimidation and physical and emotional harm.
9. The right to voice concerns within their room.
10. The right to expect reasonable cooperation in the use of the "room-shared" items (counter top, miniature refrigerator, etc.)
11. The right to assistance and support from Residence Life and Housing staff.

Room Vacancy

If you have a vacancy (or open space) in your room, please leave the space empty and move in ready. While we give as much notice as possible, there are some circumstances where we may need to move a student in a short window of time. It is important that this space remains open to make this process as simple as possible for all parties involved. We will do our best to give at least 24 hours' notice before a student moves into the space. If a new roommate is added to the suite, we will be asking students to complete a new roommate agreement.

Move In Information

Room Condition Reports

The Room Condition Report Form permits you to report damage in your room that exists when you arrive. Prior to your arrival, Housing works diligently to prepare student rooms to ensure that your room is in the best possible condition. Existing damage or missing furniture not reported through this form when you arrive may result in charges when you move out. This form is only for permanent, pre-existing damages such as paint chips, furniture damage, stains, etc. All

students living on campus are required to fill out a Room Condition Report Form. Room Condition Reports must be completed by the designated deadline.

Renter's Insurance

The college strongly recommends that students purchase renter's insurance to cover the loss of or damage to their personal property. [National Student Services, INC.](#) (NSSI) offers college student property insurance that can protect your property in the event of a loss or damage. This personal property insurance plan protects not only your college student's personal belongings like stereos, microwaves, and iPads; but also, the very tools that they need to be successful in their education like textbooks and laptops.

Students can also check with their parent's/guardian's homeowner's insurance, as sometimes policies will extend to students away at College. Additional resources can be found [here](#).

Move Out Information

Vacating your Room

Students must remove all personal property upon vacating and the college is not responsible for storing any abandoned items or reimburse the student for any loss. All students will receive information on how to schedule their move out appointment towards the end of the academic year. Students will need to meet with their Resident Assistant to turn in their keys and inspect the room for damages.

Move Out Dates (Winter and End of Academic Year)

Move Out (Winter Break) - no later than **5:00pm on Sunday, December 18, 2022**

- Students who leave for winter break are allowed to leave their belongings in their room
- There is no checkout process for winter break move out, students may leave whenever they are done with their classes

Move Out (End of Academic Year) - no later than **5:00pm on Wednesday, May 10, 2023. Seniors who are graduating may move out no later than 5:00pm on Monday, May 15, 2023.**

- Students who apply for the summer term following move out will have the option to remain in housing between spring and summer term, but will be required to move to Park West.
- Move Out extensions (Foundation - Junior residents) will only be approved for students who are assisting with the end of the year Fashion Show or Annual Exhibition. Due to limited staffing, all other requests for extensions will not be approved. Extensions will only be approved for no later than 5:00 p.m. on Monday, May 15, 2023.
- Move Out appointments will be available from Wednesday, May 3 - Wednesday, May 10, 9:00 a.m. - 10:00 p.m. daily. Due to limited staffing please be sure to schedule flights and departures from campus at appropriate times. Late night or early morning move out appointments are only approved on a case by case basis.

Preparation for Move Out Appointment (End of Academic Year)

- Sign up for a move out appointment

- Clean your suite/apartment with your roommates. Suites/apartments must be returned in the same condition or better, so please schedule time to clean your apartment.
- Remove all personal belongings out of your space before your move out appointment. If your personal belongings are not removed before the appointment you may have to reschedule. Charges apply for removal of personal belongings. We are not accepting donations.
- Dispose of trash properly. Oversized items that cannot fit down the trash chute should be disposed of in the dumpsters. Do not leave trash on the floor of any trash room.
- Do not send any packages or mail that will arrive after your move out day.
- Complete the required move out survey. This survey is just a few questions to help us better understand your experience in housing.
- Elevator Care. Please do not hold elevator doors open when moving out as it will make the elevators inoperable.
- Check your mailbox a final time before your appointment .
 - We will not be able to collect any mail from your boxes OR packages after you move out, so please be sure to update your address.
- Return Keys to the RA that checks you out on your scheduled move out day.

Damages and Charges

Upon move out a Residence Life and Housing Staff member will assess the room to report any damages or loss. Students are responsible for leaving the room and common spaces, its furnishings, and fixtures in the same condition, or better, than the condition upon move-in. Housing understands that normal wear and tear is expected. Students will be charged for damages upon move-out. If no one takes responsibility for the damages the cost will be split amongst the students who share the space. Should a student move-out without a Residence Life and Housing staff member present, it will be marked as an improper checkout and the student will be charged. Below is a list of charges by location (this list is not exhaustive):

Residence Hall Charges

Carpet Stains (by square)	\$50.00
Paint Chips (one wall)	\$100.00
Paint Chips (full bedroom)	\$200.00
Hole in Wall (medium or big)	\$250.00
Blinds	\$60.00
Broken Mirror	\$100.00
Mail Key	\$15.00
Removal of abandoned belongings from room	\$75/item
Removal of trash/waste from room	\$35/bag
Excessive lockouts (2 free)	\$15/lockout
Improper checkout (leaving without RA or Staff present)	\$100.00
Daily Charge for Unapproved Extension	\$125.00/day

Park West Charges

Carpet Stains	\$80.00
Carpet Replacement	\$1500.00
Garage Clicker	\$75.00
Community Key	\$50.00
Apartment Key	\$25.00
Mail Key	\$25.00
Paint Chips (one wall)	\$100.00
Paint Chips (full bedroom)	\$200.00
Hole in Wall (medium or big)	\$250.00
Removal of abandoned belongings	\$75.00 per item
Removal of trash/waste from room	\$35.00
Improper Checkout	\$100.00
Sofa Chair (leg replacements)	\$25.00
Couch (leg replacements)	\$25.00
Couch – Cleaning fee	\$50.00 - \$150.00
Sofa Chair – Cleaning fee	\$25.00 - \$50.00
Furniture Damage	Price determined by vendor

Leave of Absence / Withdraw

Students living on campus must be full time students at Otis College. If you are taking a leave of absence or withdrawing from the college, you must vacate your room within 72 hours of submitting your Leave of Absence/Withdraw Form (LOA/Withdraw Form). You can find the LOA/Withdraw Form online on your dashboard at my.otis.edu.

Once the form has been submitted, someone from Residence Life and Housing will reach out to provide next steps on the move out process. All items must be removed from your space and your keys should be turned into Residence Life and Housing before you leave campus. A Housing staff member or Resident Assistant will check you out of your space. If you leave campus without a staff member present to complete the checkout process you may be charged the Improper Checkout fee.

Students sign a full academic year agreement. This means you agree to live on campus for both Fall and Spring semesters.*

*Students applying in the Spring are only applying for the Spring and must apply separately for Summer housing.

Housing Withdraw Request

Students may submit a request to withdraw from housing after living on campus for one semester. The form should outline why you would like to be released from your housing agreement. It is important to note that submitting the request does not guarantee that you will be released from your housing agreement. Your request will be reviewed by the Director of Residence Life and Housing and/or Dean of Student Affairs. Once reviewed, you will be notified of the decision through email. If your request is denied, you will remain responsible for all housing related charges and/or meal plan charges.

As outlined in your housing agreement, the following are reasons to be released from the Housing Agreement:

Termination by Student

1. Withdrawal from the college for medical reasons (a LOA/Withdraw Form should be completed)
2. Marriage or Registered Domestic Partnership (presentation of documentation is required)
3. Completion of graduation requirements
4. Unforeseen and compelling circumstances (must be fully outlined in the housing withdraw request)

Termination by College

1. Monetary breach (failure to make payment)
2. Non-monetary breach (violation of terms and conditions of the housing agreement)
3. Health, Safety, General Welfare, or Emergency (if general welfare is threatened or an emergency situation presents)
4. Policy Violation (violating an Otis College policy)
5. Loss of Student Status (if a student drops below full time – 12 credit hours)

Campus Breaks

Thanksgiving Break

The Residence Hall and Park West do not close over the Thanksgiving Break. The campus is closed for this break, which means that most offices, labs, shops, departments, etc. are not accessible. Campus Safety and Security will be fully staffed and available throughout the break. A Resident Assistant will also be on duty and can be reached through the RA on Duty Number (626-380-7649).

It is important to note that no dining service will be available during the break, as both Elaine's and the Café close the Wednesday before Thanksgiving. Elaine's will reopen the Sunday after Thanksgiving and the Café reopens on Monday.

Winter Break

Campus closes for the winter break. Students living in the Residence Hall must request to stay over the winter break. Park West apartments do not close for Winter Break. Park West students are allowed to remain in their room throughout the winter break, but must notify Residence Life and Housing if they plan to occupy their space over break. While Residence Life and Housing Staff, as well as Safety and Security, will be present, all other offices, departments, labs, shops, services, etc. will be fully shut down. Elaine's will reopen the Sunday before classes begin in January and the Café reopens on Tuesday.

Students staying over the break will NOT have access to:

- Dining Services – all dining operations will be closed, though Residence Hall students are allowed to use the kitchen on the fifth floor
- Otis Student Mail Center – all mail services will cease over the break, which includes lettered mail as well as packages

- Lab/Shops – students should not plan to stay on campus to work on projects, as everything will be closed/locked
- Facilities Requests – repairs and maintenance requests will not be received until the campus opens

Spring Break

The Residence Hall and Park West affiliated apartments do not close over Spring Break. The campus will remain open, with most offices functioning during normal business hours. The hours for labs/shops may be modified due to the break.

It is important to note that no dining service will be available during the Spring break, as both Elaine's and the Café close. Elaine's will reopen the Sunday after Spring Break and the Café reopens on Monday.

Residence Life and Housing Community Standards

Students agree to comply with all rules and policies of the College relating to Student's conduct and Student's use and occupancy of their room and common areas. These policies are contained in several different documents, including, but not limited to [The Hoot](#) and may be revised from time to time. Below are some of the more common policies students face, though, this is not an exhaustive list.

Alcohol and Other Drugs

In accordance with federal, state, and local laws, the use of alcohol, the abuse of alcohol, the use of marijuana, and the use of illegal drugs, is not permitted in the Residence Hall, in an affiliated Park West apartment, or on campus. Otis College is a dry campus, which extends this policy to those students who are 21 years of age or older. Regardless of a student's age, alcohol and/or other drugs should not be present in any room, either in the Residence Hall and/or at Park West affiliated apartments. In addition, collecting and/or displaying paraphernalia is prohibited.

Students exhibiting signs of dangerous intoxication from alcohol or other drugs 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 conduct charges for failure to comply.

Bicycles

Students may not keep their bicycles in their rooms, apartments, or balconies. There are bicycle racks in front of the Residence Hall for Park West and Residence Hall students.

Candles, Incense etc.

Students are prohibited from having any type of candle or incense in their space, including birthday candles.

College's Right of Entry

Authorized College representatives may enter a Student's room at any time without prior notice, after knocking and announcing their presence, for the purposes of:

1. Making necessary or agreed-upon repairs;
2. Supplying necessary or agreed-upon services;
3. Investigating health or safety concerns, or suspected violations of housing and other College policies, including, but not limited to: violations of firearm or drug, tobacco, and alcohol policies;

4. Verifying occupancy;
5. Conducting inventories of College property;
6. Conducting facility inspections.

Authorized College representatives may remove and confiscate items that are in violation of College, federal, state or municipal regulations and/or which could endanger the life, safety or welfare of the student or other members of the College community. The Student will be informed promptly after such an entry is made and advised if authorized College representatives have discovered any violations.

Collusion

Action or inaction with another or others who violate the Code of Student Conduct. Forms of collusion includes, and is not limited to; Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law; Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.

Copyright Infringement

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 College reserves the right to withdraw any of the facilities privileges provided by the College if the College considers that a student's or employee's use of them is in any way unacceptable.

Decorating

Only non-marring adhesives may be used to hang posters, pictures, and other decorations. Stickers and decals may not be applied to any surface. No decorations may be placed across hallways or walk spaces. Students may not use nails or any other materials that create holes or damage to the walls.

Health and Safety Assessments

Health and Safety assessments will be conducted 1-2 times a semester. The purpose of the Health and Safety assessment is to ensure students are living in a clean, safe environment and no policy violations are occurring. Students will be given notice of when inspections are taking place. We ask students to keep the space cleaned, free of prohibited items, and clear of clutter.

Keys

Unauthorized use of or possession of keys is grounds for disciplinary action. Do not let anyone borrow your keys.

Medical Marijuana

Possession of a Medical Marijuana card does not authorize a student to possess, use, or distribute marijuana in the Residence Hall, in an affiliated Park West apartment, or on campus.

Permission to Enter (maintenance)

Upon submission of a maintenance request you are giving permission for the facilities team to enter your suite or apartment whether or not you are present. Maintenance will always knock and announce themselves before entering to complete the requested work.

Pets

Pets are not permitted in the Residence Hall, Park West, and Ascent. Residents with

proper documentation through Disability Services may be permitted to have a service animal or support animal in their unit. Please contact Disability Services at 310-846-2554 or ds@otis.edu if you will need a Support Animal while living with Housing. Service/Support animals may not reside in any housing location without prior written approval as described in this section. Please refer to [The Hoot](#) for more detailed guidelines.

Posting Policy

Students are not allowed to post any flyers, art, posters, notes, etc. in unauthorized areas, including hallways, elevators, laundry room, and lounges. Students are able to post items on their door, but are responsible for any damage that may happen to the door due to their postings.

Room Alterations

Students should not make any alterations or improvements to their room. This includes, but is not limited to: painting, wallpapering, installing shelves, removing/modifying furniture (lofting, bunking, taking beds apart). Students in the Residence Hall who wish to adjust their beds, must submit a work order and Otis College Facilities will make the adjustment. Students who make unauthorized alterations may be required to

restore the room to its prior condition at the expense of the student.

Smoking

Smoking or tobacco use is prohibited in the Residence Hall, Park West apartment complex, and on the Otis College campus. The apartment complexes are smoke free communities, so there should be no smoking in the hallways, patios, elevators, garage, lobbies, common areas, etc. This prohibition applies to the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems. This includes prohibiting the use of Tobacco under the age of 21 as defined by California State law.

Weapons

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, or knives (switchblade or belt buckle) with a blade of longer than two inches, or other items that fall into the category of weapon are not allowed on campus, which includes the storage of any of these items in a vehicle parked on college property.

More details and additional policies can be found in [The Hoot](#).

Residence Hall Specific Community Standards

Cooking

Cooking is only permitted in the apartments and any designated communal kitchen space. Residents are permitted to have a kettle, but all other cooking equipment, including, but not limited to, steamers, electric frying pans, electric grills, portable stoves, toasters, and toaster ovens, are not permitted.



Refrigerators/Microfridges

Residents are not permitted to have additional refrigerators in their suite, outside of the minifridge already provided. Microwaves are available for use in the Student Life Center, but are not permitted in the Residence Hall.

Park West Specific Community Standards

Balcony/Patio

Balconies/patios are required to be kept clean and debris should be cleared from drains. Outdoor furniture and plants are allowed on balconies/patios. Students should keep the balcony/patio doors locked and secured at all times when not in use.



Parking

Residents are assigned a parking space on the Property (as designated by this or separate agreement), the parking space shall be used exclusively for parking of passenger automobiles. Said space shall not be used at any time for the washing, painting, servicing, or repairing of vehicles. No other parking space shall be used by Resident or Resident's guests. Guest parking is available in designated parking spots. Please be sure to read signs carefully and follow all parking policies posted. If someone is parked in your parking space please notify Residence Life and Housing who will work with the Leasing Office to remove the car.

COVID-19 Community Standards and Expectations

The following guidelines are specific to students living in residential housing owned by or affiliated with Otis College.

Face Coverings

Students are required to wear a face covering when leaving their assigned suite, including in the hallways of their building, elevator, stairwells, etc. Students who are in their assigned suite or apartment do not have to wear a face covering. Residential students must adhere to the face coverings policy.

Guest Policy

A guest is any person who does not live in your suite, including other residents, other Otis College students, partners, relatives, etc. All guests are required to check-in at the Campus Safety and Security office and must follow all policies. If your guest is found to be in violation of an Otis College policy the resident will be held responsible and referred to the conduct system.

Cleaning

Students are responsible for and required to keep their suites/apartments cleaned. Cleaning kits will be provided in each apartment and suite at the beginning of the year. These kits will include items that will help students maintain a clean space. These are just starter kits to assist in this

process. Students will need to continue to purchase items to clean their spaces throughout the year.

Health and Safety Assessments (HSAs)

Health and Safety Assessments help us to identify and address any health, safety, sanitation, and/or maintenance issue in student rooms. Assessments will be conducted by the Resident Assistant staff once or twice a semester.

Community Spaces

Residence Hall

Students have access to all communal spaces in the Residence Hall, including the lounges, studio space, and kitchen. Students will also have access to the laundry room on each floor and are encouraged to use the WASH app to see the machine availability before entering the space.

Park West

We will follow the guidelines and directives from the property manager at each location in regards to the rules and expectations of the community spaces. This includes, but is not limited to the rules outlined for the pools, fitness center, common spaces, etc.

What to do if you are feeling symptomatic:

1. Do not leave your room, attend class, or visit public spaces. Stay in your bedroom and avoid common areas as much as possible.
2. Call the Student Health and Wellness Center by phone at 310.846.5738. The SWHC will direct you on your next steps.
3. If you begin to feel symptomatic after hours, stay in your room and call the SWHC first thing in the morning. The SHWC will be open for calls between the hours of 8:30am - 4:30pm.
4. If you begin to feel symptomatic over the weekend, call the local urgent care for a telehealth appointment.

Isolation and Quarantine Spaces

Isolation Rooms

If a student does test positive for COVID-19, then Residence Life and Housing will move the student to an isolation space in the Residence Hall. If you live at Park West you will relocate to an isolation room in the Residence Hall.

Isolation Policies

- **Remain in Suite at All Times.** During isolation you are required to stay in your assigned suite, away from public places. You are not permitted to leave your space for any reason. Housing is here to support you, so please feel free to give us a call if you need anything. If you are found to be outside of your suite/apartment at any time during your isolation

period, you are putting the community at risk and will be referred to the conduct system and removed from Housing.

- **Read and Follow all Student Health and Wellness Procedures and directives** from the health care providers.
- **General Housing Policies.** All residential policies apply, including but not limited to, no smoking and no fire hazards (candles, incense, etc.). All housing and college policies can be found in The Hoot and Hallway Handbook.
- **Emergency Procedures.** If the fire alarm sounds, evacuate the building and maintain distance from any other people and be sure to wear your N-95 mask.

Counseling Services

A counselor from the Student Health and Wellness Center is available during your isolation period. We know that being in isolation can be challenging, and we are here to support residents during this time.

Contacting Housing

Residence Life and Housing will be your main contact for all your housing needs. If you need anything M-F 9AM-5PM call the main Housing phone number: 310-846-2647. After 5pm on weekdays and 24 hours/day on weekends, call the Pro Staff On Call phone number that will be provided to you in an email.

Other Services

- **Trash** - Residence Life will be available to collect trash twice a week on a weekday of your choosing, Monday - Friday, between 9:00 a.m. - 5:00 p.m. Residents will need to confirm a pick up day and time prior to leaving trash outside the door.
- **Mail** - Residents may contact the duty phone for any urgent packages or letter mail that need to be delivered.
- **Meals** - During isolation you are required to order lunch and dinner through the GET App (2 deliveries/day). If you do not have a meal plan you may add Owl Dollars through the GET app to purchase meals. Food will be delivered to your door by a staff member. Breakfast food items may be added to any dinner or lunch meal. Food deliveries are only available from 11:00 - 12:30 p.m. for lunch, and dinner must be ordered no later than 5:00pm. Once you have completed your order, call or text the Pro Staff On Call phone. If you have food allergies please let the professional staff on call know. Unfortunately,

housing is not able to accommodate food deliveries from any meal delivery service (Doordash, Uber Eats, etc.). Housing will accommodate one grocery delivery at the start of your isolation period to purchase any essential items needed.

Student Conduct

The Office of Residence Life and Housing at Otis College of Art and Design is committed to the personal and academic success of resident students and residence life staff. Our objective is to create an environment in which students can grow toward and develop in the respective stage in the human development cycle. To that end, we strive to cultivate and maintain the physical, intellectual, social, interpersonal, and academic environments in housing that support development and success.

In order to achieve these objectives, residents agree to comply with all rules and policies of the College. Policies may be revised or updated year to year based on the needs of the community.

Personal Accountability

You are responsible and accountable for your behavior and the choices you make as a member of the community. You should not engage in behaviors that are illegal, against college policy, or could endanger yourself or others in the community, including self-harming behaviors.

Residents who are present where a policy is being violated will be included on any written reports of the incident and may be held responsible for the policy violation. It is the responsibility of all residents to know these policies and to remove themselves from any situation in which a violation is taking place. If you are present where a policy violation is occurring, please contact the RA on Duty or Campus Safety and Security.

Conduct Process

Residence Life and Housing is committed to fostering a living environment that is conducive to academic inquiry, is safe, and is welcoming. The conduct program that is under the supervision of the Office of Student Affairs is committed to an educational and developmental process that balances the interests of individual students with the interests of the entire residential community. For more information regarding the full conduct process review [The Hoot](#).

Resident Assistants are trained on the policies and procedures of Residence Life and Housing. The Resident Assistant's role in conduct is to observe, confront, and report alleged policy violations. Resident Assistants are not responsible for Conduct Hearings that are only completed by Housing's Professional Staff. The student's role is to cooperate with the Resident Assistant if approached. Students are required, upon the request of any Resident Assistant, housing staff, administrator, or security guard, to comply when asked to show their ID Card.

To report a violation of a Housing Policy:

1. Contact your Resident Assistant via email or call the Duty Phone (Monday - Friday 5:00pm - 8:00am and weekends)
2. Contact the Residence Life and Housing Office (Monday - Friday 8:00am - 5:00pm)

Dining Services and Meal Plans

Café Bon Appetit - Elaine's Dining Hall

Bon Appetit cooks from scratch using fresh, authentic ingredients. They participate in a Farm to Fork program; which means their first choice is to purchase seasonal ingredients from small, owner-operated farms and ranches within a 150-mile radius of our café. They work hard to offer a healthy, nutritious, and delicious menu. Most importantly, Bon Appetit cares about the guests. They are committed to knowing that guests are leaving happy and satisfied. If this is not happening, they want to know!

If you have questions, comments, feedback, or suggestions, please let Bon Appetit know. You can contact the general manager, Daniel Bustamante at daniel.bustamante@cafebonappetit.com or visit the office located in Elaine's Dining Commons.

You can view hours, menus, and more on [Bon Appetit's website](#).

Meal Plan

Foundation students who live in the Residence Hall are required to have at least a 14-meal plan. Sophomore and above students living in the Residence Hall are required to have at least a 10 meal plan. Foundation students living at Park West are required to have at least a 10-meal plan. All other students living at Park West can choose to opt into a meal plan but are not required. Each meal plan comes with Dining Dollars each semester to be used in Elaine's and/or the Café. Meals reload every Sunday and unused meals expire each week after dinner on Saturday. Students use their ID card for meals.

All residential students will select their meal plan choice as a part of the housing application. Meal plans are not refundable, transferable, and may not be shared. No credit or refund is allowed for meals not eaten by the Student. Students who wish to upgrade their meal plan may do so during the first two weeks of the semester, but not later than that. There are no meals served over Spring Break.

One meal swipe consists of the following: one entree, two sides, one dessert/fruit, and one beverage.

GET App

GET™ is an online and mobile platform to help you get more convenience, value, and fun from campus life. Once you download the free app to your smartphone, choose OTIS as your campus.

With GET, you can:

- Place your order online
- See your current account balances

- View recent transactions
- Instantly add funds with a debit or credit card
- Lock a misplaced OTIS Card ID

Download today, search “GET” wherever you get your apps.

Elaine’s Dining Hall Hours:

	Monday - Friday	Saturday and Sunday
Breakfast	8:00 a.m. - 10:00 a.m.	n/a
Brunch	n/a	10:30 a.m. - 2:00 p.m.
Lunch	11:30 a.m. - 2:00 p.m.	n/a
Dinner	5:00 p.m. - 7:00 p.m.	5:00 p.m. - 7:00 p.m.
Elaine’s closes from 10:00 a.m. - 11:30 a.m. Monday - Friday and 2:00 p.m. - 3:00 p.m. on Saturday and Sunday.		

Important Dates, Campus Closures, and Dining Schedule

Please review our important dates [here](#).

Otis College Resources

One Stop

The One Stop at Otis College offers a central location for [Academic Advising](#), [Financial Aid](#), [Registration](#), and [Student Accounts](#) services, information, and resources.

Contact:

(310) 665-6999

onestop@otis.edu

Student Basic Needs

There are resources and services that the College offers to address and provide support for some challenges that many students face, such as food insecurity, housing insecurity, and lack of access to basic needs.

The Food Pantry is accessible to all students who are enrolled. Students can access the Food Pantry for any reason, no questions. Visit the [Basic Needs webpage](#) on COVID-19 access guidelines.

[Safety and Security](#)

Otis is committed to the safety and wellbeing of our students, faculty, and staff. The College assists in keeping the campus safe, but a safe campus can only be achieved through the efforts and cooperation of all students, faculty, and staff.

In emergency situations students have the following options:

Call 911

Call Security at 310-665-6965

Email security@otis.edu

Message security through Livesafe application

Residents should download the [LiveSafe](#) application to access safety resources, incident report, emergency contact information, Safewalk, and other resources. SafeWalk is an important Livesafe feature that allows students to virtually walk family, friends, and colleagues home or to another destination by monitoring their location on a real-time map.

[Student Health and Wellness Center](#)

Please call the Student Health and Wellness Center for all appointments including counseling.

Location: First floor of Ahmanson Room 107

Phone: (310) 846-5738

Fax: (310) 846-5739

Email: studenthealth@otis.edu

[Title IX Reporting Form](#)

If you have any questions, concerns, have witnessed sexual misconduct, or believe you have been the victim of sexual misconduct, sexual assault/harassment, or dating violence, please report using the Title IX form and/or contact:

Carol D. Branch, Ph.D.

Assistant Dean of Student Affairs

Title IX Coordinator

(310)846-2554

cbranch@otis.edu

[Bias Incident Report](#)

Students, staff, and/or faculty may report an incident where someone may have been a victim of bias/discrimination, as it pertains to a protected class/category.

[Disability Services](#)

Disability Services is responsible for providing services and determining reasonable accommodations for students with disabilities based on supporting documentation. For more information or questions please contact:

Carol D. Branch, Ph.D.
Assistant Dean of Student Affairs
Title IX Coordinator
(310)846-2554
cbranch@otis.edu

Career Services

Career Services provides support and resources to students and alumni through the stages of career exploration, personal and professional growth, and employment. Career Services also works with local, national, and global employers and cultural institutions to cultivate opportunities for students and alumni.

Phone: (424) 207-2490
Email: careerservices@otis.edu

Tips for Staying Safe

View the information below to know what to do in case of an emergency on campus. More details are provided in the *Live Safe* App.

Campus Safety and Security

Campus Safety and Security are available 24 hours a day, 7 days a week for Otis residents living in the Residence Hall or Otis affiliated Park West apartments. You can reach them by:

- Calling: 310.665.6965
- Emailing: security@otis.edu
- Office Visit: Room 170 in the Academic Building
- Using the *Live Safe* App

Earthquakes

During an earthquake, students should drop, cover, and hold. Students should also consider keeping a flashlight and pair of sturdy shoes under the bed in case an earthquake takes place at night.

Fire Safety

Violation of local, state, federal, or campus fire policies including, but not limited to intentionally or recklessly causing a fire that damages College or personal property or that causes injury. Failure to evacuate a College controlled building during a fire alarm; improper use of College fire safety equipment; and/or tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property may result in a local fine in addition to College sanctions.



Enhance your Safety:

Get to know the Residence Life and Housing & Campus Safety and Security Staffs.

Always lock your doors. Do not leave doors or gates propped open for any reason.

Be aware of surroundings at all times.

Do not leave valuable unattended.

If you see something or someone suspicious, notify Campus Safety and Security.

Do not let people you do not know into the building.

Download and utilize the *Live Safe* App.

Live Safe App



Share info with safety and security

Submit tips related to safety concerns. Attach a photo, video, or audio file. You can even do it anonymously.

Know what's around you

Use the Safety Map to see where you are in relation to organization buildings, safety places, and other information.

Tab navigation: Home
Keeps organization-related functionality in one place within the app.



Get LiveSafe

Download "LiveSafe" from the App Store or Google Play. Register and fill out your profile. Select your organization. You're set!

Request help in an emergency

Quickly access emergency numbers. Safety officials can leverage location-data in an emergency, allowing for faster response times.

Know what to do in an emergency and other info

Access important information from your organization like just-in-time training.

Tab navigation: SafeWalk and Notifications

Virtually walk contacts to their intended destination and know when they have arrived. Access broadcast messages.