



RESIDENCE LIFE & HOUSING RESIDENTIAL HANDBOOK



Columbus College
of Art & Design

INTRODUCTION

Welcome to Residence Life & Housing at CCAD! Our residence halls are designed to strengthen your learning and creative processes, build a closer CCAD community, and ensure a safe and healthy environment for students. A great deal of growth occurs in a person's life during their college years. In the classroom, your talents and intellectual abilities are developed, while outside the classroom, growth on emotional and personal levels is achieved. Residence Life & Housing 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 handbook have been established to contribute to this achievement. This Handbook, along with all other written CCAD policies, are considered to be a part of your housing agreement. CCAD reserves the right to alter any policy, at any time, 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 and the Code of Student Conduct, both available at <https://my.ccad.edu/studenthandbook>. Residential students are responsible for reading and understanding the contents of each.

Students who violate college policies 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 & Housing 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, as well as the restriction on weapons or anything dangerous that could be used as a weapon.

Questions? Email housing@ccad.edu.

ON-CAMPUS LIVING REQUIREMENT

CCAD is dedicated to the residency requirement during the first year of enrollment because it is proven to help students achieve academically. Living on campus offers many advantages including convenient access to labs and involvement opportunities that foster success in the first year and beyond.

Therefore, CCAD requires all incoming undergraduate students (first-year and transfer) to live in the residence halls during their first year of enrollment at CCAD. As on-campus housing demand increases, on campus residency beyond the first year is not guaranteed.

New, incoming students who meet one of the permitted exemptions below and who are interested in living off-campus may complete an exemption request through their New Student Gateway no later than three weeks before the start of classes for the first semester of enrollment. All exemptions are granted by request and reviewed on a case-by-case basis. Exemptions to the residency policy are rarely given for reasons other than those listed below.

The following circumstances are eligible for on-campus housing exemption:

- You are from central Ohio with a zip code within 35 miles of campus and will commute from your parent/guardians' primary residence.
- You will live with an immediate family member whose residence is in central Ohio with a zip code within 20 miles of campus.
- You will be at least 21 years of age by the start date of the upcoming semester.
- You are a transfer student who has completed a minimum of 24 credits at another college/university.
- You are married or have been living with a domestic partner for an extended period of time.
- You are pregnant and/or have a child(ren).
- You are an active duty member in the military.

Housing agreements are 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. CCAD does not provide housing for individuals who are not enrolled full time at CCAD.

RESIDENCE LIFE & HOUSING STAFF

The Assistant Dean of Residence Life & Student Engagement is responsible for the overall Residence Life & Housing operation. The Area Coordinator (AC) 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 concerns and situations as they arise within campus housing.

Resident Advisors (RAs) are students who assist Residence Life & Housing 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 & Housing policies, as well as all other CCAD 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.

OPERATIONS OVER CCAD BREAKS

Schottenstein:

Schottenstein remains open over fall break, Thanksgiving break, and spring break. It is completely closed during winter break and summer break. Schottenstein residents must vacate the building by 1PM the day after the last official date of fall semester. The building reopens on the Saturday before the first day of spring classes. Schottenstein residents must completely move-out all belongings and vacate the building for summer by 1PM on the day after the last official date of spring semester.

Design Square Apartments (DS):

DSA remains open throughout the academic year (fall and spring), including all breaks. Residents are not required to vacate the building during winter break. DSA residents who have not applied for and been approved/assigned summer housing must completely move-out all belongings and vacate the building for summer by 1PM on the day after the last official date of spring semester. If a DSA resident has applied for and been approved/assigned a summer housing assignment, they must stay in their assigned space until the Tuesday after the last official date of spring semester before Residence Life will then move the resident to their summer assignment.

Break operations:

Staffing and services during breaks will be minimal. In addition, the Market, CCAD's dining hall, is closed over Thanksgiving, winter, spring, and summer breaks. Meal plans are not available over the summer and in general, the Market is not open. During the few times when the Market is open during the summer, meals can be purchased at the door.

POLICIES & PROCEDURES

DEPOSIT REFUNDS

This section addresses the return of housing deposits, depending on the type of student, the semester of assignment, and when an assignment is canceled.

INCOMING STUDENT:

- Withdrawal occurs before student moves in to assignment

- o Full refund of deposit
- Withdrawal occurs after first semester of enrollment begins
 - o Housing deposit not returned

CURRENT/RETURNING STUDENTS – FALL SEMESTER:

- If a student is waitlisted and does not receive an assignment by fall move-in, they will receive their \$250 deposit back.
- If a student does obtain an assignment but decides to cancel their assignment prior to June 1, they will receive their \$250 deposit back.
- If a student does obtain an assignment but cancels after June 1, their deposit will not be refunded. No exceptions.

CURRENT/RETURNING STUDENTS – SPRING SEMESTER:

- If a student applies for and is assigned to an assignment for spring (and did not have an assignment for fall), but decides to cancel their assignment prior to spring move-in, they will receive their \$250 deposit back.
- If a student applies for and is assigned to an assignment for spring (and did not have an assignment for fall), but decides to cancel their assignment after the spring move-in date, they will not receive their \$250 deposit back. No exceptions.

Students should refer to their current housing agreement for policies related to withdrawals and involuntary dismissals from the college in regard to tuition and meal plan refunds.

CHECK-IN/CHECK-OUT

Students may check in to their assignment on or after the designated move-in day at the beginning of the semester under which their housing agreement begins. Early move-ins can't be accommodated.

During fall semester, residents living in Schottenstein must check out no later than 1PM the day following the last official date of fall semester. At the end of the academic year, all residents must check out of the residence hall no later than 1PM the Saturday after the last official date of spring semester. Graduating seniors may request an extension until 4PM so as to be able to attend commencement that morning. The deadline excludes residents with a completed DSA summer housing agreement. Prior to leaving the residence hall, residents must follow closing procedure instructions provided by Residence Life & Housing. Fees will be charged for late move-outs. Any personal property left at the end of the academic year will be donated or discarded.

STUDENTS WITH DISABILITIES

Any student with a disability (as defined by the Rehabilitation Act of 1973 (PL 933- 112 Section 504) and the Americans with Disabilities Act (ADA)) that may need reasonable accommodations in order to have equal access to the use and enjoyment of their housing assignment should contact Disability & Access Services for options.

FEE PAYMENT

Housing and meal plan fees must be paid by noted deadlines each semester.

IDENTIFICATION CARDS

First-year students will be issued a personal ID card during their initial New Student Orientation. ID cards serve as swipe access entry to both buildings and as suite entry in DSA. Lost ID cards should be reported to Safety & Security for immediate deactivation and obtainment of a new card. Until

deactivated, lost cards pose a risk to building security and to a student's meal plan and flex dollars, as applicable. A \$25 replacement fee is charged for a new ID card.

In addition, building ID swipe access is under the sole authority of the college and individual access may be altered, canceled, and/or paused without notice if a student is being perceived as non-compliant to college directives and/or policies and/or is posing a direct threat to others or engaging in behavior that endangers the well-being of others. If possible, the student will be given notice, however that is not guaranteed. The student will be given alternative options for entry with which they must follow in order to access the residential facilities and their assignment if access is altered, canceled, or paused by the college.

KEYS

Residents are assigned a numbered key that provides entry to Schottenstein suites and rooms or to DSA individual rooms. Lost or unreturned keys will cause the student to incur charges.

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 report those residents who do not carry their key and ID. Residents who fail to show their ID may face conduct charges.

Lost keys must be reported immediately to a Residence Life & Housing professional staff member for replacement. Failing to report a lost key immediately or giving a key or ID to another person is cause for disciplinary action. Residents will incur a \$100 charge against their housing deposit for a replacement lock and key. DSA residents will have a \$50 charge for each lost mailbox key. Failure to return keys through the standard checkout process during a move-out will result in additional charges.

LOCKOUTS

It is not the responsibility of the residence hall staff to let residents into their building and/or rooms. 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 a \$25 charge against their security deposit. Those who accumulate three or more lockouts 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. Questions about this policy should be discussed with the Assistant Dean of Residence Life & Student Engagement.

Residents may not change suite, room, and/or bed assignments without permission. Residents requesting a different room assignment must contact housing@ccad.edu. 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 (and mailbox key for DSA assignments) 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 face student conduct charges. Room transfers are not allowed during the first or last two weeks of any semester.

ROOMMATE SELECTION & AGREEMENTS

Housing assignment procedures are intended to house students together based on selected similarities whenever possible. New students will be automatically assigned to a housing assignment, which will consider all roommate preferences listed on the housing application. During current student housing selection, residents may establish roommate groups for housing selection, which occurs as a lottery process. Unless the gender-inclusive option is selected, new, incoming residential students will be assigned to a suite of the same gender identity they list on their application. Current students will have the opportunity to select whether their roommates will be of the same gender identity or whether the apartment will be gender-inclusive, pending availability. 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 based on gender identity needs or concerns.

Residents are expected to work with roommates and their RA to complete a roommate agreement before the fifth week of fall semester (or spring for new residents). 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.

Roommate Conflict Policy Residence Life & Housing Office

If a roommate disagreement or conflict arises in a room, we ask that you go through the following procedures before requesting a room change. Space is very limited on campus, and we ask that you try to discuss your problems and concerns with your roommate first, as a room change may not be an immediate option.

If you are having difficulties in your room and/or with your roommate, we encourage you to first discuss the issue with your roommate directly. Many times the roommate is not aware that there is a problem. If you and your roommate cannot resolve the issue on your own, you may approach your RA to discuss having a roommate mediation. During this mediation, the RA will review the roommate agreement and revise/make changes that all parties are in agreement with.

If the RA cannot successfully mediate the situation or assist in solving the conflict, the resident with concerns should request a meeting with the Area Coordinator or Assistant Dean of Residence Life & Student Engagement, staff who are trained in addressing roommate conflicts and conducting mediations.

Step-by-Step Guide

In the event you find your roommate selection or placement to be incompatible, please follow

the list of steps below:

1. Talk to your roommate(s). Open communication is key, and this first step may solve the issue.
2. If first attempts to address the concern directly are not effective, contact your RA. Your RA will schedule a meeting with all roommates in the room. During the meeting, the RA will review the roommate agreement and facilitate roommate mediation. Throughout this process, the RA will offer advice on how to improve the living situation.
3. The RA will follow up with all suitemates two days after the mediation has occurred. If the conflict persists, the RA will refer the roommates to meet with a professional staff member.
4. Professional staff will meet with all residents and mediate a discussion that focuses on the conflicts occurring in the room. The staff member will determine, based on the outcome of the mediation, whether or not to refer it to the Assistant Dean for a room change. The Assistant Dean has final authority.

Please note: Residence Life & Housing retains the right to move a student, or a group of students, at any time, if it is found that a conflict cannot be resolved. Room changes outside the room switch period will be handled on a case by case basis. Our ultimate goal is to have a successful discussion with the concerned resident and respective roommates in which a roommate agreement is formed. All residents must abide by the stipulations of the agreement, which in turn leads to a more positive living experience.

Managing Roommate Conflict

If you find yourself involved in a roommate conflict, here are some tips to help you address the situation:

- Do not become too dependent on your roommate(s) for friendship. It is healthy and natural to develop good friendships with people with whom you do not live. It is okay to not be best friends with your roommate(s), as long as there is mutual respect.
- Talk to your roommate(s) directly and deal with issues as they arise. It is much more effective to assert yourself as things happen, rather than to let several small issues build up over time and eventually explode. Create an open line of communication so that all roommates feel comfortable expressing their feelings.
- Talk honestly and directly. Level with each other. For example, "When you do X in situation Y, I feel Z." Be honest about your needs, thoughts, and feelings.
- Validate others' positions. Try to understand other points of view even when they differ from your own. For example, "I understand how you might feel that way, but..."
- Attack problems, not each other. Come to an agreement on what the conflict is and what a solution may be. Make a plan of action, and set a future time to evaluate the situation.
- Use "I" statements to express your thoughts/feelings. For example, "I felt left out" sounds very different from "You never spend any time with me." Try not to involve your neighbors or mutual friends in your conflict. This can aggravate the conflict and complicate the situation.
- Avoid direct or indirect posting on social media. This often results in feelings getting hurt and can escalate a situation that could have been resolved.
- If you find you cannot resolve a conflict on your own, seek out your RA. It can help to have an objective party to help talk things out.

Most importantly, always remember that none of us are perfect. If problems develop that you cannot solve on your own, there are people trained to help mediate these conflicts. Since room changes are not always an available solution, always seek out a professional to help you navigate a conflict.

Room Change Period Residence Life & Housing Office

The Residence Life & Housing authorizes all room changes that take place in the residence halls. The room change Google form will go live on **Monday, September 11, 2023 at 8:00am to Friday, September 15, 2023 at 12:00pm & Monday, January 29, 2024 at 8:00am to Friday, February 2 at 12:00pm**. If approved, students will have 24 hours to move into their new room. The student that is requesting a room change is responsible for picking up the new key and turning in the old key to the front desk in the residence hall.

The Residence Life & Housing Office hours of operations are Monday to Friday 8:00am - 5:00pm.

Room Change Procedures

1. You are required to complete and submit the form if you are interested in a room switch.
2. You can only change rooms in the hall where you reside.
3. You are required to contact your RA to conduct a roommate mediation if you have a roommate and are requesting to switch rooms. You will not be approved to switch rooms unless a mediation has been conducted. We will contact your RA to verify.
4. You must first be approved to move and receive an approval email.
5. The resident moving must follow the steps outlined. Failure to properly check-out will result in a \$100 improper check-out fee.
6. It is your responsibility to return the key in a labeled envelope with your name and room number on the envelope to the front desk..
7. You will receive a new roommate agreement from your RA.

After the room change period, changes will be approved on a case by case basis.

HOUSING DEPOSIT

The housing deposit is held as security against damages, repairs, replacement, and any extraordinary cleaning necessary to the living unit and/or common areas of the building. This deposit is also held against any key replacement and lockout charges. It is held until move-out, when an inspection of the premises is made and charges determined by a Residence Life & Housing professional staff member. The remaining portion of the deposit is refunded six weeks after the move-out date. However, if the resident carries an outstanding balance with CCAD, any refunded amount will be used to pay down their balance.

COVID-19

CCAD is committed to the safety, health, and well-being of its community members, including students residing in CCAD housing ("residents"). To confront the unprecedented challenges and risks presented by COVID-19, the college is following recommendations and guidance issued by county, state, and federal authorities and agencies, including the Ohio Department of Health and the Centers for Disease Control and Prevention.

Residents are expected to understand and acknowledge the dangers presented by COVID-19. The risks associated with COVID-19 may include, but are not limited to, illness and, in some cases, death.

Residents must share in the responsibility to protect themselves and other community members from exposure to and/or infection with COVID-19. The housing agreement outlines residents' general responsibilities for maintaining the condition of their living spaces and cleaning those living spaces regularly. In addition to those responsibilities and others, residents are expected to act honorably and comply with directed guidelines and directives developed to help reduce the risk of exposure to and/or infection with COVID-19. These guidelines are incorporated into the housing agreement and are applicable to all residents.

YOUR SUITE OR APARTMENT: POLICIES

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, unless approved as a disability accommodation). 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. Residents are permitted to have a two-slice vertical toaster, a rice cooker, coffee maker (auto drip and pod-style), and/or espresso machine. All other cooking devices are not permitted. The prohibited list includes but is not limited to: toaster ovens, hot plates, electric skillets, electric and stove-top pressure cookers, indoor and outdoor grills, steamers, sandwich presses, waffle makers, and any appliances with exposed heating elements. If in doubt, email housing@ccad.edu.

ROOM ENTRY & ROOM SEARCH

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, to address fire drills, to notify residents of danger or an emergency, or to pursue violations of residence hall or college policies. Regular inspections of suites/apartments are made by Residence Life & Housing staff members or designees. 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 suite (except in the case of fire drills or fire emergencies).

CCAD personnel may enter and conduct a room search when reasonable suspicion has been determined that a conduct violation or prohibited item is located in the room/suite. Safety & Security will maintain students' dignity as much as possible and will leave the room as close to as they found it as possible.

CLEANLINESS

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 uncleanliness in the living quarters is noticed during an inspection, residents may be fined and/or face conduct charges.

Accumulation of trash in common areas may result in fines to the entire resident population. At checkout, all the spaces in a suite must be in "near move-in condition" to avoid charges.

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 or sticky tac 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, blemishes or tears, to surfaces in rooms due to the hanging of objects or pictures. Painting of walls, furniture, or any other property of CCAD is prohibited.

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 suites where residents under 21 reside, even if the item belongs to a resident who is 21 or older.

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 cover an electrical outlet.

String lights (LED-style) are not permitted. Students will be charged for damages caused by these light strips.

DRAINS & PLUMBING

Slow or clogged drains and plumbing should be reported via an on-line maintenance request immediately. The flushing of menstrual products, sanitary cloths, cleaning wipes, food, or any other item that is not toilet paper designed to be flushed is prohibited. Removal of any blockage caused by such items will result in a fine.

FLAMMABLES & FRAGRANCES

To prevent a fire hazard, candles (even with the wick removed), incense, and all similar items designed or used for the prolonged burning of an open flame/heating a substance for aromatherapy purposes, 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 and must be turned off during extended periods of time when the student will not be in the room. 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 repair can occur. Individuals responsible for the damage, even if by accident, may be charged for the damage. If unreported, the cost for damages will be assessed and charged to all residents in the suite/apartment.

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 may 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 to 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, staff may visit the room. Repeated offenses may require the resident to remove the equipment from the residence hall. 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. 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 have an active housing agreement and assignment in that building. 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 their escorting resident or meet the resident in the lobby area. Guests are never to be left alone in a residential suite or room without their host present.

Guests who violate a residence hall and/or CCAD 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

Residents can sign-in guests beginning at 8AM daily. Residents must sign in their guest at their assigned residence hall front desk. 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.

OVERNIGHT GUESTS

An overnight guest is any non-resident of the building wishing to spend the night in that residence hall. Overnight guests may stay no more than three consecutive nights in a two-week time period. Schottenstein residents may have one overnight guest on nights when no classes will be held the next day (generally Friday and Saturday nights only). DSA residents may have only one overnight guest at any time; however, an apartment must not exceed double its normal occupancy. Overnight guests (including parents) are not permitted during the fall semester and spring semester move-in days. Residents must register their overnight guest at the front desk of their building by 10PM.

Overnight guests under the age of 18 must be pre-approved by the Assistant Dean. Requests should be emailed to housing@ccad.edu at least 24 hours in advance of the intended guest check-in date.

Residents who violate overnight guest policies may be subject to student conduct charges, which could result in a sanction of the revocation of overnight guest privileges. Exceptions to these rules must be approved by the Dean of Students.

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 the residence halls regarding heating and cooling. Personal space heaters, air conditioners, dehumidifiers, and humidifiers of any kind are not permitted due to fire and other safety reasons.

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 & STORAGE

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.

CCAD does not offer storage during the school year or over the summer break. Storage is limited to the bedroom and shared spaces of the unit while a resident, therefore residents are encouraged to consider and limit the volume of personal property they bring to campus. Specific clothing needs for various seasons can be switched out based on the needs of the semester. Due to fire hazard and space sharing reasons, Residence Life & Housing reserves the right to require students to decrease the volume of their personal property.

PESTS

CCAD takes the presence of pests very seriously. Report any pest related concerns right away using the CCAD [Maintenance Form](#). The use of store bought pest control products is not permitted in the residence halls.

ANIMALS IN RESIDENCE

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 suite. No other pets are permitted in the residence halls at any time, including short visits. Residents requesting approval to reside on campus with an emotional support animal (ESA) or service animal (SA) should visit my.ccad.edu/disability to view policy and procedures. Email disability@ccad.edu with any questions.

COMMON AREAS

Any damage should be reported via [the CCAD 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 housing deposit or charged to residents. Damages in excess of the amount of the housing deposit will be charged directly to residents for immediate payment to CCAD.

ELEVATORS

Residents have one elevator in Schottenstein and two in DSA to use, except during fire and weather emergencies. CCAD staff who service the building, students who cannot utilize the stairs, and staff have priority access to the elevator. In the event of a power outage, elevators on campus will be impacted.

FLAMMABLES

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 trash cans. Such disposal is against the law and is extremely dangerous and hazardous to residents' health and the environment. Dispose of these substances in the properly labeled receptacles located through the academic buildings. 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. Picking flowers or other plants is prohibited. The DSA vegetable and pollinator garden is tended to and harvested only by those authorized to do so.

LAUNDRY

Washers and dryers are available on the first floor of residence halls. There is no additional cost for residents to use the machines to wash and dry their clothes and linens. Residents must monitor machines while using and remove items immediately at the end of the cycle. Loads left unattended can be carefully 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 this handbook and of the Code of Student 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 are for the general use of all residents and are not to be removed or moved to individual living quarters. Lounge furniture must not be rearranged without the permission of a Residence Life & Housing professional staff member. Sleeping in lounges or any other common space is not permitted at any time.

PUBLIC AREAS

Public areas include hallways, stairwells, entrances to student residences, windows, and any other areas visible to the general public. A Residence Life & Housing 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.

WHEELED DEVICES

Residents may bring skateboards, rollerblades, and scooters. Students are not allowed to use CCAD property for “ramping.” Skateboards, rollerblades, roller shoes, bikes, scooters and other wheeled items may never be used inside campus buildings. The charging of e-scooters is not permitted in the residence halls. CCAD assumes no responsibility for property damage or injury resulting from the use of these items.

SPRAY BOOTHS

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.

A spray booth is located on the fourth floor of Schottenstein for the building’s residents. 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. For extensive work on projects, the college has ample space and equipment outside of the residence halls. There are locations around campus where students can work on campus and this information can be accessed at my.ccad.edu/hours.

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 & Housing. See a Residence Life & Housing 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.

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 fee.

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 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 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.

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 suite number and room 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 and college closures 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 received by CCAD for that vacated resident 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](#). Emergency maintenance situations (such as flowing water) must be reported immediately to the front desk attendant or Safety & Security.

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 & Housing 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 Code of Student Conduct for more information about disciplinary policies and sanctions. All suites and common areas in Schottenstein are alcohol free and possession, even if 21 or older, is prohibited.

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

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 accordance with 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.

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, including behavior defined as hazing. 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 conduct charges. 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 conduct violations.

ILLEGAL DRUGS & PRESCRIPTION DRUG MISUSE

See the CCAD Code of Student Conduct at my.ccad.edu/studenthandbook.

FIREARMS & WEAPONS

See the CCAD Code of Student Conduct at my.ccad.edu/studenthandbook.

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 and is prohibited. Any student found responsible 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 10PM and 8AM Sunday through Thursday; midnight to 8AM 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.

Any sound that can be heard outside the resident's living space that impacts others is considered too loud. Roommates or other residents who are impacted and wish to sleep or otherwise desire quiet time have the right to request that interactions be quieted and music be turned off or earphones used.

SMOKING & VAPING

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 and/or fines.

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.

CONDUCT

Student Affairs staff will address 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, the Code of Student Conduct, campus signage, and/or other written or oral communication, may result in referral to the student conduct process.

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 could 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, dirty dishes, and/or 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 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 suite 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 address their concerns. The RA may request that a Residence Life & Housing 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.

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 & Housing 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 the front desk assistant, Residence Life & Housing 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 & Housing 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 should 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 & Housing professional staff member.

MISSING STUDENT NOTIFICATION

Any student applying for housing in CCAD's residential facilities have the opportunity to confidentially inform the college of a person they wish to be contacted in case they are assumed to be missing. This information will be collected by Residence Life & Housing staff and retained in CCAD's residence life and housing system, eREzLife so that it can be accessed only by approved staff members. Students are able to update their contact information whenever they choose. This contact information will not be disclosed to anyone except law enforcement in furtherance of a missing person investigation. If a student is under the age of 18 years old

and not emancipated, CCAD must notify the custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to contacting the noted contact person provided by the student.

If a residential student is believed to be missing or has been missing for 24 hours, individuals should notify Safety & Security immediately at 614.222.6165, who will then notify the AVP for Student Affairs and Dean of Students and the Asst. Dean of Residence Life & Student Engagement or the Area Coordinator. If Safety & Security is unavailable, the individual reporting the missing student must contact the Columbus Police Department by calling 911. Within twenty-four (24) hours after receiving notification that a student is missing, a designated CCAD staff member will notify the student's designated missing student contact and any appropriate law enforcement agency, unless the local law enforcement agency was the entity that made the determination that the student is missing.

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 conduct violations. Residence Life & Housing 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 and CCAD will also send a CCAD Alert. (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 in the Fitness Room if you are on the first floor. Residence Life & Housing or Safety & Security staff will provide further instructions and indicate when it is safe to return to normal activities.

IMPORTANT CONTACTS

On Campus

Ampersand	614.453.2242
Career Services	careers@ccad.edu
Counseling & Wellness Center	counseling@ccad.edu
Design Square Apartments Front Desk	614.453.2200
IT Help Desk	614.222.6174
Library	614.222.3273
Student Central	614.222.3295
Bursar/Student Billing	614.222.3295
Financial Aid	614.222.3295
Registrar	614.222.3295
Operator	614.224.9101
Residence Life & Housing	614.222.3294

Safety & Security	614.222.6165
Schottenstein Residence Hall Front Desk	614.222.3240
Dean of Students	studentaffairs@ccad.edu
Disability & Access Services	disability@ccad.edu
Student Engagement & Inclusion	studentengagement@ccad.edu
	inclusion@ccad.edu
Residence Life & Housing	housing@ccad.edu
Off Campus	
EMERGENCY (police, fire, or medical)	911
Equitas Health	
King-Lincoln Medical Center	614.300.2334
Columbus Fire Department	614.221.3132
Columbus Police Department (non-emergency)	614.645.4545
Choices for Victims of Rape Crisis Hotline	614.267.7020
Suicide Prevention	614.221.5445