



RESIDENCE LIFE

POLICIES HANDBOOK

2017-2018



Columbus College
of Art & Design

RESIDENCE LIFE
60 CLEVELAND AVENUE
COLUMBUS, OHIO 43215

P 614.222.3294
F 614.222.4040
housing@ccad.edu

ccad.edu

TABLE OF CONTENTS

INTRODUCTION	2	COMMON AREAS	8
ON-CAMPUS LIVING REQUIREMENT.....	2	Damage Charges	8
RESIDENCE LIFE STAFF.....	2	Elevator	8
IMPORTANT DATES	3	Flammable/Volatile Solutions	8
Residence Halls during Breaks	3	Garden Areas	8
PAPERWORK & PROCESSES.....	3	Laundry	8
Cancellation of the Housing Agreement.....	3	Lounges	9
Check-In/Checkout.....	3	Mail	9
Disabilities	4	Maintenance Requests	9
Fee Payment	4	Postings	9
Identification Cards	4	Public Areas	9
Keys	4	Skateboards & More	9
Lockouts	4	Spray Booths	9
Room Consolidation & Transfers	4	Trash, Recycling & Donations	10
Roommate Selection & Agreements	5	Work Spaces on Campus	10
Security Deposit	5	STUDENT CONDUCT	10
YOUR SUITE OR APARTMENT	5	Alcohol	10
Appliances	5	<i>Alcohol-Free Areas</i>	11
CCAD Personnel Access	5	Cooperation	11
Cleanup	5	Disciplinary Action	11
Decoration & Arrangement	6	Disruptive Behavior	12
Drains & Plumbing	6	Drugs	12
Flame & Flammables	6	Firearms & Weapons	12
Furniture & Equipment	6	Gambling	12
Guests	7	Graffiti	12
<i>Visitation Hours</i>	7	Quiet Hours & Courtesy Hours	12
<i>Overnight Guests</i>	7	Smoking.....	12
Heating & Air Conditioning	7	Stolen Property	13
Internet Connections	7	Windows	13
Personal Property	8	SAFETY, SECURITY, & REPORTING	13
Pests	8	Building Security	13
Pets	8	IN CASE OF EMERGENCY	13
Phones	8	Fire-Related	13
		Weather-Related	13

INTRODUCTION

Welcome to the CCAD residence halls. Our residence halls are designed to strengthen your learning and creative processes and to build a closer CCAD community while ensuring a safe and healthy environment for students. A great deal of growth occurs in a person's life during the college years. In the classroom, your talents and intellectual abilities are developed, while outside the classroom, growth on emotional and personal levels is achieved. The office of Residence Life can play an important role in this development. We share with you the responsibility to ensure that this tremendous opportunity for growth is realized to its fullest.

The rules and regulations in this document have been established to contribute to this achievement. They represent a combined effort of students and administration to establish policies that are not overly restrictive and ensure safe, secure, and comfortable accommodations for everyone.

This Residence Life Policies Handbook and all other written CCAD policies are considered to be a part of your housing agreement. CCAD reserves the right to alter any policy when it deems it necessary for the good of the students and the institution. This handbook is designed to work in conjunction with and as an extension of the CCAD Student Handbook (available at www.mycad.edu). Residential students are responsible for reading and understanding the contents of both handbooks.

Students who violate these policies or other policies of the college or who otherwise engage in actions or activities in the residence halls that are illegal, unacceptable, negatively impact the lives of residents, or are disruptive to the peaceful and secure environment of residence life will be subject to disciplinary action. This may include dismissal from the residence hall or from the college.

Please take special note regarding the proper behavior of guests and the prohibition of illegal use of alcoholic beverages and drugs.

Questions? Contact Residence Life at housing@ccad.edu or 614.222.3294.

ON-CAMPUS LIVING REQUIREMENT

CCAD is dedicated to the first-year of study live-on requirement because we know that it helps student better connect to campus and to others. It also helps students excel in classes and to continue beyond the first year. This is true for first time and transfer students. All incoming (first-year and transfer) students under the age of 21 must reside in a residence hall for the entire academic year. A limited number of full time upper-level students may also live in the residence halls. . CCAD does not provide housing for individuals who are not enrolled full time at CCAD.

The following full-time incoming students are not required to live in a residence hall:

- Students who are from the central Ohio area and are commuting to CCAD.
- Students who will be living with an immediate family member while attending CCAD. This exception is provisional and may be denied by the college.
- Students who are at least 21 years of age.
- Students who are transferring to CCAD with a minimum 24 credit hours completed at another college/university.
- Student who are married or have been living with a domestic partner for an extended period of time. This exception must be verifiable.

Students meeting any of the above conditions or seeking an exemption to the on-campus living requirement must complete a Residency Exemption Request form and submit it to the director of Residence Life at least three weeks before the start of classes. This form is available from the Admissions office or One-Stop Student Services.

The housing agreement is for the entire academic year (two semesters). Incoming students and upper-level students admitted for Spring Semester are only required to live on campus during that semester.

RESIDENCE LIFE STAFF

The Director of Residence Life is responsible for the overall Residence Life operation. The Residential Community Coordinator (RCC) is responsible for the efficient operation of the residence halls and resides in Schottenstein. The individuals in these professional positions have the authority to deal

with problems and situations as they arise within campus housing. However, at times when they are not officially on duty, they should only be disturbed in the case of an emergency. Safety & Security personnel, RAs, or other responsible persons should be contacted for nonemergency concerns.

RAs are upper-level students who assist Residence Life professional staff members in providing service to residents and ensuring the safety and security of the buildings and residents. As representatives of CCAD, RAs and professional staff enforce residence life and campus policies and must be given due consideration and respect in the performance of these duties. Students must comply with the directions of RAs when RAs are acting within the scope of their responsibilities and authority. Failure to do so may result in disciplinary action.

IMPORTANT DATES

Aug. 24 Residence halls open 9 a.m.

Dec. 16 Schottenstein closes 1 p.m.

Jan. 14 Residence halls open for new students 9 a.m.

Jan. 16 Schottenstein opens for returning students 9 a.m.

May 12 Residence halls close at 1 p.m. (except for summer residents)

Residence Halls during Breaks

Schottenstein remains open over fall break, Thanksgiving break, and spring break. It is closed during winter break and summer break. Residents must vacate the building on the day following the last day of class. The building reopens on the weekend before the first day of class.

DSA remains open throughout the year, including all breaks. Residents are not required to vacate the building, but they must have a signed summer lease to reside in the building during the summer months. Academic year leases run from the beginning of fall semester to the end of spring semester. Residents, excluding summer residents, must vacate the building on commencement day.

Meals are not available over Spring and Winter Breaks. Meals can be purchased at the door when The Market is open during summer break.

PAPERWORK & PROCESSES

Cancellation of the Housing Agreement

Requests for cancellation of the housing agreement and refund of the housing deposit must be made by the deadline on the housing agreement (usually May 1). Once the deadline has passed, cancellation is only possible upon withdrawal or involuntary dismissal from the college or from the residence hall. The housing deposit will not be refunded at this time.

Students who sign a housing agreement but take up residency elsewhere may be charged for the agreed accommodations (room and board) for the entire year and may be subject to disciplinary actions if the departure is without permission. Nonpayment of the housing fee will result in the withholding of services through the registrar's office and possible dismissal from the college.

It is assumed that students who sign a housing agreement have considered monetary concerns, health problems, religious concerns, and other circumstances that might prevent them from living in a residence hall.

Check-In/Checkout

Students may check into their rooms on or after the designated opening day at the beginning of the academic year. Students who arrive in town earlier must find temporary accommodations elsewhere until the residence halls open.

Upon entering the residence halls, residents will be given paperwork to complete, a room condition report (RCR), and keys. Residents should report the condition and inventory of all walls, doors, surfaces, and furnishings on the RCR and turn it that day, but no later than 7 days of check-in. Residents can make additional notes to their submitted RCR within the first 7 days.

During fall semester, residents living in Schottenstein must check out no later than 1 p.m. the day following the last day of finals week. Check-in for spring semester begins the Saturday before classes resume. At the end of the academic year, all residents must check out of the residence hall no later than 1 p.m. the Saturday after the last day of finals week. (Graduating seniors may request an extension until 4 p.m.) The deadline excludes residents with a completed DSA summer housing agreement.

Prior to leaving the residence hall, residents must clean their rooms thoroughly. All trashcans should be emptied. The living quarters should be left in "near move-in" condition. Floors should be swept or vacuumed. No personal belongings or clutter of any kind should be left. Residents should ensure that all their room's original furniture is present at the time of checkout. There will be a charge for furniture that is not in the proper room and in its original condition. Keys must be returned. Doors should be locked. Any personal property left at the end of the academic year will be donated or discarded.

Residents who extend their stay past the contract period without being granted an exception will be assessed a fee of \$100 for the first hour and \$50 more per each half hour.

Disabilities

Individuals with a documented disability as described by the Rehabilitation Act of 1973 (PL 933-112 Section 504) and Americans with Disabilities Act (ADA) that may have an effect on their living conditions in the residence halls (such as seizure disorder, asthma, depression, or anxiety) should contact Learning Support at 614.222.3251. When conditions are reported, an accommodation support plan will be created and appropriate accommodations will be provided.

Fee Payment

Room-and-board fees for Fall Semester must be paid on or before the first day of occupancy. Fees for Spring Semester must be paid on or before the first day of classes.

Identification Cards

First-year students will be issued student identification (ID) cards during orientation, intended for use throughout their study at CCAD. Lost ID cards should be reported to a member of either the Residence Life professional staff or Safety & Security staff for immediate deactivation. Until deactivated, lost cards risk building security, the meal plan, and funds on the card. A \$25 replacement fee is charged for a new ID card. Residents who fail to produce their ID to front desk staff five times will be fined \$25.

Keys

Residents are assigned a numbered key to their room. Additionally, student ID cards are coded to provide access to residence halls by swiping the card at a card reader.

In the interest of security, residents should carry their room key and student ID with them at all times. Residents must never give their key or ID to another person. Individuals entering a residence hall after 8 p.m. must present their ID to the front desk attendant as an additional security measure. It is the responsibility of residents to present IDs as they enter. Residence hall staff will track those residents who do not carry their key and ID. Residents who fail to show their ID five times will be charged \$25.

Lost keys and IDs must be reported immediately to a Residence Life professional staff member for replacement and deactivation. Failing to report a lost key or ID immediately or giving a key or ID to another person is cause for disciplinary action. Residents will have \$60 charged against their security deposit for a replacement lock and key. DSA residents will have \$20 charged for each lost mailbox key. A \$25 replacement fee is charged for a new ID card. These charges reflect residents' serious responsibility to help provide a safe living environment for all. Failure to return keys through the standard checkout process when moving out will result in additional charges.

Lockouts

It is not the responsibility of the residence hall staff to let residents into their rooms or buildings. If a resident is locked out of their room, they can ask the front desk attendant to call Safety & Security to give them access to their room. Residents who accumulate two lockouts will have \$25 charged against their security deposit. Those who accumulate three or more lock-outs will be charged an additional \$50 for each occurrence.

Room Consolidation & Transfers

CCAD reserves the right to move students whenever appropriate; residents may not refuse or make the transition difficult for any roommate assigned to their quarters.

During the academic year, vacancies will occur within the residence halls. If a vacancy occurs in a room designated as a double and space permits, residents may be offered the opportunity to "buy out" the room as a single and be charged the higher single room rate. Otherwise, the resident may be required to move in with or take on another roommate to maintain the double room rate in an effort to be fair to residents who choose to be charged for a single room. Questions about this policy should be discussed with the director of Residence Life.

Residents may not change rooms without permission. Residents requesting a different room assignment must complete a Room Change Request form and submit it to the residential community coordinator. Permission to change rooms is not automatically given upon request. Once notified of a new room assignment and having completed the move, residents must turn in the key for their former room to the front desk staff; at this time, residents will also be responsible for any damage to the room being vacated. Residents who transfer rooms without going through proper channels may be required to return to their assigned room and/or be assessed disciplinary sanctions. Room transfers are not allowed during the first or last two weeks of a semester.

Roommate Selection & Agreements

Housing assignment procedures are intended to house students together based on selected similarities. Residents may designate preferred roommates or may ask that the college assign roommates based on the roommate questionnaire portion of the housing agreement. First-year residents may designate preferred roommates or have the college assign roommates. Unless the gender-inclusive option is selected, roommates in a first-year resident's suite or apartment will be of the same gender identity. Upper-level residents in DSA have the option to select whether their roommates will be of the same gender identity or whether the apartment will be gender-inclusive. Residents in gender-inclusive apartments may ask to be housed with specific students of any gender identity or may ask the college to assign roommates.

Residents are expected to work with roommates and their RA to complete a roommate agreement before the fifth week of fall semester. If a new roommate moves in at any point during the year, residents are expected to work with all roommates and their RA to revise the roommate agreement within three weeks.

Security Deposit

All residents living in residence halls are required to pay a security deposit as part of the housing agreement. The amount is stipulated in the housing agreement. This deposit is held as security against damages, cleaning fees, key and lockout charges, and unpaid fees. It is held until the end of the academic year, when a thorough inspection of the premises is made and charges determined. A Residence Life professional staff member. Residents should expect the return of the

remaining portion of their deposit six weeks after the move-out date.

YOUR SUITE OR APARTMENT

Appliances

Schottenstein residents are permitted one microwave per suite and one refrigerator (3.1 - 4.4 cubic feet or smaller) per bedroom (not one per student). The refrigerator and/or microwave must comply with stated guidelines of size and amperage.

In DSA, each apartment comes equipped with a two-burner stove top, microwave, sink, and full-sized refrigerator/freezer. Small refrigerators are not permitted. (Those 21 and older with apartment mates under 21 can apply to the director of Residence Life to have a small refrigerator for their bedroom.)

Residents are permitted to have a two-slice vertical toaster and a rice cooker. Coffee makers (auto drip and pod-style) and espresso machines are also permitted. All other cooking devices (Toaster ovens, slow cookers, crock pots, Foreman grills, and any appliances with exposed heating elements) are not permitted. If in doubt, consult a Residence Life professional staff member for approval.

CCAD Personnel Access

Normally, the living quarters of students will not be entered by CCAD personnel without reasonable notice or cause. However, CCAD reserves the right to have its authorized personnel enter rooms at any time to make needed repairs, during fire drills, notify residents of danger or an emergency, or pursue violations of residence hall or college policies. Regular inspections of units are made by professional Residence Life staff members or designated school authorities. By requesting maintenance/repairs, students authorize CCAD personnel to enter rooms at any time to make repairs. All staff will knock and announce themselves before entering a unit (except in the case of fire drills or fire emergencies).

Clean-Up

Residents are responsible for keeping their living area clean at all times. CCAD will care for common hallways, lounges, and stairways. Vacuums and brooms are available at the front desk for check out with an ID for short-term (1hour) use. Residents are expected to assist in this effort by exercising habits of cleanliness.

Trash should never be allowed to accumulate. If excessive uncleanness in the living quarters is noticed during an inspection, residents may be fined. Accumulation of trash in common areas may result in fines to the entire resident population. At checkout all the spaces in a unit must be in "near move-in condition" to avoid a cleaning billing. See the Disciplinary Action section of the handbook for more information about cleanliness expectations.

Decoration & Arrangement

Residents may not install partitions of any kind (including curtains) within rooms and must not block access to windows in case of emergency.

Residents are permitted to hang items on the interior walls of their individual living quarters only. To prevent fire hazard, only 75 percent of any wall can be covered, which limits the hanging of tapestries. In Schottenstein, masking tape is the only adhesive that can be used. In DSA, residents are allowed to use a minimal number of tacks to hang items on the walls. Nails, poster putty, adhesive hooks, and any hanging devices that damage the walls are not permitted. Residents are responsible for any damage, marks or tears to surfaces in rooms. Painting of walls or furniture is not allowed.

Alcohol and other bottles are not permitted for display in windows at any time. Empty or full alcohol containers are not permitted for display in spaces where residents under 21 reside.

Tapestries, fabric, lights, paper objects, mobiles, and other items must never be draped around, attached to, or hung from the ceiling, conduit, pipes, light fixtures, or fire safety/suppression equipment at any time or in any fashion. No item can over an electrical outlet.

String lights (LED-style is preferred) are permitted if they comply with these rules: There can be no more than two 100-light strands in a room. Lights can not touch or hang over paper, fabrics, or any flammable surface. Light strands and electrical cords cannot be wrapped around beds or other furniture. Light strands cannot hang from the ceiling, conduit, pipes, light fixtures, or fire safety/suppression equipment. Lights cannot be placed in a way that poses a risk to people or operations. Lamps that use halogen bulbs are prohibited.

Drains & Plumbing

Slow or clogged drains and plumbing should be reported via an on-line maintenance request immediately. Pasta and rice must never be put

down a drain or disposal. Residents will be billed for the substantial cost associated with the removal of such clogs. The use of chemical drain cleaners is prohibited as they cause a health risk. Evidence of drain cleaner use will result in a \$100 fine. We highly discourage the use of toilet wipes. The flushing of feminine products, cloth, or food is prohibited. Removal of any blockage caused by such items will result in a billing.

Flammables & Fragrances

To prevent fire hazard, candles (even with the Wick removed), incense, and all similar items designed or used for the prolonged burning of an open flame are prohibited anywhere in the residence halls. Similarly, lighter fluid, lamp fuel, propane, other fuel, and large containers of compressed air are prohibited.

Scented wax warmers and fragrance plug-in warmers are permitted but should be closely monitored when in use. Such warmers should always be free and clear of paper, fabrics, and other items. Table top and light bulb ring scented oil warmers are not permitted. Roommates should be consulted and considered before using any fragrance dispenser.

Furniture & Equipment

All CCAD furniture must remain in the suite or apartment. Items are individually marked for room identification. All residents are responsible for the care of the furniture. Any item that is damaged should be reported immediately so that appropriate individuals may be charged. If unreported, the cost for damages will be assessed and charged to all residents in the living unit.

Cutting of materials should only be done on appropriate surfaces, such as cutting boards.

Any foam bedding pads must be brand new. Foam pads may need to be disposed of if there is any indication of pests in the room at any time. Residents should not bring additional large pieces of furniture or wooden structures. CCAD provides fitness centers, therefore personal weightlifting equipment of any kind is not permitted in the residence halls.

Residents may bring stereos, radios, small TVs, and musical instruments. Drums, amplifiers, floor-stand stereo speakers and subwoofers are not permitted due the high volume and the vibrations they create. Electronic instruments must be equipped with and used with headphones to ensure private listening. CCAD considers the use of such

personal items a privilege and not a right. When equipment is played too loudly, residents will be required to send the equipment home. "Too loudly" is defined as any sound that can be heard outside the resident's room. During "quiet hours," all sound should be kept at a very low level, and stereo equipment should be used with headphones only. Roommates are expected to be considerate of one another in the use of such equipment. Roommates who wish to sleep or otherwise desire quiet time have the right to request that stereos be turned off or headphones used.

Overall, courtesy hours are in effect 24 hours a day, meaning that at no time should residents' noise level interfere with the academic pursuit in the residential community.

Guests

CCAD's residence hall guest visitation policy is designed to establish a safe and secure environment conducive to learning for residents. A "residence hall guest" is defined as any person who does not live in a given CCAD residence hall. Non-CCAD students, commuter students, family members, and residents of other halls are all considered to be residence hall guests.

Guests must be escorted by a resident of the residence hall at all times while in the building. A guest must either enter the building with his or her escorting resident or meet the resident in the lobby area. Guests are never to be left alone in a living unit without a resident present.

Guests who violate a residence hall policy or act inappropriately while visiting a residence hall may be asked to leave. Residents will be held responsible for the actions of their guests. All CCAD students will be held responsible for their actions in residence halls regardless of their residential status.

VISITATION HOURS

From 8 a.m. to 8 p.m. daily, escorted guests may visit the residence halls without having to be signed in by a resident.

Residents must sign in with the respective residence hall front desk after 8 p.m. Guest who are in the residence hall prior to 8 p.m. must be escorted to the front desk sign in at 8 p.m. The guest must provide the front desk attendant with a photo identification card, which will be held until the resident formally signs out the guest. Guests in Schottenstein must be signed out by midnight if any classes will be held the following day or by 2 a.m. if

all classes will not be held the following day (such as weekends, holidays, and breaks).

OVERNIGHT GUESTS

An "overnight guest" is any non-resident wishing to spend the night in a residence hall. Residents are responsible for all actions of their guests. Overnight guests may stay no more than three consecutive nights in a two-week time period.

Schottenstein and first-year DSA residents may have one overnight guest on nights when no classes will be held the next day (generally Friday and Saturday nights only). Upper-level DSA residents may have up to two overnight guests at any time; however, an apartment must not exceed double its normal occupancy. Due to residents settling in, overnight guests (including parents) are not permitted during the fall semester and spring semester move-in days.

Residents must complete an Overnight Guest Registration and Parking Pass Request form and submit it to the front desk to receive passes. For first-year student guests, this form requires signatures of all roommates. Overnight guests under the age of 18 must be approved prior to arrival. The form must be turned in 24 hours in advance, but no later than 1 p.m. on the Friday before a requested weekend.

Residents who violate overnight guest policies may receive disciplinary sanctions, including the revocation of overnight guest privileges. Exceptions to these rules must be approved by the director of Residence Life.

Heating & Air Conditioning

Each unit has a thermostat allowing residents to control the temperature in their living space. To save resources, residents are asked to be responsible in their use of energy. During the seasonal weather transitions, signs will be posted in Schottenstein regarding heating and cooling.

Internet Connections

Wired and wireless high-speed Internet access is provided free of charge in the residence halls. Usage must comply with CCAD's policies regarding appropriate use of CCAD computers and telecommunication systems.

Residents are expected to install and maintain adequate virus protection software to prevent problems from impacting the CCAD network. Residents are not permitted to install wireless

routers because they will interfere with the college's wireless systems. Contact the IT help desk for help with wired or wireless access issues. Residents who consume excessive amounts of Internet bandwidth or who violate local, state, or federal laws via the Internet may have their access suspended until the concern is resolved.

Personal Property

CCAD assumes no responsibility for any personal property that students bring to campus. Personal property remains the responsibility of the resident. Residents are encouraged to obtain renter's insurance to cover losses due to damage or theft. Main doors must never be left propped open. Secure valuables within lock boxes in Schottenstein or in their private bedrooms of DSA.

Pests

CCAD takes the presence of pest very seriously. Mattresses have a bed bug prevention cover that must stay on the mattress at all times. Report any pest related concerns right away. The use of store bought pest control products is not permitted in the residence halls.

Pets

Only fish in an aquarium no larger than 10 gallons in size are permitted. Consulting with roommates is required since only two aquariums are permitted per unit. No other pets are permitted in the residence halls at any time including short visits.

Residents requesting approval of an emotional support animal (ESA) or seeking information about service animals should email learningsupport@ccad.edu to learn more.

Phones

CCAD provides local phone service and one phone number for each unit. Schottenstein suites have a wall-mounted phone. DSA apartments have a desk top phone. Residents wishing to call long distance must use a cell phone, call collect, or use another phone service.

COMMON AREAS

Damage Charges

Any damage should be reported via an on-line maintenance request immediately. A secondary option is to make a report to the front desk if needed. Charges for damages will be assessed to the responsible individual. However, if no specific person can be identified or if the damage is in a

general area, charges will be assessed evenly to all residents of the room, suite, or apartment. Damages to common areas of the residence hall are charged to the resident population of the floor or building.

Typical damage or replacement charges may include, but are not limited to, floors, carpet, furniture, kitchen equipment, windows, security doors, spray booths, ceiling tiles, plumbing, computer equipment, cafeteria dishes or utensils, elevators, and fire safety equipment.

Charges are deducted from the security deposit or charged to residents. Damages in excess of the amount of the security deposit will be charged directly to residents for immediate payment to CCAD.

Elevator

Residents have one elevator in Schottenstein and two in DSA to use, except during fire and weather emergencies. CCAD staff who service the building and mobility-impaired students and staff must have priority access to the elevator. In the event of a power outage, one DSA elevator will be available via generator service, but the Schottenstein elevator will not run.

Flammable/Volatile Solutions

As art students, residents may need to work with flammable solutions such as turpentine, solvents, rubber cement, and fixatives. These items should be stored very carefully and should never be placed near heat.

Turpentine, solvents, and other similar substances must never be put down sink drains, in toilets, or in trashcans. Such disposal is against the law and is extremely dangerous and hazardous to residents' health and the environment. Dispose of these substances in the proper receptacles, located in the painting studios in the Amelita Mirolo Fine Arts building. Schottenstein residents must use the fourth floor spray booth for spraying fixatives and paints.

Garden Areas

Students are never to walk inside campus garden areas where flowers, plants, or bushes may be disturbed or damaged. The DSA garden is be tended to and harvested only by those authorized.

Laundry

Washers and dryers are available on the first floor of residence halls. There is no per-load cost for residents to use the machines to wash and dry their clothes and linens. Resident must

monitor machines while using and remove items immediately at the end of the cycle. Loads left unattended can be carefully and respectfully removed and placed on the table or counter by another resident after 15 minutes. Use of the laundry facilities by non-residents is never permitted and such use is a violation of the Student Code of Conduct.

If a machine is not working properly get the ID number of the machine and inform the front desk staff, who will complete a service request and place a sign on the machine.

Lounges

Schottenstein has a lounge space on each floor, and DSA has a lounge on the first floor. The furniture in these areas is for the general use of all residents and is not to be removed or moved to individual living quarters. Lounge furniture must not be rearranged without the permission of a Residence Life professional staff member. Sleeping in lounges or any other common space is not permitted at any time

Mail

Mailboxes are provided for residents in the first floor lobby area. Residents should instruct those from whom they are expecting to receive mail to include a complete mailing address, including the individual room number and letter. High-security items such as checks or bank cards should be sent via registered mail. Mail will be distributed by 5:30 p.m. most weekdays (holidays excluded). CCAD assumes no responsibility for missing, lost, or stolen mail or packages. There is no access to Schottenstein to receive mail or packages over the winter break. DSA residents will receive mail throughout the year, excluding when the college is officially closed. Residents are responsible for updating their address with all relatives, friends, and vendors once they have moved. Once a resident moves out, all mail that the U.S. Postal Service will process will be marked "return to sender."

Maintenance Requests

General maintenance issues should be reported as soon as possible via the CCAD on-line maintenance form at ccad.edu [search for "maintenance"]. A secondary option is to make a report to the front desk if needed, however the on-line form allow Facilities staff to email directly with the resident completing the request if needed.

Repairs will be made in as timely a manner as possible. Residents are asked to be patient when problems arise, especially since parts may need to be ordered or arrangements made with contractors.

Emergency maintenance situations (such as flowing water) must be reported immediately to the front desk attendant, an RA, Safety & Security officer, or a Residence Life professional staff member.

Postings

No item, including fliers, signs, flags, signs, and banners, may be attached to public areas of any CCAD residence hall without written approval from the office of Residence Life. Write a Residence Life professional staff member to have items stamped for approved hanging. Unstamped items will be removed and recycled. At no time should any items be hung on windows in the common areas of the residence halls.

Public Areas

Public areas include hallways, stairwells, entrances to student residences, windows, and any other areas visible to the general public. A Residence Life professional staff member must approve any use of public areas by residents, students, recognized student organizations, or any other person or group. Generally, public areas are reserved for the exclusive use of staff, residents of that building, and residence hall organizations. Reservation paperwork is available at the front desk. Public area decorations that contain obscene, profane, pornographic, or otherwise offensive elements will not be permitted.

Skateboards & More

Residents may bring skateboards, rollerblades, and scooters. Students are not allowed to use CCAD property for "ramping." Skateboards, rollerblades, and scooters may never be used inside buildings. CCAD assumes no responsibility for property damage or injury resulting from the use of these items.

Spray Booths

A spray booth is located on the fourth floor of Schottenstein for the building's residents. Other spray booths can be found in the Loann Crane Center for Design, the Administration Building, Kinney Hall, the Amelita Mirolo Fine Arts Building, and Design Studios on Broad.

Schottenstein residents should notify the front desk attendant if the spray booth is in need of

repair or if graffiti is present. The spray booth is considered a common area. Any damage or graffiti to the Schottenstein spray booth will be billed to all residents of the building if the responsible individual(s) cannot be determined.

All spraying must be done in a spray booth. At no time may spraying be done in living quarters, stairwells, or hallways.

Trash, Recycling & Donations

Waste cans are provided in each room. Large trash bins are provided on each floor near the elevator. Only bagged and tied waste is permitted in the large hallway trash bins. Trash is never to be placed in the hallway or piled on top of or near the large hallway trash bins. If the bins are full, residents are to carry out and dispose of their trash in the dumpsters behind the building. Any unclosed or improperly disposed of bags will incur a community billing.

Residents are highly encouraged to recycle any item that can be recycled. CCAD offers a one stream recycling system with no need to separate items by material. Blue circular recycling cans are available on each floor near the elevator. All items should be rinsed clean of liquids and debris before placing in the recycling can. Due to the grease from food, pizza boxes and other paper/cardboard food containers are never recyclable.

CCAD collects donated items throughout the year for resale at the on campus Thrift Store and for bulk donations to local charities. Donation bins are marked as such and are located throughout the residence halls. At the end of each semester, CCAD also collects non-perishable food items to donate to local food pantries. Help reduce waste contributing to these important reuse efforts.

Work Spaces on Campus

From time to time, class projects present special needs. When spraying or using any substances of a toxic or volatile nature, students must do so outside the residence halls. Propane torches, gas or storage tanks, electric saws, and other mechanical or electrical devices cannot be used or stored in the residence halls.

For extensive work on projects, the college has ample space and equipment outside of the residence halls. When working with potentially dangerous materials or tools, students should always work under appropriate supervision. Students are encouraged to use non-dangerous

materials whenever possible (such as applying paint with a brush instead of using spray cans).

For students' convenience, the shop area in Kinney Hall is open most weekday evenings until 9:30 p.m., as well as other times during the day. Students may also work in the construction area across from the shop until 2 a.m. Monday through Saturday. Complete lab policies and hours are available in the CCAD Student Handbook (available at ccad.edu).

STUDENT CONDUCT

At all times, residents are expected to conduct themselves in a manner consistent with the high ideals and standards of the college. Students who violate Residence Life or CCAD rules and policies may be subject to disciplinary action as outlined in the CCAD Student Handbook. Such action may include, but is not limited to, warnings, fines, restitution, disciplinary probation, suspension, and dismissal from the residence halls or the college.

Alcohol

The alcohol policy in CCAD residence halls is designed to support the college's policies and applicable laws, as well as to create an environment conducive to learning appropriate and healthy attitudes and behaviors regarding the use of alcohol in our society. CCAD prohibits the unlawful use, possession, distribution, or sale of alcohol by students on or off the premises. No alcohol is permitted at student events, such as student exhibitions. Alcoholic beverages and containers, whether full or empty, are not permitted in classrooms or unauthorized residence hall areas. Additionally, students may not be in the immediate vicinity of alcohol or other drugs when such substances are knowingly being used in a prohibited manner.

Please refer to the Student Code of Conduct in the CCAD Student Handbook for more information about disciplinary policies and sanctions. All areas in Schottenstein and all apartments designated as first-year apartments in DSA are considered "alcohol free"—even if an occupant is 21 or older. No alcoholic beverages or containers are permitted.

Alcohol is permitted only for students living in DSA who are 21 or older. Alcohol can only be consumed in the apartment and only by other students who are 21 or older when no guest in the apartment is under 21 at the time.

The number of people in an apartment cannot be more than double its capacity.

Students who are under 21 cannot be in an apartment where alcohol is being consumed unless they are in their own apartment, the alcohol is being consumed only by a roommate who is 21 or older, and no guests are present.

ALCOHOL-FREE AREAS

All areas in Schottenstein and those apartments designated as "first-year apartments" in DSA are considered "alcohol free." The possession and consumption of alcoholic beverages in these designated areas are strictly prohibited, even if an occupant is of legal drinking age (21 or older).

Residents of legal drinking age in DSA may possess and consume alcoholic beverages in their apartments and in the apartments of other students of legal drinking age. The consumption of alcohol or possession of alcoholic beverages in open containers is prohibited in public areas, including hallways, stairways, elevators, lobbies, lounges, recreation areas, and restrooms.

If all residents of an apartment are under the legal drinking age, no alcohol is allowed in the apartment at any time. Neither the residents nor their guests, even if the guests are of legal drinking age, may bring alcoholic beverages into an apartment in which all residents are under 21. If a student guest is under 21 and in an apartment where alcohol is present, a violation will be documented for all students present regardless of age.

In apartments where there are residents under and over 21, the roommate(s) of legal drinking age may possess and consume alcohol responsibly in their apartment with any roommate present. All alcohol must be stored in the bedroom(s) of those 21 or older and never the common space when not being consumed. (Those in this situation can apply to have a small refrigerator for their bedroom.) Those under 21 are never permitted to consume alcohol. Should any guest (regardless of age) be in or enter the apartment, all alcohol consumption must cease, and containers must be stored out of view.

If alcohol is being consumed, there can be no more than eight occupants in an apartment.

Alcohol and other bottles are not permitted for display in windows at any time. Empty or full alcohol containers are not permitted for display in spaces where residents under 21 reside.

No student of legal drinking age is allowed to purchase or in any way provide alcohol for an underage student.

Cooperation

All students are expected to comply with directions and reasonable requests of college personnel acting in the performance of their duties. This includes requests from RAs and front desk attendants. Any form of noncompliance, including but not limited to verbal or physical abuse; intimidation; failure to attend a scheduled meeting; provision of false or misleading information; withholding of information; and acting on behalf of another person, group, or the college without authorization of prior consent is prohibited and may result in disciplinary action.

Disciplinary Action

Student Affairs staff will deal with violations of the college housing policy according to established disciplinary procedures. Infractions of residence hall or college policies, rules, and regulations, as indicated in the housing agreement, the CCAD Student Handbook, signage, and/or other written or oral communication, may result in disciplinary action.

The Dean of Students will be notified of all serious violations. Students have the right to a hearing before suspension from the residence hall. However if there is a reason to believe that the student poses a substantial threat to person(s) or property, immediate action may be taken before a hearing.

Fines will result from the violation of college policies regarding the cleanliness of rooms, keeping of unapproved pets, unauthorized moving of furniture, unauthorized equipment (such as toaster ovens or extra refrigerators), cafeteria dishes and utensils in the room, or any other violation of housing policies.

Residents will be charged for excessive dirt, clutter, garbage, piles of dirty clothes, and/or dirty dishes, and so forth. Cleanliness problems in common areas will be charged against all residents of the unit. A room inspection that reveals cleanliness problems in three areas—the common area/kitchen, the bathroom(s), and a resident's individual living space—could result in fines for each room. Should the infractions not be rectified within one week of the initial inspection, an additional fine may be imposed, as well as other possible disciplinary actions.

Learning to live with diverse individuals and sharing responsibilities and chores are considered positive aspects of college residential living and part of the overall educational experience.

Fines or sanctions imposed as a result of lack of cleanliness of common areas cannot be appealed on the basis of lack of cooperation of fellow roommates since all residents of a unit are individually and collectively responsible for room cleanliness in common areas.

If roommates are having difficulties and a good faith effort has been made among roommates to work out these difficulties, then the RA should be contacted to assist roommates to solve their problems.

The RA may request that a Residence Life professional staff member require the roommates to sign a behavior contract that will hold the roommates to an agreement of personal conduct. Violation of this contract may be treated as a violation of college policy and can result in fines, mandated service, or other sanctions.

Disruptive Behavior

Residence halls exist for living and study. Physical activity, pranks, and mischievous behavior are often disruptive and dangerous. CCAD has a zero-tolerance policy toward disruptive behavior in the residence halls. Screaming, yelling, or running in the building or any disruptive behavior in or in the vicinity of the residence halls will not be permitted at any time and is subject to disciplinary sanction.

Additionally, obstructing or disobeying emergency evacuation procedures or drills puts everyone's safety at risk. Such actions, including tampering with emergency equipment and failing to evacuate, are subject to disciplinary action and fines. Intentionally or negligently activating a smoke detector or otherwise causing evacuation of a building and dispatching of the fire department may result in fees and fines.

Drugs

CCAD prohibits the unlawful use, possession, making, distribution, or sale of drugs and drug paraphernalia by students on or off the premises. Students must never be under the influence of illegal substances while on college property.

Possession of drugs and drug paraphernalia is never permitted in the residence halls, even as part of artwork or a class project.

Students must never be in the immediate vicinity of drugs when such substances are knowingly being used in a prohibited manner. Refer to the Student Code of Conduct in the CCAD Student Handbook regarding disciplinary policies and sanctions.

Firearms & Weapons

Firearms, explosives, ammunition, firecrackers, knives with a 6-inch or longer blade, and weapons of any kind, including BB guns, paintball guns, martial arts weapons, and antiques, are not permitted in the residence hall. Additionally, replicas that might reasonably be assumed to be real weapons are prohibited. Weapons may be confiscated at the discretion of the Residence Life staff or Safety & Security staff.

Gambling

Unsanctioned gambling is not permitted on the CCAD campus.

Graffiti

Graffiti on or off campus is not tolerated. Graffiti is considered vandalism and carries severe disciplinary action. The use of spray paint in the residence halls, with the exception of in the Schottenstein spray booth, is considered graffiti.

Any student apprehended for engaging in graffiti on or off campus may be subject to immediate dismissal from the residence halls and from the college. Students dismissed for graffiti will not be permitted to re-enroll. In addition, any student identified as the author of graffiti will be billed for the cost of the graffiti removal.

Quiet Hours & Courtesy Hours

CCAD expects that a peaceful, quiet environment will exist in residence halls at all times. Designated quiet hours are between 10 p.m. and 8 a.m. Sunday through Thursday; midnight to 8 a.m. Friday through Saturday; and 24 hours a day during the last week of the semester. At no time should residents' noise level interfere with the academic pursuit in the residential community; therefore, courtesy hours are in effect 24 hours a day.

Smoking

Residence halls are smoke free (including tobacco, hookahs, and e-cigarettes). Smoking is only permitted outside, away from building entrances in designated smoking areas. Smoking is expressly prohibited within 20 feet of any entrance and on the bridge to the front door of Schottenstein. Violations may result in disciplinary action or fines.

Stolen Property

Possession of stolen property, including county or state government property, is a violation of state law and college policy. Students in possession of public property may be asked to provide proof of ownership with a receipt or other official means. Stolen or unauthorized property is subject to confiscation. The student in possession is subject to disciplinary action and referral to law enforcement authorities.

Windows

Throwing, launching, or spitting objects or liquids, as well as causing them to fall, out of windows is not permitted. This includes, but is not limited to, keys, ID cards, water balloons, food, cans, bottles, flags, signs, and people.

SAFETY, SECURITY, & REPORTING

Emergencies of any type, suspicious individuals, unauthorized access, or questionable behavior must be reported immediately to the front desk attendant, an RA, Safety & Security, or a Residence Life professional staff member.

Building Security

Schottenstein and DSA are secured with locked entrances. Access is controlled at all times, and residents must enter using their student ID card. Anyone entering the residence halls may be asked to present photo identification to front desk attendant, Residence Life staff, or Safety & Security officers. To ensure the safety of residents, anyone entering the residence halls may be asked to empty the contents of their bags, satchels, or purses in view of a staff person.

RAs, Residence Life professional staff members, and Safety & Security officers conduct regular checks of the premises to ensure building security and safety. Residents are further advised to remain aware of their own security responsibilities. Room doors must be kept locked at all times to guard against the threat of theft or assault. If roommates differ on how to maintain a secure room, they should contact their RA or a Residence Life professional staff member. For more information, see "Guests" in the "Your Suite or Apartment" section of this handbook.

IN CASE OF EMERGENCY

Fire-Related

If you see signs of a fire, set off a fire alarm to evacuate the building. Do not attempt to smother the fire or use fire extinguishers. Do not use elevators. Leave quickly through the nearest exit and proceed to the designated location (Schottenstein: "Campus Circle" on the Quad; DSA: west parking lot on Grant Ave.)

Failure to evacuate is cause for disciplinary action, which will likely include a \$100 fine. Residence Life or Safety & Security staff will provide further instructions and indicate when it is safe to return to normal activities.

Fire drills will be conducted periodically during the academic year, but all alarms should be considered a real fire emergency. Setting a false alarm or tampering with fire-safety equipment is grounds for dismissal.

Weather-Related

If there is a severe weather emergency or a tornado warning, a local emergency siren will sound. (The siren is tested every Wednesday at noon except in the event of bad weather.)

All residents must move to a safe place. Schottenstein: Use the west stairwell to assemble in the ground-level hallway. DSA: Go into the apartment's bathroom; or the Fitness Room if you are on the first floor.

Residence Life or Safety & Security staff will provide further instructions and indicate when it is safe to return to normal activities.

Important Phone Numbers

On Campus

Career Services.....	614.222.4045
Counseling & Wellness Services.....	614.222.4044
Design Square Apartments	
Front Desk.....	614.453.2200
IT Help Desk.....	614.222.6174
Library.....	614.222.3273
One-Stop Student Services.....	614.222.3295
- Advising	
- Bursar/Student Billing	
- Financial Aid	
- Registrar	
Operator.....	614.224.9101
Residence Life.....	614.222.3294
Safety & Security.....	614.222.6165
Schottenstein Residence Hall	
Front Desk.....	614.222.3240
Student Affairs.....	614.222.4044
- Counseling and Wellness Services	
- Disability Services	
- Learning Support Services	
Student Involvement & Orientation.....	614.222.6191
Supply Store.....	614.222.3253

Off Campus

EMERGENCY (police, fire, or medical).....	911
Choices for Victims of	
Domestic Violence.....	614.224.4663
Fire Department.....	614.221. 3132
HandsOn Central Ohio	
(community resource information).	614.221.6766
Police Department (non-emergency) ...	614.645.4545
Rape Crisis Hotline.....	614.267.7020
Suicide Prevention.....	614.221.5445



Columbus College
of Art & Design

RESIDENCE LIFE
60 CLEVELAND AVENUE
COLUMBUS, OHIO 43215

P 614.222.3294
F 614.222.4040
housing@ccad.edu

ccad.edu