

HALLWAY HANDBOOK



OTIS COLLEGE OF ART AND DESIGN

WELCOME MESSAGE

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

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

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

Welcome Home!
Residence Life and Housing



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Mission and Commitments of Residence Life and Housing

Mission Statement

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

Commitments

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

Holistic Care – Students will have access to resources that support their identity and well-being.

Demonstrated efforts:

- Training Resident Assistant (RA)s and professional staff to live among students, build relationships, and get to know residents
- Collaborating with campus departments such as Career Services, the Student Learning Center, Counseling, the Student Health and Wellness Center, and others
- Providing access to Campus Safety support 24/7
- Offering programming initiatives that respond to student needs
- Creating an environment where students can feel comfortable being their authentic selves

Opportunities – Students will develop personal accountability and responsibility by living and engaging with others in residential communities.

Demonstrated efforts:

- Navigating challenging conversations with roommates and suitemates with support from Housing staff
- Taking responsibility for the upkeep of apartments and suites through health and safety assessments conducted each semester
- Reviewing and following policies and procedures outlined in the Housing Agreement, Hallway Handbook, and Student Handbook
- Submitting work orders in a timely manner when maintenance is needed
- Engaging in experiences that support the development of independent living skills

Meaningful Relationships – Students will be welcomed into a community where they can live, connect, and interact with their peers.

Demonstrated efforts:

- Completing roommate agreements with all students living in shared spaces
- Attending Housing and campus programs to meet and connect with other students
- Developing tools to engage in thoughtful and respectful conversations with others

- Building a sense of belonging through meaningful community connections
- Developing long-lasting friendships with peers

Ease – Students will live in close proximity to campus, allowing them to focus on their academic success, stay connected to campus resources, and remain supported throughout the year.

Demonstrated efforts:

- Living just minutes away from classes without the stress of navigating Los Angeles traffic
- Having convenient access to campus resources such as dining, the library, labs and shops, the Owl Lounge, campus employment, and more
- Attending guest speakers, programs, and other events taking place on campus
- Avoiding the need to secure an off-campus lease, purchase furniture, or set up utilities, as these essentials are already provided
- Receiving regular email communications with updates, reminders, and other important information to help students stay informed

Residence Life and Housing Staff and Contacts

Professional Staff

Director of Residence Life and Housing 310-846-2647	Assistant Director of Housing Operations 310-846-2647	Assistant Director of Residential Communities 310-846-2638	Residence Life and Housing Assistant 310-846-2638
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Residence Life and Housing Student Leader Team (HSL)

Our Housing Student Leaders (HSLs) are current Otis College students who are trained and serve as a resource for residential students. They spend time learning about our campus and the best ways to support our community. Resident Assistant (RA)s help enforce policy while engaging with students through conversations, connections, and programming. There are four Resident Assistant (RA)s supporting the Residence Hall and four supporting Otis' Park West Apartments, for a total of eight Resident Assistant (RA)s. Housing Assistants (HAs) support Residence Life and Housing with administrative duties and support students by performing Health and Safety Assessments.

Contact Information

Residence Life and Housing support is available 24/7 through a combination of the Housing Office during business hours and the RA Duty Phone after hours and on weekends.

<u>Housing Office</u> Walk-Ins Available from 9:00 AM - 4:00 PM (Monday - Friday) 310-846-2647	<u>RA Duty Phone</u> Monday - Friday 5:00 PM - 8:00 AM & Saturday and Sunday (24 hours) 626-380-7649
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Residents may also email their Resident Assistant (RA) directly or send an email to the Residence Life and Housing office at studenthousing@otis.edu.

Living in a Community

Courtesy and Quiet Hours

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



Courtesy Hours

- Sunday – Thursday
7:00 AM – 11:00 PM
- Friday – Saturday
8:00 AM – 12:00 midnight

Quiet Hours

- Sunday – Thursday
11:00 PM – 7:00 AM
- Friday – Saturday
12:00 midnight – 8:00 AM

Community Responsibility

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

Residential Engagement

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

- Game/Movie Nights
- DIY Tote Bag Designs
- Cupcake Decorating
- Comic Book Drawing
- Trivia Nights with Prizes

These programs are ways to connect with other residential students. We encourage students to attend these events to connect with others and to build new friendships. If students are excited about a potential program idea, we encourage them to reach out to their RA to discuss planning! Follow us on Instagram [@otis.housing](https://www.instagram.com/otis.housing) to stay connected to updates and programming.

Health and Safety Assessments

Health and Safety Assessments will be conducted 1-2 times each semester by Housing Assistants. The purpose of the Health and Safety Assessment is to ensure students are living in a clean, safe environment and that no policy violations have occurred. Students will be given notice of when inspections are taking place. We encourage students to keep the space clean,

free of prohibited items, and clutter-free.

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

- Common Space – clear of clutter and garbage
- Bathroom – toilet, sink, and vanity are clean and clear of clutter
- Bedrooms – reasonably clean and clear of clutter and garbage
- Safety – fire safety issues, covered vents/smoke detectors, overloaded outlets, etc.
- Policy Violations – alcohol or drugs, paraphernalia, unapproved guests, unapproved pets, weapons, etc.
 - Paraphernalia refers to item(s) used/related to drug or alcohol violations.
 - According to Otis' College's [Student Handbook](#), examples of paraphernalia include: rolling papers, pipes, bongs, etc. (for intended or implied use of any form of illegal drug); items that contain or appear to contain illegal drug residue; alcoholic beverages (i.e., beer cans, wine coolers, wine glasses, etc.)
 - Any and all paraphernalia found in a student's possession will be confiscated.
 - Students may be able to pick up confiscated items from Campus Safety 10 days after their Conduct Hearing.
 - Any substances found in violation of Otis' drug and alcohol policy will be destroyed.
- Maintenance Issues – clogged drains, air conditioner, etc.
- Damages – paint chips, furniture, stained floors, windows, etc.

Park West inspections **include** all the above and the following:

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

Students will need to purchase cleaning supplies for their spaces throughout the year.

Cleaning

Students are responsible for and required to keep their suites/apartments cleaned. Students will need to purchase cleaning supplies for their spaces throughout the year.

Living with Roommates

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

One of the goals of Residence Life and Housing is to assist students in resolving issues and concerns with their roommates/suitemates. Living with a new person for the first time is not always easy, and disagreements are bound to happen. Some conflicts can be resolved with a simple conversation, while others may need help from a Resident Assistant (RA). Resolving a roommate conflict is a process, and Residence Life is here to help and support you through it. To report roommate conflicts, complete the [Roommate Conflict Report](#).

Roommate Agreements

Otis College is committed to fostering a positive and respectful living environment. To support this, students are required to meet with their assigned roommates to complete a roommate agreement. This agreement allows students to discuss suite expectations for cleanliness, communication, guests, and more.

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

The Roommate Agreement document can be changed, edited, or revisited throughout a student's stay in the room. If a student would like to review the agreement at any time, they may request a copy from their RA or the Residence Life and Housing Office. Students are encouraged to work through difficult conversations with their roommates and make any necessary amendments to the agreement together. A student's RA may also be present, if requested, to help facilitate the conversation. If an RA is present, they will serve in a supportive role; the conversation should primarily remain between the roommates.

Roommate Conflicts

Communication is essential when it comes to living with other people. While we hope you are an ideal fit with your roommates, please know that conflicts can arise. We understand that it may be your first time, or your roommate's first time, living with other people. It can be hard to reach compromises or have tough conversations. To help you navigate potential conflicts positively, start by reviewing the [Positive Confrontation](#) document provided by our Housing Office. If you are experiencing conflict, please also follow these steps:



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

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

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

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

Roommate Rights

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

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

Room Vacancy

If you have a vacancy (or an open space) in your room, please leave it empty and move-in ready. Throughout the semester, our Housing Assistants will visit suites with open beds to ensure the space remains move-in ready, clean, and free of clutter. Students who do not leave open beds available will be referred to the conduct system.

While we give as much notice as possible, there are circumstances in which we may need to move a student in a short window of time. It is important that this space remains open to make this process as simple as possible for all parties involved. We will do our best to give at least 24 hours' notice before a student moves into the space. If a new roommate is added to the suite, we will be asking students to complete a new roommate agreement.

Move In Information

Room Condition Reports

The Room Condition Report Form permits you to report damage in your room that exists when you arrive. Prior to your arrival, Housing works diligently to prepare student rooms, ensuring your

room is in the best possible condition. Existing damage or missing furniture not reported through this form upon arrival may result in charges at move-out. This form is only for permanent, pre-existing damage, such as paint chips, furniture damage, or stains. All students living on campus are required to fill out a Room Condition Report Form. Room Condition Reports must be completed by the designated deadline.

Renter's Insurance

The College **requires** that students assigned to **Park West** purchase renter's insurance to cover the loss of or damage to their personal property. Residents living at Park West will need to provide proof of renter's insurance prior to move-in. The College **strongly recommends** that students assigned to the **Residence Hall** purchase renter's insurance, but it's not required.

We recommend using [GradGuard](#) for your renter's insurance needs, but students may use any renter's insurance. Students can also check with their parent's/guardian's homeowner's insurance, as sometimes policies will extend to students away at College.

Move-Out Information

Vacating your Room

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

Move-Out Dates (Winter and End of Academic Year)

Move-Out (Winter Break) – Residence Hall students who are not approved to remain over Winter Break must be out of their space no later than **12:00 PM on Sunday, December 20, 2026**

- Students who leave for winter break may leave their belongings in their rooms, and can move back into housing as early as Thursday, January 21, 2027.
 - There is no checkout process for winter break move-out; students may leave whenever they finish their classes.
- Students who are not returning for the Spring semester are **required** to move-out all belongings and check out with the Housing Office by 12:00 PM, December 20, 2026.

Move-Out (End of Academic Year) – no later than **5:00 PM on Wednesday, May 19, 2027.**

Seniors who are graduating may move-out no later than 5:00 PM on Monday, May 24, 2027.

- Students who apply for the summer term following move-out will have the option to remain in housing between the spring and summer terms (free of charge), but will be required to move to Park West.
- Move-Out extensions (Foundation–Junior residents) will only be approved for students who are assisting with the end-of-year Fashion Show or Annual Exhibition. Due to limited staffing, all other extension requests will be denied. Extensions will only be approved for no later than 5:00 PM on Monday, May 24, 2027, at an additional charge.

- Move-Out appointments will be available from Friday, May 14 to Wednesday, May 19, 2027, 9:00 AM–10:00 PM daily. Due to limited staffing, please be sure to schedule flights and departures from campus at appropriate times. Late-night or early-morning move-out appointments are only approved on a case-by-case basis.

Preparation for Move-Out Appointment (End of Academic Year)

- Sign up for a move-out appointment. Emails will be sent by mid-April.
- Clean your suite/apartment with your roommates. Suites/apartments must be returned in the same condition or better, so please schedule time to clean your space.
- Remove all personal belongings from your space before your move-out appointment. If your personal belongings are not removed before the appointment, you may have to reschedule. Charges apply for the removal of abandoned personal belongings. We are not accepting donations.
 - Those seeking to leave donations are encouraged to explore our on-campus Resource Exchange center.
 - The Resource Exchange is located in the southwest, ground floor corner of the parking structure, adjacent to the red gates.
 - Those wishing to pick up an item or drop off an item should visit during the hours [listed on their website](#). Please note that the acceptance of items will be at the discretion of the on-duty student employee. Hazardous or toxic items, items with expiration dates, and items that are too large or abundant may be declined.
- Dispose of trash properly. Oversized items that cannot fit down the trash chute should be disposed of in the dumpsters. Do not leave trash on the floor of any trash room.
- Do not send or schedule any packages or mail that will arrive after your move-out day.
- Complete the required move-out survey. This survey has just a few questions to help us better understand your housing experience and continue to improve it.
- Elevator Care. Please do not hold elevator doors open when moving out, as it will make the elevators inoperable.
- Check your mailbox a final time before your appointment
 - We will not be able to collect any mail from your boxes OR packages after you move-out, so please be sure to update your address.
- Visit the Owl Lounge (located next to the Rose Hills Cafe) during your move-out appointment after you have cleared your space.
- Return your keys to the housing staff member who checks you out during your scheduled move-out appointment.

Damages and Charges

Upon move-out, a Residence Life and Housing Staff member will conduct a preliminary assessment of the room to report any damages or loss. Professional staff members will conduct another assessment of the space post-move-out. Students are responsible for leaving the room and common spaces, its furnishings, and fixtures in the same condition, or better, than the condition upon move-in. Housing understands that normal wear and tear is expected.

Damage charges will be applied to the students' account upon move-out. If no one takes responsibility for the damages, the cost will be split amongst the students who share the space.

Should a student move-out without a Residence Life and Housing staff member present, it will be marked as an improper checkout, and the student will be charged. Below is a list of charges by location (this list is not exhaustive):

Residence Hall Charges*

Carpet Stains (by square)	\$180.00
Paint Damage (per wall)	\$350.00
Paint Cover Up (in addition to Paint Damage charge)	\$80.00
Hole in Wall (medium or big)	\$350.00
Blinds	\$80.00
Sticker/Adhesive removal	\$80.00
Broken Mirror	\$200.00
Mail Key	\$15.00
Removal of abandoned belongings from room	\$100/item
Removal of trash/waste from room	\$80/bag
Excessive lockouts (2 free)	\$15/lockout
Improper Vacate (leaving without RA or Staff present)	\$100.00
Daily Charge for Unapproved Extension	\$150.00/day

Park West Charges*

Carpet Stains	\$250.00
Carpet Replacement (roommates split charge)	\$2,300.00
Garage Clicker	\$75.00
Community Key	\$50.00
Apartment Key	\$25.00
Mail Key	\$25.00
Paint Damage (one wall)	\$250.00
Paint Damage (full bedroom)	\$500.00
Hole in Wall (medium or big)	\$350.00
Removal of abandoned belongings	\$100.00/item
Removal of trash/waste from room	\$80.00/bag
Improper Vacate (leaving without RA or Staff present)	\$100.00
Furniture Damage/Cleaning	Price determined by vendor
Daily Charge for Unapproved Extension	\$150/day

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

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

**All damage charges are subject to change. Any changes may vary based on the vendor's updated rates.*

Leave of Absence / Withdraw

Students living on campus must be full-time students at Otis College. If you are taking a leave of absence or withdrawing from the College, you must vacate your room within **72 hours** of

submitting your Leave of Absence/Withdrawal Form (LOA/Withdraw Form). You can find the LOA/Withdraw Form online on your dashboard at my.otis.edu.

Once the form has been submitted, someone from Residence Life and Housing will reach out to provide the next steps in the move-out process. All items must be removed from your space, and your keys should be turned in to Residence Life and Housing before you leave campus. If you leave campus without properly completing the checkout process, you may be charged the Improper Vacate fee.

Housing Withdraw Request

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

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

Termination by Student

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

Termination by College

1. Monetary breach (failure to make payment)
2. Non-monetary breach (violation of terms and conditions of the housing agreement)
3. Health, Safety, General Welfare, or Emergency (if general welfare is threatened or an emergency situation presents)
4. Policy Violation (violating an Otis College policy)
5. Loss of Student Status (if a student drops below full-time – 12 credit hours without approved documentation)

Campus Breaks

Thanksgiving Break

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

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

Winter Break

Campus closes for the Winter Break. Students living in the Residence Hall must request to stay over the Winter Break. Park West apartments do not close for Winter Break. Park West students may remain in their rooms throughout Winter Break, but must notify Residence Life and Housing if they plan to occupy their rooms over break. Students will be sent a survey in October requiring a response to break plans. While Residence Life and Housing Staff, as well as Campus Safety, will be present, all other offices, departments, labs, shops, services, etc., will be fully shut down. Elaine's will reopen on the Friday before classes begin in January, and Rose Hills Café will reopen on the first day of classes.

Students staying over the break will NOT have access to:

- Dining Services – all dining operations will be closed, though Residence Hall students are allowed to use the kitchen on the fifth floor
- Otis Student Mail Center – all mail services will cease over the break, which includes lettered mail as well as packages
- Lab/Shops – students should not plan to stay on campus to work on projects, as everything will be closed/locked
- Facilities Requests – repairs and maintenance requests will not be received until the campus opens

Spring Break

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

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

Residence Life and Housing Community Standards

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

Alcohol and Other Drugs

In accordance with federal, state, and local laws, the use of alcohol, the abuse of alcohol, the use of marijuana, and the use of illegal drugs, is not permitted in the Residence Hall, in an affiliated Park West apartment, or on campus. Otis College is a dry campus, which extends this policy to

those students who are 21 years of age or older. Regardless of a student's age, alcohol and/or other drugs should not be present in any room, either in the Residence Hall and/or at Park West affiliated apartments. In addition, collecting and/or displaying paraphernalia is prohibited.

Students exhibiting signs of dangerous intoxication from alcohol or other drugs will be transported via Emergency Medical Services (EMS), at the student's expense, for medical attention. Refusal to cooperate with EMS personnel may result in arrest by local police in order to ensure the student's health and safety and/or conduct charges for failure to comply.

Bicycles, Electric Bikes, and Large Recreational Equipment

Students may not store bicycles, electric bicycles (e-bikes), scooters, or similar equipment inside residence hall rooms, apartments, balconies, or common areas. All bicycles and e-bikes must be secured at designated outdoor bike racks. Due to fire and safety risks associated with lithium-ion batteries, charging or storing electric bikes or similar devices inside residential spaces is prohibited. Large recreational items (e.g., surfboards) may be stored in student rooms only if they:

- Do not obstruct exits, pathways, or access to doors/windows
- Do not create excessive clutter or safety hazards
- Do not infringe on roommate or shared space agreements

Residence Life and Housing reserves the right to require removal of any item that poses a safety concern or interferes with the residential environment.

Candles, Incense, etc.

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

College's Right of Entry

Authorized College representatives may enter a Student's room at any time without

prior notice, after knocking and announcing their presence, for the purposes of:

1. Making necessary or agreed-upon repairs;
2. Supplying necessary or agreed-upon services;
3. Investigating health or safety concerns, or suspected violations of housing and other College policies, including, but not limited to: violations of firearm or drug, tobacco, and alcohol policies;
4. Verifying occupancy;
5. Conducting inventories of College property;
6. Conducting facility inspections.

Authorized College representatives may remove and confiscate weapons and illegal drug paraphernalia (as defined by the Student Code of Conduct) discovered during an authorized entry into a Residence Hall room or Park West Apartment. Confiscated items will be secured by Campus Safety, and students will be informed promptly if violations are discovered, and items are confiscated during an authorized entry. Questions regarding your personal belongings should be directed to Campus Safety.

Collusion

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

Copyright Infringement

The downloading, possession, distribution, or copying of a copyrighted work—for example, a document, photograph, piece of

music, or video—is an infringement of copyright unless the person downloading is properly authorized to do so by the copyright owner. Without proper authorization from the copyright owner, these activities are prohibited. All computer equipment, software, and facilities used by students and employees are proprietary to Otis College of Art and Design. Otis College reserves the right to withdraw any of the facilities privileges provided by the College if the College considers that a student's or employee's use of them is in any way unacceptable.

Decorating

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

Health and Safety Assessments

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

Keys

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

Marijuana

Use, possession, or distribution of marijuana for medical or recreational purposes, even if it otherwise meets the qualifications of the California

compassionate use act, proposition 215, or the adult use of marijuana act, proposition 64. This includes all cannabis products, including those with CBD in the Residence Hall, in an affiliated Park West apartment, or on campus.

Permission to Enter (maintenance)

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

Pets

Pets are not permitted in the Residence Hall or Park West. Residents with proper documentation through Disability Services may be permitted to have a service animal or support animal in their unit. Please contact Disability Services at 310-665-6960 or ds@otis.edu if you will need a Support Animal while living with Housing. Service/Support animals may not reside in any housing location without prior written approval as described in this section. Park West residents with an approved animal must also complete the Park West Pet Screening form. Please refer to [The Student Handbook](#) for more detailed guidelines.

Posting Policy

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

Room Alterations

Students should not make any alterations or improvements to their room. This includes, but is not limited to: painting, wallpapering,

installing shelves, removing/modifying furniture (lofting, bunking, taking beds apart). Students in the Residence Hall who wish to adjust their beds, must submit a work order and Otis College Facilities will make the adjustment. Students who make unauthorized alterations may be required to restore the room to its prior condition at the expense of the student.

Smoking

Smoking or tobacco use is prohibited in the Residence Hall, Park West apartment complex, and on the Otis College campus. The apartment complexes are smoke-free communities, so there should be no smoking in the hallways, patios, elevators, garage, lobbies, common areas, etc. This prohibition applies to the use of electronic

cigarettes, personal vaporizers, or electronic nicotine delivery systems. This includes prohibiting the use of Tobacco under the age of 21 as defined by California State law.

Weapons

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

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

Residence Hall Specific Community Standards

Cooking

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

Refrigerators/Microfridges

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

Laundry Room Etiquette

Laundry rooms are shared spaces, and all residents are expected to respect others' belongings and time. Please follow these guidelines to help keep laundry areas clean and accessible for everyone:

- Retrieve your laundry promptly when the cycle is complete.
- Do not remove another resident's laundry before the cycle finishes.



- If a cycle has ended and a machine is needed, place items neatly on the counter or in a clean basket.
- Do not leave laundry or personal belongings unattended for extended periods.
- Report missing or damaged items to Residence Life & Housing or Campus Safety.

Park West Specific Community Standards

Balcony/Patio

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



Parking

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

Health and Wellness Community Standards and Expectations

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

What to Do If You Are Feeling Unwell

If you are experiencing symptoms such as a sore throat, cough, congestion, fever, body aches, nausea, or other signs of illness, take steps to care for yourself and help reduce the spread of illness to others.

For mild symptoms, such as a sore throat, congestion, or minor cough:

- Monitor your symptoms and avoid close contact with others when possible.
- Consider wearing a mask when around others, particularly in shared or public spaces.
- Contact the Student Health and Wellness Center (SHWC) at 310-846-5738 for guidance if symptoms persist, worsen, or you have questions about appropriate care.

If you have a fever or are experiencing more significant symptoms:

- Stay in your room and avoid attending class, work, programs, or other public spaces while you are feeling unwell.
- Contact the Student Health and Wellness Center (SHWC) at 310-846-5738 for guidance regarding next steps.
- Follow any recommendations provided by the SHWC regarding evaluation, treatment, or when it is appropriate to resume normal activities.

If symptoms begin after hours or over the weekend:

- If symptoms are mild and manageable, monitor your condition and contact the SHWC when it reopens.
- If you need medical attention before the SHWC reopens, contact a local urgent care or other appropriate healthcare provider.
- For severe or life-threatening symptoms, call 911 or seek emergency medical care immediately.

Preventative measures in order to protect yourself and others:

- Get vaccinated for the flu through the SHWC at one of our vaccine clinics or with your primary care provider.
- Stay home and away from others when sick.
- Wash hands on a regular basis ([here are proper hand hygiene techniques](#)).
- Masks are available in front of the SHWC waiting room door.

Mental Wellness

Your mental and emotional well-being is just as important as your physical health. If you are experiencing stress, anxiety, depression, difficulty adjusting to college, relationship concerns, grief, or other personal challenges, support is available through Counseling and Psychological Services (CAPS) within the Student Health and Wellness Center.

If you would like mental health support:

- Contact Counseling and Psychological Services at 310-846-5738 to schedule an appointment.
- Students may also visit the Student Health and Wellness Center in Ahmanson 108 during regular business hours.
- Counseling services are available Monday through Friday from 9:00 a.m. to 4:30 p.m., unless otherwise posted.
- Counseling services are confidential and available at no cost to currently enrolled Otis College students.

If you are experiencing an immediate mental health crisis:

- During business hours, visit the Student Health and Wellness Center and let staff know that you need immediate support. A counselor will meet with you as soon as possible.
- For a life-threatening emergency, call 911 and then notify Campus Safety at 310-665-6965.
- Students experiencing suicidal thoughts or a mental health crisis may also call or text 988 for immediate support through the Suicide & Crisis Lifeline.

Student Conduct

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

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

Personal Accountability

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

Residents who are present when a policy violation occurs may be included in the incident report. Depending on their individual actions, involvement, or failure to appropriately address a known violation, they may also be referred through the conduct process. It is the responsibility of all residents to know these policies and to remove themselves from any situation where a violation is occurring. If you are present where a policy violation is occurring, please contact the RA on Duty or Campus Safety, or submit a [Conduct Report here](#).

Conduct Process

Residence Life and Housing is committed to fostering a living environment that is conducive to academic inquiry, is safe, and is welcoming. The Student Conduct system at Otis College is committed to an educational and developmental process that balances the interests of individual students with the interests of the entire residential community. For more information regarding the full conduct process, review [the Code of Student Conduct](#).

Housing Student Leaders (HSL) are trained on the policies and procedures of Residence Life and Housing. The HSL's role in conduct is to observe, confront, and report alleged policy violations. Housing Student Leaders are not responsible for Conduct Hearings; those are completed only by Housing's Professional Staff. The student's role is to cooperate with the Housing Student Leader if approached. Students are required to comply with requests to show their ID Card from any HSL, housing professional staff, or Campus Safety.

To report a violation of a Housing Policy:

1. Contact your Resident Assistant (RA) via email or call the Duty Phone (Monday - Friday 5:00pm - 8:00am and weekends)
2. Contact the Residence Life and Housing Office (Monday - Friday 9:00am - 4:00pm)
3. Submit a [conduct report](#)

Dining Services and Meal Plans

Elaine's Dining Hall and Rose Hills Café

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

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

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

Meal Plan

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

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

One meal swipe includes one entree, two sides, one dessert/fruit, and one beverage.

GET App

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

With GET, you can:

- Place your order online
- See your current account balances
- View recent transactions
- Instantly add funds with a debit or credit card
- Lock a misplaced Otis Card ID

Download today by searching for “GET” wherever you get your apps.

Elaine’s Dining Hall Hours:

	Monday - Friday	Saturday and Sunday
Breakfast	7:00 AM - 10:00 AM	n/a
Brunch	n/a	10:30 AM - 2:00 PM
Lunch	11:00 AM - 2:00 PM	n/a
Dinner	5:00 PM - 7:00 PM	5:00 PM - 7:00 PM
Elaine’s closes from 10:00 AM - 11:00 AM Monday - Friday, and 1:30 PM - 3:00 PM on Saturday and Sunday.		

Otis College Resources

One Stop

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

Contact:

(310) 665-6999

onestop@otis.edu

Student Basic Needs

The College offers resources and services to address and support some challenges many students face, such as food and housing insecurity, and a lack of access to basic needs.

The Food Pantry is accessible to all enrolled students. Students can access the Food Pantry for any reason, no questions. Visit the [Basic Needs webpage](#) for more information.

- Please note that the pantry is accessible 24/7 with an Otis ID throughout the year. However, it is not restocked during Thanksgiving Break, Winter Break, Spring Break, or Summer Break.

Safety

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

In the event of an emergency, always call 911.

For non-emergency situations that still require assistance, contact Campus Safety at 310-665-6965.

Email campussafety@otis.edu

Message security through the LiveSafe application

Residents should download the LiveSafe application to access safety resources, incident reports, emergency contact information, Safewalk, and other resources. SafeWalk is an important LiveSafe feature that allows students to virtually walk family, friends, and colleagues to their destination by monitoring their location on a real-time map.

Student Health and Wellness Center

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

Location: First floor of Ahmanson Room 107

Phone: 310-846-5738

Fax: 310-846-5739

Email: studenthealth@otis.edu

Title IX Reporting Form

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

Title IX Coordinator

310-665-6960

titleix@otis.edu

Bias Incident Report

Students, staff, and/or faculty may report an incident in which someone may have been a victim of bias or discrimination based on a protected class/category. More information on the Bias process at Otis College can be found [HERE](#).

Assistant Dean of Community Engagement and Belonging

Anne Cole 155

310-846-2595

fresto@otis.edu

Disability Services

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

Ahmanson 205
310-665-6960
ds@otis.edu

Career Services

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

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

Tips for Staying Safe

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

Campus Safety

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

- Calling: 310-665-6965
- Emailing: campussafety@otis.edu
- Office Visit: Room 170 in the Academic Building
- Using the *LiveSafe* App

Earthquakes

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

Fire Safety

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

Enhance your Safety:

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

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

Be aware of surroundings at all times.

Do not leave valuable unattended.

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

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

Download and utilize the *Live Safe* App.

LiveSafe App



GET IT ON
App Store

Share info with safety and security

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

Know what's around you

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

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



GET IT ON
Google Play



Get LiveSafe

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

Request help in an emergency

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

Know what to do in an emergency and other info

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

Tab navigation: SafeWalk and Notifications

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



LiveSafeMobile.com



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/LiveSafePlatform