



HALLWAY HANDBOOK

Office of Residence Life and Housing

Otis College of Art and Design

Fall 2016 – Spring 2017

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Office of Residence Life and Housing Information

Office Information

Location	Room 160 of new Academic Building Door faces the quad
Office Hours	Monday through Friday 8:30 am to 5:00 pm
Office Phone	310.846.2647
RA Duty Phone	310.686.9708
Email	studenthousing@otis.edu
Report Room Issues online at:	housing.otis.edu

Staff Information

Professional Staff	The Office of Residence Life and Housing staff is here to help you! The Coordinator of Residence Life and Housing is a staff member who lives on campus and responds to any emergencies in the Residence Hall.
Resident Assistants	Students serve as resident assistants for every floor. Your RA is your first source for support and assistance on campus. The RAs help to build and foster community on every floor. They are responsible for helping students maintain a safe and productive living environment. This includes enforcing policies and helping manage roommate conflicts.

Addresses

Mailing Address*:	Student Name SMC # (this number is assigned to students upon moving in) 9045 Lincoln Blvd. Los Angeles, CA 90045 <i>* Full address must be used to receive mail and/or package</i>
Residential Address:	Student Name Unit Number (this is the unit that the student is living in) 9030 S. Loyola Blvd. Los Angeles, CA 90045

Roommate Information

Roommate Agreements

To help ease the conversation around living with new people, each room is required to fill out a roommate agreement. Together, the room will determine their agreement on areas such as guests/visitors, cleaning schedules, sharing items like food or supplies, and more. These agreements are living documents and can be changed, edited, or revisited throughout the entire year. The RA will keep a completed copy of the Roommate Agreement in case their help is needed if any conflicts arise. The room may request a copy of the agreement as well as make amendments to the agreement at any time. Please contact your RA to receive a copy or to amend the agreement.

Roommate Conflicts

The first step is sitting down to discuss the situation with your roommate. Communication is essential when it comes to living with other people. We encourage you to try to work out any differences by finding a way to live together through compromise. If you are having trouble facilitating this conversation, reach out to your RA! In order to allow time to settle into your new living situation, room changes are not permitted the first two weeks of school. Please keep in mind that space is limited, so we are often unable to accommodate room and/or roommate changes.

Dining Information

Meal Plans

A Residential student must participate in a College meal plan. Meal plans are not refundable, transferable, and may not be shared. No credit or refund will be given to students for meals not eaten. Students who wish to switch meal plans may do so during the first two weeks of the semester, but not later than that. Students can change their meal plan online: https://otiscollege.formstack.com/forms/meal_plan_changes. Students can also go online: <https://get.cbord.com/otiscollege/full/prelogin.php> to check meal plan activity and balances, purchase additional Owl Dollars, or to report a lost or stolen card.

Dining Hours

More information about dining hours, food service availability, dining options, and meal plans can be found on the College website: Otis.cafebonappetit.com. The College reserves the right to change food service options, locations, and serving times.

Otis College Resources

Campus Safety

Rick Gonzalez	<i>Chief of Safety and Security</i>
Location	Room 170 of New Academic Building Door faces the quad
Office Hours	24 hours / 7 days a week
Phone	310.665.6965
Services	Lost and Found; Parking Permits; Parking Appeals; Long Term Bicycle Storage

Health and Wellness Center

Dr. Julie Spencer	<i>Medical Director and Physician</i>
Jamie Turner	<i>Counselor</i>
Ju Lee	<i>Nurse</i>
Catherine Kreamer	<i>Insurance Specialist and Patient Coordinator</i>
Location	Ahmanson 107
Office Hours	Monday through Friday 8:45 am to 4:00 pm
Phone	310.846.5738
Email	studenthealth@otis.edu
Services	General preventive care; Treatment for acute illness and injuries; Travel study physicals and immunizations; Women's health; Men's health; Sexually Transmitted Illnesses Screening; Reproductive health concerns; Vaccinations and allergy shots; Laboratory services; Health education and wellness programs; Referrals to specialists; Insurance questions; Counseling services; and more!

One Stop

Location	Ahmanson 204
Office Hours	Monday through Friday 8:30 am to 5:00 pm
Email	onestop@otis.edu
Services	Answer questions regarding Financial Aid, Registration, and Student Accounts

Student Affairs

Dr. Laura Kiralla *Vice President of Student Success and Dean of Student Affairs*

Nick Negrete *Associate Dean of Student Affairs*

Location Ahmanson 205

Office Hours Monday through Friday 8:30 am to 5:00 pm

Phone 310.665.6960

Email student@otis.edu

Services Emergency loans; Student Concerns; Student Conduct

Student Disability Services / Title IX

Dr. Carol Branch *Assistant Dean of Student Affairs and Title IX Coordinator*

Location Ahmanson 205E

Office Hours Monday through Friday 8:30 am to 5:00 pm

Phone 310.846.2554

Email cbranch@otis.edu

Services Provides accommodations; Gender/sex discrimination; Sexual Assault; Bullying; Hazing; Veterans Support; General Support for Students

Student Mail Center

Location Outside on the right of Ahmanson Hall
Door faces the stairs of the Galef building near the Purchasing Office

Office Hours Student Mail Center will be accessible 24 hours a day, 7 days a week
Staff is available in the Purchasing Office, weekdays between 8:00am – 10:00am
and 12:00 pm – 4:00pm

Services Pick up mail and packages

Residence Hall Facilities

Bicycle Parking

Short term bicycle parking is available at designated bike racks throughout campus. Bicycles locked to fences, gates, or any other fixtures will be impounded. Impounded bicycles will be stored for a maximum of 90 days. Short term bicycle racks are intended for daily use only. Bicycles that appear to have been abandoned will be tagged and subsequently impounded. Otis is not responsible for lost, stolen, or damaged items. Bicycles may not be stored in residential units, hallways, stairwells, kitchens, lounges or other common areas.

Long term bicycle parking is available upon request, located on the first floor of the parking structure. Please contact Campus Safety for more information regarding long term bicycle storage or if you want to register your bicycle to park in long term storage.

Elevators

Students are required to tap their OneCard upon entering to operate the elevator. The elevator will not operate until the card is used. Please follow the practices below in order to avoid an occurrence of elevator breakdowns:

- Do not hold the elevator by holding the door open
- If you need to hold the elevator, use the “OPEN DOOR” button
- Do not push the elevator doors open after they begin to shut; use the “OPEN DOOR” button
- Do not overcrowd the elevator

Internet and Cable

Internet and Cable in the Residence Hall are provided through a company called Apogee. Students sign up for internet access by visiting www.myresnet.com. Any problems, questions, or concerns can be directed to Apogee 24 hours a day, 7 days a week. Students can call 1.855.868.7157, text “ResNet” to 84700, or email support@myresnet.com.

Kitchen Lounge

The shared, community kitchen is located on the fifth floor of the Residence Hall. The equipment located in the kitchen lounge includes: a TV, seating, a refrigerator, and stove/oven. Furniture is not to be removed from the lounge. Students should not leave any appliance unattended while it is in use. Please be considerate of your fellow residents and clean up after each kitchen use. Any dishes, pots, pans, etc. that are left in the kitchen will be discarded. The Office of Residence Life and Housing is not responsible for any food or items left in the kitchen unattended. Students are not allowed to store kitchen knives in their rooms or in the kitchen; however, there are knives locked up and can be checked out through the Office of Residence Life and Housing staff. The kitchen is not to be used for art projects.

Laundry

Laundry rooms are located on each floor of the residence hall. The Office of Residence Life and Housing is not responsible for items left unattended in the machines or laundry rooms. Students can pay for laundry by loading money onto the OneCard through the online Get system. Students can view the status of the washers and dryers online by visiting: <http://washalert.washlaundry.com/washalertweb/otis/otis.html>.

Parking Garage

Parking permits are required for all students who have a car on campus. Parking permits are available through the Campus Safety Office. We encourage students to park on the 5th and 6th floors of the parking garage.

Student Lounges

There are two student lounges in the Residence Hall on the second and fourth floors. There is seating, dry erase cubes, and TVs located in these rooms. Furniture is not to be removed from the lounge. This is a great place for students to work on their LAS homework and hang out with friends.

Studio Lounge

The studio lounge is located on the third floor of the Residence Hall. There is a sink, tables, and chairs in this lounge. Furniture is not to be removed from the lounge. Students are encouraged to work on any and all art related projects in this space.

Student Mail Center

Each resident is issued an individual mailbox at the beginning of each year. If students receive a package, an email will be sent to their Otis College email account with a pin number to use for the ByBox system. Students will have 72 hours to pick up any packages from the ByBox system. Otis College is not responsible for lost, stolen, misdirected or damaged mail, parcels, or packages. Mail forwarding service is not provided after a resident moves out of the Residence Hall. Students should update all bank statements, magazine subscriptions, etc. when they move out.

Trash and Recycling Rooms

The trash and recycling is available on each floor; located off of the laundry room. Trash should be placed in the appropriate containers. Do not leave trash in the hallway, laundry room, or lounges.

Work Orders

If something in your room is not working correctly or is in need of repair, please fill out a work order form by going online to housing.otis.edu.

Residence Hall Safety

Campus safety is everyone's responsibility, and your cooperation is essential to maintaining a safe environment in our residence hall.

To enhance the safety of our Residence Hall:

- Get to know the Residence Life and Housing Staff and Campus Safety Officers; they are here to help!
- Always lock your door and take your OneCard with you. Your door automatically locks behind you.
- Never prop doors open.
- Never leave valuables unattended.
- Be aware of your surroundings at all times.
- Do not let strangers or people that you do not know into the building.
- If you see something or someone suspicious, notify Campus Safety.
- Do not let people you do not know into your room.
- Report any lost student OneCards to Campus Safety immediately.

Disaster Preparedness

Emergency Information Number (Crisis/Disaster): **(888) 751-7523**

In the event of an earthquake or other significant crisis, Otis College will announce basic information and instructions through a special emergency telephone number (888) 751-7523. Since this telephone service is located out of state, it will be operative even when Los Angeles telephone service has been disabled. This number will be activated only in the event of a significant crisis affecting the College. Please share this telephone number with parents, family, friends, and significant others.

Earthquakes

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

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

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; or tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a local fine in addition to College sanctions. In the event of a fire alarm, please exit the building in a calm, orderly fashion. Do not bring any unnecessary items with you when exiting the building, including homework, class materials, and furniture.

Health and Safety Inspections

Rooms should be kept clean and in good condition. Each student is responsible for maintaining a safe and healthy living environment. Resident Assistants will perform monthly health and safety inspections of each resident unit. The RA will be checking a list of health and safety items and levels of cleanliness. During health and safety inspections, prohibited items will be confiscated.

Hospitalization

If a student's health and safety is at risk in the residence halls, the residence hall staff will follow protocol which may include paramedics who will assess the situation and make a determination of being transported to the hospital. Transportation to the hospital and ER visits will be charged directly to the student and is not covered by Otis College. In the case of student hospitalizations, Otis College may call and involve a parent/guardian.

Injury/Illness

Students should utilize the Student Health and Wellness Center in the event of an injury/illness, as well as complete an incident report form located at otis.edu: <http://www.otis.edu/forms/students/student-incident-report/>.

Smoke Detectors / Sprinklers

Tampering with, disconnecting or obstructing fire alarm bells, smoke detectors or other fire equipment is prohibited and the violator may be subject to prosecution and/or arrest, and/or dismissal from campus housing.

Residence Hall Community Standards

The Student agrees to comply with all rules and policies of the College relating to Student's conduct and Student's use and occupancy of the Room and common areas of the Residence Hall as such Rules and Policies may be revised from time to time. Those policies are contained in several different documents, including, but not limited to the Hoot and the Hallway Handbook. The documents are available on the College website at <http://www.otis.edu>.

Alcohol

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

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

Alcohol is permitted on campus and at Otis College-sponsored events off campus only in connection with special events sponsored by the Ben Maltz Gallery, Institutional Advancement, Human Resources and Development, the Provost's Office, and the Graduate Programs. At these special events, alcohol may be served only by a bonded bartender. All students in attendance must abide by local, state, and federal regulations related to the possession and consumption of alcohol.

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 a conduct charge for failure to comply.

Candles

Candles are strictly prohibited in the Residence Hall. This includes the use of birthday candles.

College's Right of Entry

Authorized College representatives may enter the Residence Hall and the 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 use policies); (4) verifying occupancy; (5) conducting inventories of College property; and (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.

Drugs

Use, possession, or being under the influence of illegal, illicit or unauthorized drugs (including prescription medication that is not prescribed to the student) or other impairing substances; in either the Residence Hall or anywhere on campus is not tolerated. Drugs include, but are not limited to marijuana, salvia, magic mushrooms, poppy seed plans (or similar substance) or any substance that alters an individual's psychological state of being. The possession of drug related paraphernalia, including hookahs, bongos, needles, or any device used to introduce a substance into the human body, is also prohibited.

See The Hoot for full campus policy.

Keys

Key cards/keys are for the Student only and shall not, under any circumstances, be loaned, borrowed or otherwise relinquished to any other individual. The Student is prohibited from duplicating or modifying key cards/keys. The key cards/keys are the property of the College and the Student must return the keys at the end of the Term. Loss of key cards/keys will result in a replacement charge and, in the case of a lost mail box key, a lock change at the Student's expense.

Guests / Visitors

The College maintains a visitors and guest policy that must be observed. The Student will be held responsible for the conduct of anyone he/she invites or permits to enter College's campus or Residence Hall. Any violation of the provisions of this Agreement by such a person will be attributed to Student and may be grounds for termination of this Agreement by the College.

All overnight guests can stay a maximum of 72 hours in the Residence Hall at one consecutive time. All Otis College residential students must check in with their overnight guests at the Campus Security Office to register their guest and obtain an official Otis College Guest pass for that specific visit. Otis College Guest passes have no access to campus buildings or residence hall rooms. If overnight guests need a parking permit, they must complete the guest registration and register their car at the Campus Security Office. Guest passes should be returned to the Campus Security Office at the end of the guest's stay.

Hallways

The use of roller-skates, roller blades, skateboards, bicycles, or hover boards in any campus building is prohibited. Students should not play any sports in the residence hall hallways or lounges. Students should not store anything in the hallways outside of their residence hall doors. Any violations will result in disciplinary action and charges for damages.

Lockouts

Students are required to have their Student OneCard with them at all times. Students are granted two free lockouts per academic year. Any additional lockouts will cost students \$15 per lockout, which will be added to their student account. During business hours (Monday through Friday between 8:30 am through 5:00pm) students who are locked out can stop by the Office of Residence Life and Housing. Any lockouts outside of business hours will need to go through Campus Security.

Maintenance of Room

The Student agrees to maintain in a clean and safe condition, the Student's Room and to leave the Room in a clean and orderly condition at the end of the Term. The Student shall not keep, or permit to be kept in or about the Room or common areas, any of the following: illegal drugs and other illegal substances, firearms, weapons, ammunition, fireworks, gasoline, other flammable liquids, benzene, photo development chemicals, any other chemicals that are toxic or explosive and/or other items which could endanger the life, safety or welfare of the Student or other members of the College community. Determination of whether a substance or item is prohibited is in the opinion of the College at its sole and absolute discretion.

Marijuana / Medical Marijuana

Consistent with obligations to comply with the federal Drug-Free Schools and Communities Act of 1989, the College prohibits students from possessing or using medical marijuana on campus and in the Residence Hall, even if a student satisfies the requirements of the California Compassionate Use Act.

See The Hoot for full marijuana campus policy.

Mold Notification

Mold occurs naturally in the environment and there currently exist no federal or state standards for permissible levels of molds. The Student is required to take steps to control growth of mold and mildew by keeping the premises clean and well-ventilated, particularly when showering, bathing, or washing clothes. The Student is required to notify the College promptly by contacting the Resident Assistant or Coordinator of Residence Life and Housing about the existence of moisture, water leakage or overflow in or about the premises.

Parent Notification Policy

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Associate Dean of Student Affairs (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the College alcohol and drug policy. Additionally, if a student's health and safety is deemed a significant risk, the Associate Dean of Student Affairs or designee may notify parents of their student's circumstances.

Pets

No pets or animals are permitted in the Room and/or Residence Hall at any time, with the exception of a service/therapy animal authorized and approved by the College's Students with Disabilities Services.

Quiet Hours

Quiet Hours are from 10:30 pm to 7:00 am Sunday through Thursday. Quiet hours are from 12:00 am to 8:00 am on Friday and Saturday. Courtesy Hours are in effect 24 hours a day. Quiet hours may adjust during finals period.

Roof Access

Otis College specifically prohibits employees (with the exception safety, security, and operations personnel) and students from being on the roofs of all college buildings including but not limited to the Residence Hall.

While safety, security, and operations personnel must comply with this policy in the course of normal operations, they are exempt during emergencies and may provide access to authorized technical personnel and first responders as needed.

Room Alterations

The Student shall not make any alterations or improvements to his or her Room without the prior written permission of the College, which it may withhold in its sole and absolute discretion. Alterations and improvements which require the College's permission include, but are not limited to, the following: painting, wallpapering or other changes to the walls or ceiling, removing closet doors or window screens, installing shelves or flooring, installing deadbolt locks and making any changes or modifications to the existing furniture. Any approved alterations and improvements shall become the property of the College, and shall not be removed upon the expiration of the Term. If the Student makes any unauthorized alterations or improvements, the College shall have the right and option to require the Student to restore the Student's Room to its prior condition, at no cost to the College, or the College may do so at the Student's expense.

Sexual Harassment and Misconduct

Otis College of Art and Design expects that all members of the community—students, faculty, staff, guests, and visitors—should be able to pursue their work and education in an environment free from sexual misconduct, violence, harassment, and intimidation. The College does not tolerate sexual misconduct, violence, harassment, or intimidation within the work or academic environment.

Sexual harassment occurs when sexual advances, requests for sexual favors, or any conduct of a sexual nature is made a condition of an individual's employment, appointment, admission or academic evaluation, or used as a basis for evaluation in personnel decisions or academic evaluations. Any sexual misconduct that purposely or effectively interferes with an individual's work or academic performance or creates an intimidating, hostile, offensive, or otherwise adverse working or learning environment, is a direct violation of this policy. Such examples may include, but are not limited to, the following: sexual harassment, sexual violence, sex or gender-based bullying, hazing, stalking, relationship violence, and failure to provide equal opportunity in admissions, activities, employment, or professional development.

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

The College Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination/harassment/misconduct and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

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

Smoking

Smoking is prohibited in a student's room, Residence Hall, and outside of the designated smoking area. This applies to the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems. Smoking is allowed in the designated smoking section only.

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, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property.

Windows

Students must not tamper with the window safety equipment. Hanging items in the window or throwing objects from a window is strictly prohibited. Students may not place signs in or on their windows.

Campus Breaks and Move Out Information

Winter Break

The Residence Hall closes at 5:00 pm on December 17, 2016 and will not reopen until 9:00 am on January 11, 2017. Students will not be allowed access to their room during this time. Any belongings that students will not need during this time are allowed to remain in the room.

Spring Break

The Residence Hall remains open during Spring Break (March 17, 2017 through March 26, 2017), but no on-campus dining options will be available.

Leave of Absence / Withdrawal Move Out

After the Term of the Agreement begins, the Student may apply in writing to the Residence Life and Housing Office to request approval for a termination of this Agreement under the following circumstances:

- Withdrawal from the College for medical reasons. (Presentation of appropriate documentation from a licensed health care or mental health professional is required.);
- Marriage or Registered Domestic Partnership. (Presentation of proof of marriage or registered domestic partnership is required.);
- Completion of graduation requirements during the term of the Agreement;
- Unforeseen and compelling circumstances that, in the judgment of the Director of Residence Life and Housing, entitles the Student to special consideration.

If the College approves the Student's request to Terminate this Agreement, then the following shall apply: (1) the Student shall vacate the Room and the Residence Hall within **72 hours** of the College's notification to the Student of the College's approval of termination request or such other time period agreed upon in writing between the Student and the College; (2) the College will assess the Student those damage charges described in Section 5.3 above (if any), to the extent they exceed the amount of the Damage Deposit; and (3) the College will retain all pre-paid Room and meal plan charges as liquidated damages; provided, however, if the Student requests termination of this Agreement during the first four weeks of the Term, the college will refund any pre-paid room charges under the terms of the refund schedule for the period following the date the College approves the termination request and the Student vacates the Room and Residence Hall, as long as the Student has completed the established check-out procedure and has settled in full all accounts and debts owing to the College. Note approval of a request for termination of this Agreement is not automatic. Termination of this Agreement is effective only upon the College's approval in writing of the Student's request for termination. The College retains the sole and complete discretion to approve or deny a request for termination of this Agreement. If (1) the Student never occupies or vacates the Room but fails to submit a termination request, or (2) the College receives the Student's termination request but does not approve such request, this Agreement will not be terminated and the Student will continue to be responsible for all charges due under this Agreement for the entire Term.

End of Year Move Out

Students must move out by **5:00pm on May 10, 2017**.

Students will need to set an appointment with their RA to turn in their mail key and sign out of their room before leaving at the end of the academic year. A checklist will be provided to students with how to prepare their room before leaving. Students are expected to take all of their personal belongings with them when moving out.

Vacating Room

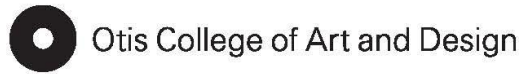
When the Student vacates the Room and Residence Hall at the end of the Term, or upon cancellation or termination of this Agreement, the Student must remove all personal property and shall leave the room, its furnishings, and fixtures in as good an order and condition as the same were upon commencement of the Student's occupancy, with reasonable wear and tear excepted. The Student acknowledges that items left in the Room, or elsewhere in the Residence Hall, after vacating or termination of this Agreement shall be deemed to be abandoned property and may be immediately disposed of by the College, in its sole discretion. Any costs incurred by the College associated with such disposal will be the financial responsibility of the Student. There is no obligation on the part of the College to store any items deemed as abandoned in the room, or elsewhere in the Residence Hall, nor to reimburse the Student for any loss. The use of temporary storage units, such as pods, on College property (including within any Residence Hall) is strictly prohibited.

Refund Schedule

The following schedule applies to the refund of Room Charges subject to the terms and conditions of the Student Housing Agreement. Refunds due to students will be credited first to government-funded financial grants, loans and other aid. The remaining balance, if any, will be distributed to the student.

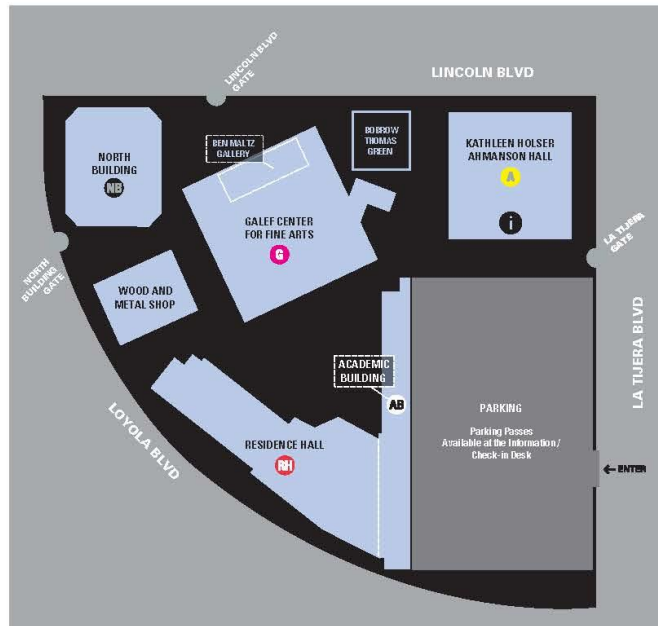
	Refund Received
Before classes begin	100%
Through the first week of classes	90%
Through the second week of classes	75%
Through the third week of classes	50%
Through the fourth week of classes	25%
After the fourth week of classes	0%

Application fees and meal plans are nonrefundable and do not apply to the above schedule.



Elaine and Bran Goldsmith Campus

CAMPUS MAP



AHMANSON HALL **A**

- LL** Digital Printing Center
Laboratory Press/Letterpress
Media Services
Monhoff Printmaking Lab
Online Studio
Screening Room
Student Counseling Center

- 1** Admissions
Campus Store
Continuing Education and Pre-College Programs
Human Resources and Development
Mailroom
Purchasing
Student Health and Wellness Center

- 2** Academic Advising
Business Office and Payroll
Career Services
Communications and Marketing
Faculty/Staff Break Room
Institutional Advancement
One Stop: Financial Aid/Student Accounts/Registration
Provost
Senior Administration/President
Student Affairs

- 3** **Foundation Liberal Arts and Sciences**
Information Technology Office

- 4** Computer Lab
Digital Media
Tech Help Desk

- 5** Academic Mentoring
Architecture/Landscape/Interiors

- 6** Artists, Community, and Teaching/
Interdisciplinary Studies
Creative Action
Communication Arts
Graduate Graphic Design
Photography Lab

- 7** 3-D Output Center
Model Shop
Toy Design

ACADEMIC BUILDING **AB**

- 1** Café
Campus Security
Center for International Education
Faculty Teaching and Learning Center
Forum
Residence Life and Housing
Student Activities
Student Life Center
- 2** Fashion Archive
Fashion Sophomore/Junior
Sewing Studio
- 3** **Fashion Design**
Fashion Design and Illustration
Classrooms
- 4** Fitting Theater
Fashion Senior Sewing Studio

RESIDENCE HALL **RH**

- 1** Dining Commons - Elaine's
Millard Sheets Library
Student Learning Center
- 2** Media Lounge
Student Residences
- 3** Student Residences
Studio Lounge
- 4** Student Residences
Study Lounge
- 5** Kitchen Lounge
Student Residences

GALEF CENTER FOR FINE ARTS **G**

- 1** Ben Maltz Gallery
Bolsky Gallery
Ceramics and Sculpture Studios
Lighting Studio
- 2** **Fine Arts**
Graduate Writing

NORTH BUILDING **NB**

- 1** **Product Design**

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