

**Welcome to the Summer at Columbia Community!**

The Summer at Columbia staff is dedicated to creating an environment that will support your academic success and personal growth. We invite you to take full advantage of the services and activities we offer.

This handbook will explain your rights, privileges, and responsibilities as a student in the Summer at Columbia program. You are joining a community in which respect for the rights of others is expected. We hope that you will be an active participant in a cooperative effort by students and staff to accomplish this. Additionally, for those Summer at Columbia students who will be staying on campus during the program, it should be known that the University Center (UC) is a third-party residential housing provider that partners with Columbia College Chicago during the school year and summer to provide contracted room and board. As such, the UC maintains a set of rules specific to its facilities that residential students are also subjected to follow. We will provide a separate handbook with additional residential information in the coming weeks. Please also note that Columbia College Chicago admits students to the College and contracted residential facilities without regard to, and will not make room assignments based on, religion, disability, sexual orientation, and national or ethnic origin. Residential student suites and roommate assignments will be emailed to students no later than a week prior to the start of the program.

The decision you've made to attend Summer at Columbia in the South Loop of Chicago is a momentous one. Chicago is a big city, full of excitement and opportunities, and it is our commitment to assist you in having an educational, enjoyable, and safe summer. Joining this community carries both privileges and responsibilities. You will meet other students, experience many new things, and be exposed to different ideas. You may encounter situations that will challenge or test your beliefs. All of this is an integral part of the college experience. Please read this handbook carefully, as it outlines not just what you can and cannot do, but also how to handle many types of situations. The more familiar you are with the contents of this booklet, the more prepared you will be to respond to whatever circumstances present themselves to you this summer.

While every effort has been made to provide students with complete and accurate information, Columbia College Chicago reserves the right to change, amend, modify, or revoke any policy or procedure contained in this document, with or without notice. Columbia College Chicago will make every attempt to provide notice to residents of any such changes when made. In the event of questions, the final interpretation of the policies and procedures applicable to Summer at Columbia students is the responsibility of the Dean of Students, the Associate Provost for Transfer Initiatives and Academic Partnerships, and the Assistant Vice President of Undergraduate Admissions.

Best wishes for a successful summer,



Derek Brinkley  
Assistant Vice President Undergraduate Admissions

## **Protection of Minors Policy**

Columbia College Chicago is committed to promoting a safe environment for minors who participate in our programs and activities. The following safeguards have been established at Columbia College Chicago to provide the safest possible environment for your child:

**Facilities:** All classes, camps, and pre-collegiate programs, with the exception of program-specific field trips, take place on the campus of Columbia College Chicago, with a fully-vetted security guard on the premises at all times. Security guards report to the college's [Office of Campus Safety and Security](#).

**Interaction with Special Guests:** If an outside lecturer or teaching artist is brought in to interact with a minor or group of minors, or if minors are taken off campus for field trips or special events, we require that a fully-vetted employee of the college be with the student(s) at all times. At no time will an individual who is not a screened employee of the college be left alone with a student or group of students.

**Mandated Reporters:** All employees of the college are considered mandated reporters of suspected child abuse and neglect and must comply with the Illinois Abused and Neglected Child Reporting Act. For more information, please visit the college's website here: [Mandated Child Abuse Reporters](#).

**Title IX Policy:** All full-time staff and faculty of Columbia College Chicago are required to complete Title IX training. For more information about the Title IX Sexual Misconduct Policy and Procedure at Columbia College Chicago, please visit the Student Handbook portion of the College's website here: [Title IX Policy](#).

**Anti-Discrimination & Harassment Policy:** Columbia College Chicago is committed to maintaining an environment that respects the dignity of all individuals. For complete information, please visit the college's website here: [Anti-Discrimination & Harassment policy](#).

**Computer and Online Safety Policy:** Columbia College Chicago prohibits inappropriate, illegal, or unauthorized use of College facilities, equipment, or services, including telephone, e-mail, and Internet services.

**Student Code of Conduct:** All students, regardless of age, are expected to abide by the basic behavior guidelines outlined in the college's Student Code of Conduct. The Student Code of Conduct can be found in its entirety on the college's website here: [Student Code of Conduct](#).

**Federal Education Rights Protection Act (FERPA):** FERPA applies to all accredited college courses, including those offered during the Summer at Columbia program. More information about FERPA is available at [catalog.colum.edu](http://catalog.colum.edu) under “Academic Policies.”

## General Policies and Procedures

**COVID-19:** Please visit <https://www.colum.edu/backtogether> for the most updated COVID-19 requirements at Columbia.

**Campus Card:** Your Campus Card is an ID that identifies you as a Columbia student. To ensure a safe community for everyone, we wish to remind you that you are required to show your Campus Card to enter into any Columbia College Chicago building. Therefore, you must have your Campus Card with you at all times. Campus Cards will be distributed at the Summer at Columbia orientation.

**Alcohol, Tobacco, and Other Drugs:** Alcohol, tobacco, and other drugs (ATOD) are strictly prohibited everywhere within Columbia College Chicago including University Center. No alcohol, tobacco, or other drugs may be brought into the premises. ATOD are not allowed at any Residence Life or Columbia College Chicago-sponsored event or activity. University Center policy dictates that any incidents of ATOD on the premises will be turned over to the Chicago Police Department.

Further, the manufacture, sale, possession, distribution or use of any substance or paraphernalia which has been declared illegal by municipal, state, or federal law is prohibited in on College property. Those violating state law can face state, college, and Summer at Columbia disciplinary action. Any intentional misuse of legally prescribed or over-the-counter drugs or other substances is prohibited.

Violation of the ATOD policy will result in the confiscation of the substance and any paraphernalia, as well as immediate expulsion from the Summer at Columbia program.

**Fireworks, Firearms, Weapons:** Possession or use of fireworks, anywhere on the Columbia College Chicago campus is prohibited. The possession of firearms, ammunition, air guns, or other weapons such as knives, swords, Billy clubs, throwing stars, etc. is prohibited.

**Motor Vehicles:** Columbia College Chicago does not have any available parking and Summer at Columbia residential students are strongly advised not

to bring a motor vehicle to campus due to the difficulty and expense involved to park in downtown Chicago for a short or extended period.

**Pets:** There are no pets allowed in University Center or Columbia buildings. Any animals will be removed to the local humane shelter in the interest of resident health and safety.

## **Additional Residential Policies and Procedures**

**Family Visitation Policy:** Because students are only together for four short weeks, we strongly encourage that time be spent connecting with their peers, Columbia, and the City of Chicago. However, students are responsible for creating an experience that is most impactful for them which may mean spending time with friends and family outside of Columbia. In these instances, residential students are encouraged to communicate their plans with the on-duty residential staff and must return prior to curfew.

**Curfew and Room Check:** Students must be in the University Center by 10:00 PM daily unless they are returning late due to a Summer at Columbia staff-hosted activity. Once curfew has passed, residents are not allowed to leave the University Center until 6:00 AM the following morning. In the event a student misses or breaks curfew, or assists another student in circumventing the curfew, guardians will be notified immediately, and students will be subject to disciplinary action up to and including expulsion from the Summer at Columbia program. The City of Chicago may also implement additional curfews by location for teenagers during the summer. Up-to-date information will be provided as it becomes available.

**Overnight Leave:** Residential students are expected to remain on campus overnight for the duration of the program. If absolutely necessary that a residential student require overnight leave, their guardian must complete the Overnight Leave Permission Form (available on the Summer at Columbia website at [www.colum.edu/summer](http://www.colum.edu/summer)) and submit it to [summer@colum.edu](mailto:summer@colum.edu) 24-business hours prior to the student's departure from campus. Calls, emails without the completed form attached, student notifications to staff, or in-person notifications to staff cannot be accepted. Overnight Leave Permission Forms cannot be used as curfew extensions.

**Personal Safety:** Student safety is the number one priority at Summer at Columbia. Flex time will occur occasionally for students to work on special projects, attend staff-led optional events, or explore Chicago independent of immediate supervision. Because of this, it is imperative that Summer at Columbia attendees possess an exemplary level of maturity. Teenagers attending Summer at Columbia are...

- Required to adhere to the 10:00 PM curfew.
- Strongly advised not to explore or take public transportation alone.
- Asked to notify residential staff of plans and expected return times.
- Encouraged to remain on campus or the surrounding area for program staff or campus security to assist them in an emergency.

Additional information, including what to do in an emergency, will be provided to students at the start of Summer at Columbia.

**Personal Property Insurance:** Columbia College Chicago does not assume responsibility for theft, damage, or loss of money, valuables, or personal property of any kind belonging to any resident or guest. You should check with your insurance provider regarding the extent of coverage under existing policies, which you may carry. All residents are strongly encouraged to carry sufficient personal property insurance to afford the level of protection desired if they are not already covered under any other personal/family policy.

**Bicycle Storage:** A limited number of bicycles can be accommodated in a locked storage room adjacent to the first (1<sup>st</sup>) floor lobby of the University Center. Storage will be provided on a first come, first served basis, for bicycles that are registered through the resident portal. Residents are responsible for providing and securing their own bike locks. Nothing else may be left in this room. Bicycles, scooters, or other bicycle-like items are prohibited anywhere else in the building. Each resident acknowledges that they will be solely responsible for theft or damage to any personal property placed in Bicycle Storage. Bicycles left after residents move out will have the lock removed and be handled as abandoned property.

**Operating a Business:** Residents are not permitted to carry on any organized business from their room or within any on-campus residential area. No sign, advertisement, or announcement may be displayed or advertised on the outside or inside of Columbia premises.

**Quiet Zone:** Outside noise disturbs the academic efforts of students living within Residence Life as well as residents within the community. Please refrain from shouting, singing, chanting, or otherwise creating a disturbance. While you are outside the building, it is imperative to be aware of your surroundings and that you live within a residential community. Courtesy to our neighbors is always necessary, and excessive noise will not be tolerated.

**Room Assignments / Roommate Conflicts / Room Changes:** The students agree to accept the room space assigned and any room assignment changes made by Summer at Columbia staff.

Some roommates become the best of friends. Most roommates do not become best friends, but they get along well based on mutual respect and consideration. Sometimes roommates have more serious problems due to personality conflicts. Many roommate conflicts can be worked out if roommates will talk to each other and share their concerns.

If you and your roommate(s) are experiencing problems, we encourage you to sit down and talk about it as soon as the problem develops. Most people find it difficult to sit down with a roommate and share what is bothering them. They are afraid the roommate's feelings will be hurt or that the roommate will be angry.

Your Summer at Columbia residential staff can coach you on how to approach your roommate(s) about the problem and how to express yourself so that you minimize the possibility of your roommate being hurt or angry. If you like, residential staff will also help you explore the problems and develop solutions that are fair to all involved.

Requests for room changes will be processed at the discretion of Summer at Columbia. A request for a room change must be made in writing to [summer@colum.edu](mailto:summer@colum.edu). No student is authorized to move until the student has received an approved copy of the space change request. Room changes may be made only under the supervision of residential staff.

Summer at Columbia reserves the right to deny space change requests for reasons deemed sufficient by any of the professional staff members assigned to Summer at Columbia (Assistant Vice President of Undergraduate Admissions, Associate Provost for Transfer Initiatives and Academic Partnerships, Assistant Director of Admissions, Admissions Officer).

**Consolidation Policy:** Please be aware that your room assignment is subject to change. We may need to make special accommodations for late applicants, cancellations, students with special needs, and other unexpected situations. We will attempt to notify you of any changes. Though every effort is made to accommodate living style preferences, providing housing is the most important goal of the residential component of the Summer at Columbia program. Your cooperation is appreciated.

**Health Care:** Columbia College Chicago does not provide any direct health care to the students. If there is a medical emergency and it is possible, contact residential staff, or University Center personnel for assistance. If the situation does not permit notifying staff, call 911 and give your name, the location of the patient, and the patient's name. The patient will be required to pay for the services rendered by the ambulance as well as any other medical costs.

In addition, there are many hospitals in the Chicago area that are covered under most insurance policies. The closest hospitals to campus are [Insight Hospital & Medical Center Chicago](#) (2.4 miles) and [UI Health](#) (2.7 miles). It is the responsibility of the student's family to research which facility will accommodate their insurance needs. Out-of-range students are encouraged to research their health insurance coverage and participating care providers prior to living on campus.

**Property Safety:** The College and University Center assumes no liability, directly or indirectly, for loss or damage to personal property by fire, theft, or any other cause. It is always best practice to do the following:

- Make a list of your personal property including identifying serial numbers and the name of the manufacturer.
- Record the number of all credit cards and bank accounts. Also, keep the phone numbers of these companies and banks so you can notify them if your cards or checks are lost or stolen.
- Keep money and valuables in a secure place.
- Do not keep excess amounts of cash in your room.
- Be alert to the presence of strangers in non-public areas (all resident floors) and report their presence to University Center security and/or to any Summer at Columbia staff member.
- Keep your room locked whenever you leave, even if you intend to return momentarily.
- Do not prop your door open.
- If you are a victim of a theft, notify University Center security.
- Garments in washers and dryers should not be left unattended. Residents are responsible for all personal belongings in the laundry room and anywhere else on the premises.
- Do not leave messages on your door when you are not in your room.

**Community Responsibility:** All members of the community must remember that all residents share responsibility for the overall security of the University Center. Residents and staff are expected to promptly and accurately report all criminal acts, dangerous situations, or suspicious behavior.

**Behavior Expectations:** The Summer at Columbia program is designed to help you make the transition to becoming a college student. This transition involves learning to use new freedoms wisely and adjusting to a new environment with rules that may be different than those to which you are accustomed. Most students make this adjustment without difficulty. A few students are unable or unwilling to do so, and their behavior interferes with the maintenance of a safe and academically supportive environment. If Columbia determines, in its sole discretion, that a student's behavior is inappropriate, disruptive,

dangerous, violent, or bullying, then Columbia may take disciplinary action up to and including the expulsion of a student from Summer at Columbia and/or University Center. Columbia is not responsible for any fees incurred by a student should they be expelled from Summer at Columbia and/or University Center.

The Columbia College Chicago Student Code of Conduct is available online here: <https://students.colum.edu/handbook/policies/student-code-of-conduct-information>

**Students must read and abide by both the Code of Conduct and all policies outlined in this document.**

Your attendance in Summer at Columbia 2024 serves as confirmation that you have read and accept the terms of all policies contained in the Summer at Columbia Handbook and the Columbia College Chicago Student Code of Contact.