

RESIDENCE  
LIFE AND  
HOUSING

TIS  
COLLEGE  
OF  
ART  
AND  
DESIGN



# HALLWAY HANDBOOK

2021-2022



# *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

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# 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.
  - 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.
  - 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.
  - 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 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.
  - 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 a 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

### Professional Staff

<b>Morgan Brown</b> Director, Residence Life and Housing <a href="mailto:mbrown@otis.edu">mbrown@otis.edu</a> 310-846-2648	<b>Melinda Patton</b> Assistant Director of Housing and Services <a href="mailto:mpatton@otis.edu">mpatton@otis.edu</a> 310-846-2591	<b>Francarlo Resto</b> Assistant Director of Community Engagement <a href="mailto:fresto@otis.edu">fresto@otis.edu</a> 424-207-3736	<b>Alezaé Cary</b> Graduate Assistant Coordinator <a href="mailto:acary@otis.edu">acary@otis.edu</a>
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### Resident Assistants

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
<b>Rose Ghazarian</b> 2 <sup>nd</sup> floor <a href="mailto:ighazarian@student.otis.edu">ighazarian@student.otis.edu</a>	<b>Brittany Carter</b> 2 <sup>nd</sup> floor <a href="mailto:bcarter@student.otis.edu">bcarter@student.otis.edu</a>	<b>Reanna Brown</b> <a href="mailto:rbrown2@student.otis.edu">rbrown2@student.otis.edu</a>
<b>Nyjah Yates</b> 3 <sup>rd</sup> floor <a href="mailto:nyates@student.otis.edu">nyates@student.otis.edu</a>	<b>Daron Vinson</b> 3 <sup>rd</sup> floor <a href="mailto:dvinson@student.otis.edu">dvinson@student.otis.edu</a>	<b>Alyssa Rodriguez</b> <a href="mailto:arodriguez2@student.otis.edu">arodriguez2@student.otis.edu</a>
<b>Jamilla Koch</b> 4 <sup>th</sup> floor <a href="mailto:jkoch@student.otis.edu">jkoch@student.otis.edu</a>	<b>Leianna Hill</b> 4 <sup>th</sup> floor <a href="mailto:lhill@student.otis.edu">lhill@student.otis.edu</a>	<b>Izzy De Paz</b> <a href="mailto:idepaz@student.otis.edu">idepaz@student.otis.edu</a>
<b>MarcAnthony Smith</b> LEAD RESIDENT ASSISTANT 5 <sup>th</sup> floor <a href="mailto:msmith@student.otis.edu">msmith@student.otis.edu</a>	HOUSING Assistant <b>Tiahna Barmore</b> 150D   Housing Office <a href="mailto:studenthousing@otis.edu">studenthousing@otis.edu</a>	<b>Samantha Ortiz Segura</b> <a href="mailto:sortizsegura@student.otis.edu">sortizsegura@student.otis.edu</a>

### Contact Information

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

Monday – Friday 8:30am – 5:00pm	Monday – Friday 5:00pm – 8:30am & Saturday – Sunday ( <i>all day</i> )
Housing Office – <b>310.846.2647</b>	RA Duty Phone – <b>626.380.7649</b>

Residents can also email their RA directly or office at [studenthousing@otis.edu](mailto: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
- Caricature Drawing
- Adventure Time Roundtable Readings

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 stay connected with updates & 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
  - Clear of clutter and garbage
  - Properly working and clean microwave, stove, oven, and garbage disposal
  - 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.

## Living 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 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 agreement.

## 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 in order 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 a perfect 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. If you are experiencing conflict, please 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 staff will get involved. If you complete the first three steps, you will then meet with Residence Life and Housing 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 with additional details.

## 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 within 48 hours of receiving your room key.

### 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 Guide

Students will receive a detailed move out guide outlining the process to successfully move out of their space, return keys, and next steps. If students fail to follow the guide (leaving without an appointment, not returning keys, etc.) then there may be a \$50 improper check out fine added to any additional damages or charges. Residence Life and Housing staff will provide this move out guide to students through email.

### Damages and Charges

Upon move-out the student is responsible for completing a Room Condition Report to report any damages or loss. A Residence Life Staff member will also assess the room. 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. The next page includes a list of some of our most common charges by location (this list is not exhaustive):

## **Residence Hall Charges**

Carpet Stains (by square)	\$50.00
Paint Chips (one wall)	\$50.00
Paint Chips (full bedroom)	\$100.00
Hole in Wall (medium or big)	\$75.00
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

## **Park West Charges**

Carpet Stains	\$80.00
Carpet Replacement	\$1,000.00
Garage Clicker	\$75.00
Community Key	\$50.00
Apartment Key	\$25.00
Mail Key	\$25.00
Paint Chips (One Wall)	\$50.00
Full Apartment Paint	\$100.00
Removal of abandoned belongings	\$75.00 per item
Removal of trash/waste from room	\$35.00
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 mail key should be turned into Residence Life and Housing before you leave campus.

## 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. One 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.

**Students sign a full academic year agreement. This agreement is for both Fall and Spring semesters.\***

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

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, Park West, and Ascent 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 the Duty Number (424.527.4655).

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 and an additional fee may apply. Park West and Ascent apartments do not close for Winter Break. 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.

Students staying over the break will NOT have access to:

- Dining Services – all dining operations will be closed, though 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 break, as both Elaine's and the Café close when. Both Elaine's and the Café will reopen the Sunday before classes resume.

## 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 charge 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. Ascent residents have secure bike storage available for a monthly fee of \$25.

### 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 to violate the Code of Student Conduct. 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, Ascent 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, Ascent 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, nun chucks, 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. Due to COVID-19 the communal kitchen in the Residence Hall is closed until further notice. 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/Minifridges

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.



# COVID-19 Community Standards and Expectations

## Face Coverings

Students are required to wear a face covering whenever leaving their assigned room, including in the hallways of their building, elevator, stairwells, etc.

## 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 during the year.

## Community Spaces

### *Residence Hall*

All communal spaces in the Residence Hall, including the lounges, studio space, and kitchen will be open and students should follow all posted guidelines. Based on CDC and LA County guidelines, we may close these lounges at any time. Students will still 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. As we have a better understanding of how these areas will be managed, including closures, maximum capacities, and/or other precautions, we will notify the students living at each property.

## 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 SHWC will direct you on your next steps.
3. If you begin to feel symptomatic after hours, stay in your room and call the SHWC first thing in the morning. The SHWC will be open for calls between the hours of 8:30am - 5:00pm.
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. A student placed in isolation will not be allowed to leave their room. Food will be delivered and staff from the Student Health and Wellness Center will be checking in on any students placed in isolation.

### **Quarantine**

Students placed in quarantine will be directed to watch for any COVID-19 symptoms. Typically quarantine will be required due to travel restrictions or when a person has been identified as a close contact for someone who has tested positive for COVID-19. Students placed in quarantine should not attend classes. They will remain in their own room and will be permitted to attend Student Health and Wellness Center appointments or to pick up food. Whenever leaving the room, students should be masked and quickly pick up their food and then return straight to their room. Students will receive additional information if they are needing to quarantine.

## 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

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.

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, B. McKinney, at [belinda.mckinney@cafebonappetit.com](mailto:belinda.mckinney@cafebonappetit.com) or visit her office located in Elaine's Dining Commons.

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

All residential students will select their meal plan choice as a part of the housing application. Students that commute, who want a meal plan, can select one online through their dashboard right before the semester begins. Once the meal plan request is submitted, you will see the charges appear on your student account.

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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. You can reach them by:

- Calling: 310.665.6965
- Emailing: [security@otis.edu](mailto: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.