

# RESIDENCE LIFE HANDBOOK

2011 - 2012

HOW TO USE THIS INTERACTIVE GUIDE

Columbia  
COLLEGE CHICAGO

## HOW TO USE THIS INTERACTIVE GUIDE

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**Office of Undergraduate Admissions**

600 South Michigan Avenue

Chicago, IL 60605-1996

Telephone: 312-663-1600

**Residence Life Office**

731 Plymouth Court

Chicago, IL 60605

Telephone: 312-369-7803

Hours:

Monday thru Friday 9am - 5pm

residencelife@colum.edu

*Columbia College Chicago admits students to the college and its Residence Centers without regard to age, color, creed, sex, religion, handicap, disability, sexual orientation, and national or ethnic origin.*

## **Welcome to the Columbia College Chicago Residence Life**

The Residence Life Staff is dedicated to creating an environment which will support your academic success and personal growth. We invite you to take full advantage of the services we offer.

You are joining a community in which respect for others is expected. Community is an essential component to on campus living. Through living on campus, you are introduced to the culture of Columbia College Chicago, and interact with young artists much like yourself (or different)! Your involvement in on-campus living will also help you to influence the community we are creating. We ask for your investment in the opportunities presented to you so that you may gain a greater sense of Columbia College's identity and you can impact it.

Residents and their guests are expected to follow the policies and procedures and accepted community standards described in this handbook.

Best wishes for a successful academic year.

**Mary Oakes**

Director of Residence Life

**Kelli Collins**

Associate Director  
of Residence Life

## **THE RESIDENCE LIFE FACILITIES and STAFF FACILITIES**

Columbia College Residence Life consists of four buildings: 731 S. Plymouth Court, 642 S. Clark “The Dwight”, 59 East Van Buren “The Buckingham”, and 525 S. State “The University Center”.

These facilities are primarily apartment style housing where students share apartments with other students. There are apartments where students may have their own private sleeping room within the apartment, and others where students may share a sleeping room within the apartment suite.

There are supplemental meal plans available for students living in on campus apartment style housing to eat in The University Center at an additional cost.

Apartment style housing is available in all four of our facilities.

There are also “traditional semi-suites” where students share a sleeping room with another student, and share a bathroom with another adjoining suite. Since these units are not apartments, they have a required meal plan (15 meals a week) included in the cost of the room. Traditional semi-suites are located in The University Center only.

### **STAFF**

RAs are Sophomores, Juniors, Seniors, or Graduate students who have been selected and trained to provide a variety of services to residents. RAs answer questions about Residence Life and refer students to appropriate campus offices when they need help or services. RAs provide assistance to students with personal and academic problems and mediate roommate conflicts. RAs are responsible for building community in Residence Life, enforcing the rules in the Residence Life Handbook and other College rules.

RAs implement and help students to organize educational and recreational activities.

Although you will probably interact most often with the RA designated for your floor, please be aware that any staff member may assist you if you need help. Also, be aware that RAs have responsibility and authority anywhere in the residential areas regardless of their assigned floors. We expect you to cooperate with any staff member who is carrying out his or her duties, which includes presenting proper identification upon request.

### **SENIOR STAFF**

Residence Life at Columbia College has Professional and Graduate staff members, who live in the buildings, and directly supervise the Resident Assistants. The Graduate Assistants

primarily supervise the RAs and assist in the general operation of Residence Life.

### **COORDINATOR OF RESIDENCE LIFE**

The Coordinator of Residence Life is a full-time professional that works with residents to develop floorbuilding communities and provides opportunities for growth and development. The Coordinator also serves as the primary hearing official for disciplinary matters and oversees the Residence Life judicial hearings, as well as supervises Graduate Assistants. The Coordinator of Residence Life also develops programs on large and small scales for residents. The Coordinator's office is located at 731 S. Plymouth Ct.

### **ASSOCIATE DIRECTOR OF RESIDENCE LIFE**

The Associate Director of Residence Life is a full-time professional. The Associate Director of Residence Life works with students to solve problems, answer questions, and provide referrals. The Associate Director is responsible for training and supervising the Coordinators of Residence Life, in their job responsibilities. The Associate Director's office is located at 731 S. Plymouth Ct.

### **DIRECTOR OF RESIDENCE LIFE**

The Director of Residence Life is a full-time professional. The Director is responsible for the administrative functions of the Residence Life Office including the mailroom operations, the contract process and the office functions. The Director's office is located at 731 S. Plymouth Ct.

### **STAFF ON DUTY**

RAs are on duty in the residence halls from 7:00 p.m. until 7:00 a.m. every night. A member of Senior Staff is on duty and available 24 hours a day.

### **OTHER STAFF**

Many other staff members are needed to run Residence Life: administrative staff, security, housekeeping, and maintenance. Some of these staff members and what they do will be discussed in the following pages.

### **THE PHYSICAL SETTING**

#### **YOUR APARTMENT**

In most cases, there are between two to six students assigned to an apartment (1-2 residents per bedroom). All rooms are furnished with blinds. There is a closet available in each room for residents. Each room is furnished with a single bed which requires a twin long sheet. Some designated single occupancy bedrooms in The Dwight do have Full Sized

beds, a desk and desk chair; a chest of drawers. Each kitchen comes equipped with an oven, stove, refrigerator & dishwasher (dishwashers are not available in The Dwight). Units at 59 East Van Buren and 642 S. Clark include microwaves. There are in unit washers and dryers in 59 East Van Buren

The main living area in the apartment is furnished with a table and chairs, a couch, and a coffee table. There is a kitchen island and kitchen stools available at The Dwight. There is central air conditioning and heat in each unit. Supplemental heating and or cooling devices are prohibited. Residents are expected to be cognizant of and practice methods of energy conservation.

The condition of your apartment and its furnishings will be inventoried before you arrive; you will have an opportunity to review and confirm this inventory when you move into the apartment. You will be financially responsible for any loss or damage beyond normal wear and tear, so review the inventory carefully, and take good care of your room and its furnishings.

Furnishings or fixtures that originally come in the apartment may not be removed from the unit.

## **CABLE & INTERNET**

### **731 S. Plymouth Ct.**

Basic cable TV and internet access are provided 731 S. Plymouth Court. Telephone service is not provided. Many students rely on their cell phones as their primary method of communication. One flat screen TV and cable TV box is provided in the living room, and a cable box per bedroom, along with two remote controls for the living room cable box and TV, and a remote per bedroom cable box. Students who fail to return this equipment upon check out will be assessed a \$1,000.00 fee for replacement. Students are encouraged to bring their own coaxial cables for hook-up. Wireless internet and Ethernet access is also available in each apartment. Students are encouraged to bring their own Ethernet cord in order to connect to their computer location within the unit. Students may upgrade their internet speed by contacting the provider, Access Media 3 directly at 866-757-1180.

### **642 S. Clark "The Dwight"**

Cable TV and internet access are provided in 642 S. Clark "The Dwight". Telephone service is not provided. Many students rely on their cell phones as their primary method of communication. Basic cable TV and internet access are provided in The Dwight. Telephone service is not provided. Many students rely on their cell phones as their primary method of communication. One flat screen TV and cable TV box is provided in the living room per unit, along with two remote controls. Students who fail to return this equipment upon check out will be assessed a \$1,000.00

fee for replacement. Students are encouraged to bring their own coaxial cables for hook-up. Internet access is available in each apartment. Students may also bring their own personal wireless router should they desire to have wireless access. Students are encouraged to bring their own Ethernet cord in order to connect to their computer location within the unit. All computers

Students may upgrade their internet speed by contacting the provider, Airwave Network directly at 877-778-9283.

### **59 East Van Buren “The Buckingham”**

Telephone service is not provided. Many students rely on their cell phones as their primary method of communication. One flat screen TV and cable TV box is provided per unit, along with two remote controls. Students who fail to return this equipment upon check out will be assessed a \$1,000.00 fee for replacement. Students are encouraged to bring their own coaxial cables for hook-up. Internet access is available in each apartment. Students may also bring their own personal wireless router should they desire to have wireless access. Students are encouraged to bring their own Ethernet cord in order to connect to their computer location within the unit. All computers Students may upgrade their internet speed by contacting the Management Office located on the 2nd floor of The Buckingham.

### **COMPUTERS AND COMPUTER USE**

Students are required to follow the College’s internet policies outlined in The Student Code of Conduct.

All computers should have Virus Protection installed, enabled, and up-to-date. Antivirus software is used mainly to prevent and remove computer viruses, including Worms and Trojans. Such programs may also detect and remove adware, spyware and other forms of malicious software.

Please Note: Although antivirus software can be downloaded and installed for free, it is recommended that virus protection be purchased with from either McAfee or Norton.

### **DECORATIONS**

Decorations provide comfort and a more personal environment. We want to encourage you to make yourself at home, but some restrictions on room decorations are necessary for safety and due to the high costs of repairing and painting apartments.

- Decorations must be non-flammable. They must not hinder an exit in case of fire or other emergency.
- Apartment furnishings or fixtures may not be removed from the apartment. Furniture or fixtures may not be disassembled.
- Waterbeds are not allowed.

- Decorations must not damage walls, furniture, doors, or woodwork. If damage occurs and painting is required, the resident(s) of the apartment will be charged for painting costs. Students may not paint the walls or fixtures in their units. Double sided tape is not allowed as it causes damage to the walls.
- Door decorations may not contain obscenities or be otherwise offensive. There may not be any decorations or signs posted in windows of the buildings.
- Metal tip darts are not allowed; however, other darts with plastic or velcro tips are permitted.
- Road signs and emergency lights are subject to confiscation as stolen property unless the resident has a receipt or other proof of ownership.
- Incense, incense burners, hookas, candles and fireworks are not permitted in Residence Life buildings, and will be confiscated if found on the premises.
- No items may be hung across the ceiling, or over the sprinkler systems.
- Empty alcoholic beverage containers are not permitted even for decorative purposes and are considered a violation of alcohol policy on non designated 21+ floors.
- Fog machines are not permitted.
- Flammable liquids and gases may not be stored in Residence Life facilities.

Violations of these guidelines will be assessed for any damages that result and may be subject to disciplinary action.

### **ELECTRICAL APPLIANCES**

Electrical appliances with self contained heating units (irons, corn poppers, coffee makers, microwaves) may be used within Residence Life facilities. Appliances with open heating elements are prohibited.

### **ROOM INSPECTIONS**

Your room will be inspected at the beginning of each break and periodically during the year. These inspections are conducted to insure that maintenance, safety, sanitation and property control requirements are being followed. Items prohibited by law or Residence Life policy may be confiscated, and the residents of the apartment will be subject to disciplinary action. A 24 hour advance notice will be posted for all inspections except for those made during breaks or vacations.

## **INSURANCE AND SAFETY OF RESIDENTS' PROPERTY**

Residents are strongly encouraged to carry their own personal property insurance, as the College does not provide this. Every effort is made to ensure that the building is in excellent condition. Nevertheless, electrical, heating, and plumbing problems can happen. Residents are urged to store valuable items: electrical equipment, books, CDs, etc. off the floor. This will minimize the possibility of water damage should a leak occur. The Residence Life Office will not be responsible for damages to residents' property which result from water breaks, excessive heat, or electrical problems. The College assumes no liability, directly or indirectly, for loss or damage to personal property by fire, theft, or any other cause.

## **KEYS LOCKOUT POLICY**

If you are locked out of your apartment, seek out your RA for admittance. In the event that your RA is unavailable, the Security Officers can contact another staff member to admit you to your apartment. Be prepared to show proper identification immediately after to being admitted to your apartment. Residents are only admitted to their assigned apartments. Second time and subsequent lockouts will be assessed a \$10 fine.

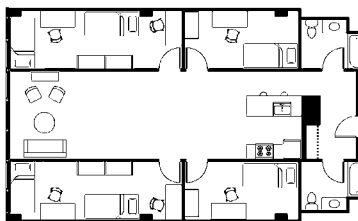
## **LOST KEYS**

If an apartment key card or mailbox key is lost or misplaced, report it to your RA immediately. A replacement key will be made shortly thereafter. The cost to replace a keycard is \$50.00 and the mailbox key is \$50.00. Replacement cost for an individual room key at 59 East Van Buren and 642 S. Clark is \$50.00.

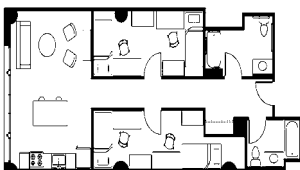
## **KEY/CARD AUTHORIZATION**

Resident's room, apartment or mailbox keys must not be transferred to unauthorized persons. Giving your keys to an unauthorized person will result in disciplinary action and a fine.

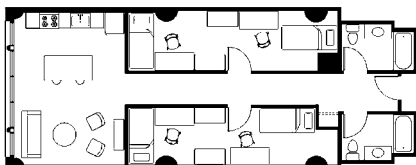
Students issued a meal card for the 150 Meal Plan agree that all University Center policies and procedures will be adhered to at all times. The 150 Meal Plan card allows access to the University Center Dining Facilities only. If cardholder is found inside the University Center without being signed in as a guest, the result may be the loss of both the meal plan and UC guest privileges. The card must be presented upon request to any University Center official. The card remains the property of the University Center and is not transferable. If the 150 Meal Plan card is lost or stolen, please report to the security desk at the UC for a replacement. A \$25 fee will be assessed for replacement of lost, stolen or damaged cards.



642 S. Clark - The Dwight  
2 shared bedrooms, 2 private bedrooms  
6 person apartment, 2 bathrooms



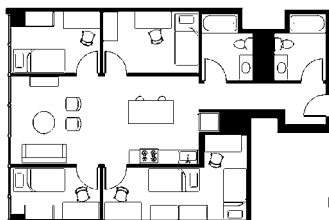
642 S. Clark - The Dwight  
2 shared bedrooms  
4 person apartment, 2 bathrooms



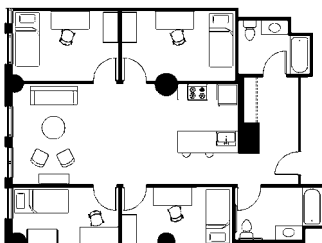
642 S. Clark - The Dwight  
2 shared bedrooms  
4 person apartment, 2 bathrooms



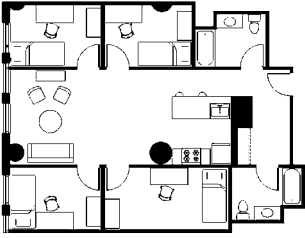
642 S. Clark - The Dwight  
2 shared bedrooms  
4 person apartment, 2 bathrooms



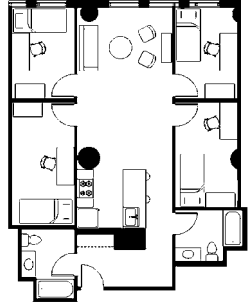
642 S. Clark - The Dwight  
1 small shared bedroom, 3 private bedrooms  
5 person apartment, 2 bathrooms



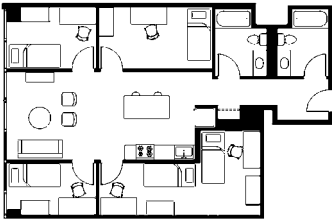
642 S. Clark - The Dwight  
4 private bedrooms  
4 person apartment, 2 bathrooms



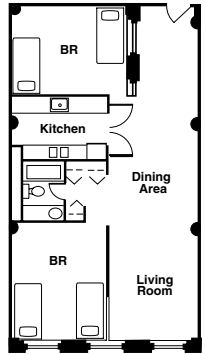
642 S. Clark - The Dwight  
4 private bedrooms  
4 person apartment, 2 bathrooms



642 S. Clark - The Dwight  
4 private bedrooms  
4 person apartment, 2 bathrooms



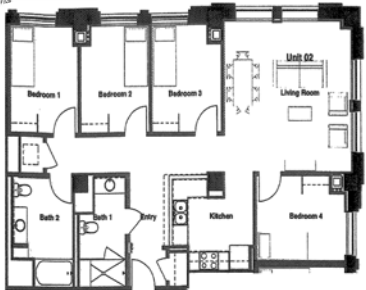
642 S. Clark - The Dwight  
1 shared bedroom, 3 private bedrooms  
5 person apartment, 2 bathrooms



731 S. Plymouth Ct.  
2 bedroom, 1 bathroom,  
4 person apartment



59 East Van Buren  
1 shared bedroom, 2 private bedrooms  
4 person shared apartment, 2 bathrooms



59 East Van Buren  
4 private bedrooms  
4 person shared apartment, 2 bathrooms

## **HOUSEKEEPING AND MAINTENANCE**

There are two types of maintenance services provided in Residence Life: housekeeping and maintenance repairs. The housekeeping employee conducts routine cleaning of the commons areas of the building seven days a week. They do not clean residents' apartments. Repairs are completed by the building engineer. Such requests can be requested thru your RA, through the Security desks in your building, or online at: [www.colum.edu/residencelife](http://www.colum.edu/residencelife) (use the quick link entitled "Maintenance Request?"). Students can also submit maintenance requests in the following locations: the main office at 731 S. Plymouth Ct., the property manager's office at 59 East Van Buren, and at 642 S. Clark. When a request is filed for service, the engineer must determine if this work is an emergency or non-emergency work order. Non-emergency repairs are assigned based on availability of personnel and other needs in the building. For this reason, it may take several days or weeks to complete non-emergency repairs. Because of the uncertainty as to when repair work can be scheduled, it is not possible for repair people to make appointments. Maintenance will enter your apartment whether you are present or not. They will be careful, will complete the request as quickly as possible, and will re-lock your apartment as they leave.

## **TRASH REMOVAL AND RECYCLING**

Each floor is provided with a trash chute or garbage area. For consideration of others and to prevent blockage, residents are expected to bag and tie their trash before placing it in the chute. Oversized containers should not be forced into the chute. Residents are encouraged to recycle in their buildings in the on site containers, or by using blue recycling bags which are available at most grocery and hardware stores.

## **CARE OF FACILITIES**

Residents are expected to maintain their units to high standards of cleanliness and exercise reasonable care for their facilities. Routine cleaning in all units should include kitchen and bathroom appliances and fixtures, regular vacuuming of carpet and full cooperation with the buildings pest control program. Alterations to the premises are PROHIBITED, such as, but not limited to: removing, altering, or installing locks, installing ceiling fans or electrical fixtures, voice or data outlets, erecting partitions or attaching anything to ceilings, walls, windows, floors or exteriors, or disassembling window locks. Nothing may be placed in a manner that would block, mask or obscure a sprinkler head or smoke/heat detector.

## **SMOKE DETECTORS AND SPRINKLER SYSTEMS**

Each room is equipped with a smoke detector. Residents must

not tamper with any smoke detector or the overhanging sprinkler pipes in your unit. Inspections are made to see that the detectors are in working order. The residents of the room will be assessed for any damage to the smoke detectors. Do not hang anything from, or cover the smoke detectors, this will impair their functioning.

### **TELEPHONE SERVICE**

Many students rely on their cell phones as their primary method of communication. Telephone service is not provided.

### **WINDOWS AND SAFETY**

Objects dropped or thrown from windows may create a substantial safety hazard. Residents who drop items from the windows will be subject to disciplinary and/or legal action.

In addition, the following rules are strictly enforced to protect residents and visitors. Nothing should be placed on the windows, or on window ledges. Nothing may extend outside the windows. Roof access and window ledge access is prohibited and will result in disciplinary action as well as subsequent fines.

No resident is to be on a window ledge for any reason. Yelling from the windows is prohibited. A violation of any of these policies will result in disciplinary action, and may include a \$500.00 fine.

### **COMMON AREAS**

Every student has a vested interest in maintaining the common areas. If you are aware of a student or guest causing such damage please report your knowledge to the Residence Life staff as soon as possible. If you or your guests deface the common areas or any of the furniture or equipment found in the common areas, you will be personally liable for the cost of repair or replacement

### **ELEVATORS**

Residence Life buildings are equipped with elevators. These elevators are electronically programmed to adjust to traffic flow at different times of the day. Please be patient; an elevator may wait on a floor, particularly the lobby, for as little as a few seconds or for considerably longer depending on the time of day and traffic flow. Once you have pressed the call button to summon an elevator, or once you have entered a car and pressed the button of the floor to which you wish to go, there is nothing you can do to speed up the operation. Other actions such as tugging on the doors or jumping up and down in the car will not speed up operation, but they may put the car out of service and lead to expensive repairs.

If an elevator door is closing, please don't force it back open.

Another car will be along soon, and forcing the doors open can cause damage.

Elevators are one of our most expensive repair items. The residents share the costs of damages to the elevators. Treat them with care and encourage others to do the same.

## **LOUNGES**

A Community Lounge is located on the main floor at 731 S. Plymouth Ct. "The Court" This is an area open to students to relax or to study. This facility is also reserved for other organizations on campus for their events. Lounge furnishings are not to be taken out of the lounge area. In 642 S. Clark there are study rooms on the 11th and 12th floors. The study room on the 12th floor can be reserved in the Management Office located on the 11th floor of the building. In 59 East Van Buren, there are lounges on the 2nd and 26th floors.

## **SMOKING POLICY**

Residence Life facilities are smoke-free living environments. There is no smoking allowed in the 731 S. Plymouth Ct., 642 S. Clark, 59 East Van Buren and 525 S. State. Enforcement of the smoke-free guide lines in these buildings is the joint responsibility of the residents and the staff. Smoking is not permitted anywhere in apartments, suites, bedrooms, bathrooms, or living areas, common areas, hallways and stairwells. Students found in violation of smoking in their living space in cooperation with the city ordinance, smoking is prohibited within 15 feet of each building entrance may be charged up to \$250.00 to sanitize the space. Residents agree to comply with the laws of the State of Illinois as well as all federal, state, county and municipal laws, ordinances or regulations regarding smoke free environments. Residents and their guests agree to fully cooperate with College officials whenever requested.

## **MAIL SERVICE**

There are student mailboxes and a mail room located on the main level of the Residence Life buildings. You will be issued a mailbox key or mailbox combination when you check in to your Residence Center. You will share a mailbox with your apartmentmate(s).

Mail is delivered daily except Sundays, holidays, and Saturdays in the summer sessions. It is the student's responsibility to change their forwarding address through their OASIS account and through the US Post Office prior to moving out. Mail is only forwarded for a maximum of 4 weeks after a student's check out date.

Mail Addressed to you should show:

<b>Your Full Name</b>	<b>Your Full Name</b>	<b>Your Full Name</b>
731 S. Plymouth Ct. Apartment Chicago, IL 60605	642 S. Clark Apartment Chicago, IL 60605	59 East Van Buren Apartment Chicago, IL 60605

If you receive a package you will receive an email to your loop email address. You may pick up your package from the mailroom at 731 S. Plymouth Ct. between the hours of 12 Noon and 5:00 p.m. (Monday - Friday) , in The Management Office at 642 S. Clark during office hours, and the security desk at 59 East Van Buren. You will need to show a picture I.D. and sign for the receipt of your package. If you do not have proper identification, a package will not be issued.

The College does not assume responsibility for loss or damage to items sent through the mail. Sending money in any form is strongly discouraged. Tampering with another's mail is a federal offense and severe disciplinary action will be taken against offenders. Resident mailboxes are operated under guidelines provided by the U.S. Postal Service. Tampering with any mail not belonging to you is a Federal offense and violators could be subject to prosecution by the U.S. Postal Service.

Students are encouraged to change their mailing address upon check out with the United States Post Office in order to ensure that your mail is properly forwarded.

### **SECURITY DESK**

Each Residence Life building has a 24 hour reception desk which is staffed by a contracted Security company. The Security desk provides building security for the Residence Centers. The lobby is supervised at all times. Residents may only gain admittance into the Residence Life buildings with their room key . Residents are required to "swipe" in and out of their residence upon arrival and departure.

731 Security Desk- 312-369-6804

642 S. Clark Security Desk- 312-775-1450

59 East Van Buren Security Desk- 312-496-6211

University Center Security Desk-312-924-8000

Columbia College Chicago Security Central Command-  
312-369-1111

### **VISITATION and GUESTS**

Guests must be registered at the Security Desk and accompanied by a resident 24 hours a day. The host and the guest must leave a picture I.D. with the security officer while they are in the building. Upon leaving the building at any time, the guest must be checked out by the host at the security desk at which time I.D.s will be returned. Residents and their guests agree to fully cooperate with College officials whenever requested.

No more than two guests per resident are permitted in 731 S. Plymouth Ct., 642 S. Clark, Street residence halls. Residents in 59 East Van Buren are permitted up to 3 guests. Resident cooperation is essential to the success of this system. Carry your campus I.D. card with you at all times. Do not admit those you don't know as your guest, you will be held responsible and accountable for your guests actions.

Unescorted guests are required to leave Residence Life immediately. Unescorted guests may result in termination of a residents guest privileges.

The Residence Life staff reserve the right to alter visitation privileges as situations may require for the proper operation of the Residence Center. This includes declaring certain residents, apartments or rooms off limits for visitation if the exercise of this privilege is affecting the operations of Residence Life. Residents and their guests are expected to fully cooperate with College officials whenever requested.

It is important for roommates to communicate with each other regarding the visitation within their apartment. Permission must be granted by all roommates for a guest to be present. A resident may declare his or her room off limits to guests at any time. Overnight guests are allowed provided the roommate has given permission. Guests may not sleep in the lounges. Overnight guests are limited to a maximum of three nights in Residence Life within a two week period. The exercise room, computer lab, conference room, game room, art room and lounges are available to guests only when accompanied by a resident (host). The laundry facilities are for resident use only. Guest privileges will be suspended in a discipline situation until the resident has a judicial hearing.

### **ALCOHOL POLICY**

Residence Life at Columbia College Chicago does not permit alcohol on its premises in 731 S. Plymouth Ct., 642 S. Clark, and 59 East Van Buren (floors 3-13). Residents living in 59 East Van Buren on "21 or older designated floors" (floors 14-26 in 59 East Van Buren) may have alcohol in their units.

#### **21 or older floors (floors 14-26 in 59 East Van Buren)**

Students who are 21 or older assigned to any other floor or unit within Residence Life that is a non designated 21 or older floor, including 59 East Van Buren, are not permitted to possess or consume alcohol in their units, but may consume alcohol in units that are designated 21 and older floors in 59 East Van Buren.

Students who are under 21 years of age may not be present in a unit on the 21 or older floors in 59 East Van Buren at any time alcohol is being served or consumed.

Only residents who are 21 or older, and living on a designated 21 or older floor, may bring alcoholic beverages into the building. Residents living on 21 or older floors may be stopped by security or staff for verification of age and residency on a 21 or older floor. Beverage containers must be closed. The transport of open containers of alcohol from one unit/apartment to another is prohibited. Empty alcohol containers are not permitted. All bulk containers of alcohol, including kegs, beer balls and other similar containers are prohibited.

Those violating state law can face state, college and Residence Life disciplinary action. Alcoholic beverages are not allowed at any Residence Life sponsored event. Confiscated alcohol will be disposed of in the presence of a Security Officer, or a Residence Life staff member.

### **WASHERS and DRYERS**

Washers and dryers are located in the basement level of 731 S. Plymouth Ct, and on the 1st floor of 642 S. Clark. Students living in 59 East Van Buren have washers and dryers in their apartment units. Report any vandalism to the machines to a Residence Life staff member, or security officer. If a machine malfunctions, call the telephone number on the machine to report the problem. Do not leave your wash unattended. Residence Life is not responsible for lost or stolen laundry.

### **STORAGE**

There is no storage on campus. This means that everything you bring with you on move-in day (including the boxes, suitcases, packing crates, etc.) will have to be stored in your room. We recommend that your parents/guardians, or family members take additional items such as packing crates and boxes back home for you. At the end of the academic year, Residence Life provides information for a storage company along with their contact information in order for students to contract with the company during the summer months in between the spring and fall semesters.

### **BICYCLE STORAGE**

If you have a bike, you may not store it in your apartment. Bike Storage Rooms are available in the basement levels of your building. Please work with the Management Office in 59 East Van Buren and 642 S. Clark during business hours to arrange bike storage. The Residence Life Office at 731 S. Plymouth Court is open during business hours to assist students with bike storage that live in 731 S. Plymouth Ct. If you place it in the Bike Storage Room you will be given access to the room by having your key coded for access. When your bike is in the storage room, you must have it locked to the bike rack. Columbia College shall not be responsible for the loss,

destruction or theft of any item placed in storage. Please note that all Bike Storage Rooms are cleared at the end of each academic year. Any bicycles left behind will be removed and recycled.

### **STUDY AREAS**

There is a Community Lounge “The Court”, located on the main floor of 731 S. Plymouth Ct. available for study. Residents are expected to respect those already studying to continue without interruption. Study areas are also available on the 11th and 12th floors in 642 S. Clark, and on the 2nd and 26th floors in 59 East Van Buren.

### **CONTROLLED SUBSTANCES**

The manufacture, sale, possession or use of any substance or paraphernalia which has been declared illegal by municipal, state, or federal law is prohibited in the Residence Centers and on College property. Failure to comply will result in confiscation of the substance and any paraphernalia, and disciplinary action will be taken. The Chicago Police Department may be contacted in these cases. Residents agree to comply with the laws of the State of Illinois as well as all federal, state, county and municipallaws, ordinances or regulations regarding the possession, consumption and/or selling of alcoholic beverages and illegal drugs.

### **DISCIPLINE**

Becoming a college student involves learning to use new freedoms wisely and adjusting to a new environment with rules which 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 an academically supportive environment in the Residence Hall. The Residence Life staff counsels and works with residents whose behavior is disruptive. If the resident is not able to correct the problem, it may become necessary to leave Residence Life. All those present at the time of a policy violation will be documented at the time of the incident. Judicial hearings are conducted to determine the individual student outcomes. There are a few things Columbia College Chicago Residence Life would like you to know.

- Your documentation in the judicial report is not a decision that you are responsible for any violation, simply a documentation of your physical presence in the situation at hand.
- You will be contacted by phone or email to setup a meeting time, or you may be sent a letter. If you would

like to contact Residence Life to setup a meeting instead of waiting to be contacted you are welcome to do so by calling 312-369-7803.

- Between the time you are confronted and documented, and your meeting time with a senior staff member, your guest privileges are suspended. If you had off campus guests present as well, they will be temporarily banned from checking into any Columbia College Chicago Residence Hall.

At your meeting, you will have an opportunity to explain your presence in the situation and the rationale behind your actions.

Residents agree to comply with the policies and regulations of the College and the Residence Life Office that are effective, or shall become effective, during the contract period. Residents agree to comply with all policies and regulations contained in the Residence Life Handbook, Student Handbook, the Columbia College Code of Conduct and other relevant publications, and amendments or additions to them during the contract period. Residents agree to assume responsibility to ensure that their guests comply with all policies and regulations contained in the Residence Life Handbook, Student Handbook, the Columbia College Code of Conduct and other relevant publications, and amendments or additions to them during the contract period. Residents of UCC, in addition agree to comply with all rules and regulations included in the UCC Resident Handbook. Residents agree to comply with the laws of the State of Illinois as well as all federal, state, county and municipal laws, ordinances or regulations.

### **MISSING STUDENT PROTOCOL**

Columbia College Chicago is a caring educational community where the well-being of our students is of utmost importance to us. We encourage our students to explore our vibrant campus and the City of Chicago, which is also our extended campus community. We recognize, however, that we have an obligation and a responsibility to report a residential student who has been missing for 24 hours to proper authorities. In order to comply with the federally mandated Missing Student Protocol, we ask that students provide confidential emergency information for an individual to be contacted by College officials if a student is determined to be missing. Columbia College Chicago, regardless of your age, will abide by federal mandate and notify a custodial parent or guardian if health and safety are a potential issue, as in the case of a missing person report. Law enforcement authorities will also be notified by a representative from Campus Safety & Security no later than 24 hours after the filing of the report. Representatives from Campus Safety and Security and Student Services will

conduct an investigation to determine and contact individuals from the campus community that most recently were in contact with missing person. This information will also be shared with proper law enforcement authorities, if deemed necessary.

### **FIREWORKS, FIREARMS, WEAPONS**

Possession or use of fireworks, anywhere in the Residence Life buildings is prohibited. The possession of firearms, ammunition, airguns, airsoft, or other weapons such as knives, swords, billy clubs, throwing stars, nun-chucks, etc. is prohibited.

### **MOTOR VEHICLES**

Columbia College Chicago does not own any parking spaces parking for Residence Life students. Parking is the student's responsibility. There are public parking facilities near the Residence Centers which students may choose to utilize. Storage of any form of motorized bikes is prohibited in Residence Life facilities. Students living in The Dwight may contract with the property manager for limited indoor parking at a monthly rate.

### **OPERATING A BUSINESS**

Residents living in Residence Life are not permitted to carry on any organized business from their room or within any on-campus residential area where money is exchanged. No sign, advertisement, or announcement may be displayed on the outside or inside Residence Life premises.

### **PETS**

Fish are the only pets allowed, and the maximum tank capacity is 20 gallons. Other animals will be removed to the local humane shelter in the interest of resident health and safety.

### **QUIET HOURS/COURTESY HOURS**

In Residence Life, we have a large number of people living in close proximity. Students' schedules differ as to class times, work commitments, study times and sleep time. Therefore, it is necessary that residents show great consideration regarding noise, and not infringe on the rights of their neighbors.

Quiet hours are in effect from 10:00 p.m. to 7:00 a.m. Sunday through Thursday each week. During quiet hours, residents are expected to avoid making noise that can be heard outside the resident's room or apartment and to avoid excessive noise in the hallways and in the common areas in and around the Residence Life System. Staff will post notices to extend quiet hours during exam periods and at other appropriate times.

Courtesy hours are in effect at all other times. During courtesy hours, residents are expected to avoid making noise that can

be heard more than two doors down the hall and to avoid excessive noise in the hallways and in commons areas in and around the residence center.

If the courtesy hours or quiet hours policy is broken, disciplinary action may be taken.

Please be aware that the use of electronic audio equipment is a privilege which may be revoked if used in such a way as to interfere with maintaining quiet and courtesy hours.

## **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. Please be aware of the sound level in your apartment while your windows are open, in order not to disturb your neighbors around the building, it is imperative to be aware of your surroundings, and that you live within a residential community.

Courtesy to our neighbors is necessary at all times, and excessive noise will not be tolerated. Congregating in front of the Residence Life Centers can be disruptive to our community residents. Please refrain from congregating in front of Residence Life buildings.

## **STUDY FLOOR**

The Study Floor is designed to provide an extra quiet atmosphere. Quiet hours on these floors are in effect from 7:00 p.m. Sunday through noon on Friday each week. Courtesy hours are in effect on the weekends.

There are Study Floors located in 731 S. Plymouth Ct. on the 7th and 8th floors. Residents who live on these floors are required to sign a special agreement. Enforcement of the noise guidelines on these floors is the joint responsibility of the residents and the staff.

Guidelines are:

1. Stereos, radios, and TVs may be played only while the door to your room, or apartment is fully closed.

Activities in your room may not be heard outside your room or apartment.

2. Group activities of any kind are permitted only in residents' rooms under conditions that will not disturb anyone else.
3. Violation of these guidelines will result in removal from the floor.

## **LIVING LEARNING COMMUNITIES**

Columbia College Chicago offers Living Learning Communities based around a specific theme. All communities are housed at 731 S. Plymouth Ct. students in Living/Learning Communities are offered additional, interest-specific programming opportunities that take place both on the Columbia College campus and throughout the city.

The Living Learning Communities offered are:

### **Big Screen/Small Screen**

Delve into the many genres and intersections of the art and technologies that funnel into New Media— film, television, computer gaming, social networking technology. Convergence and synergy are the buzz words of the modern digital age and the lines between media are blurring each and every day. Discover this ever changing landscape and how the media you love fits in.

### **Performing Arts**

Engage with the expansive performing arts community available to Columbia students both on campus and throughout Chicago by investigating music, dance, and theater—as audience members AND as active participants. Share your passion for jazz, the blues, opera with peers who could teach you a thing or two about modern dance, musical theater, contemporary theater, hip hop.

## **NIGHTTIME ACCESS**

In order to eliminate any excessive noise for our Plymouth Court neighbors, from 10:00 pm - 7:00 am students and their guests at 731 S. Plymouth Ct. need to enter and exit the building from the Polk Street entrance. Your apartment key should gain you admittance into the building during these times.

## **SPORTS AND SAFETY**

Ample sports and recreations areas are located within the city. To avoid damage to Residence Life facilities, and accidental injury to residents and guests, sports activities are not allowed anywhere inside the buildings or on the grounds surrounding the residence center. Roller blades, cleats, and roller skates may not be worn inside Residence Life buildings.

Skateboarding in front of the Residence Life buildings can be dangerous as well as disruptive to the community residents. Please refrain from skateboarding in front of the Residence Centers.

## **SOLICITATION**

To protect residents from annoyance and interruption, regulations have been established prohibiting all door to door solicitation in Residence Life buildings. If you are contacted by a solicitor, contact the security desk immediately.

## **THEFT**

Most thefts result from carelessness. The following tips will help you protect yourself from theft. The College assumes no liability, directly or indirectly, for loss or damage to personal property by fire, theft, or any other cause. Every resident is encouraged to obtain personal property insurance coverage when necessary. Students found in violation of theft will result in disciplinary action.

1. Do not prop door open.
2. Do not leave your apartment unlocked and unattended.
3. Report suspicious persons to the Residence Life staff.
4. Do not keep large amounts of cash in your room.
5. Always ask who is at your door before you open it. Don't invite strangers into your apartment or room. If you find something has been stolen, notify your Resident Assistant or Senior Staff immediately.
6. Engrave your belongings with your Drivers License number.

## **ROOM ENTRY AND SEARCH POLICIES**

The College has declared the following policy regarding entry and search of student rooms and apartments. Residents agree to maintain their assigned space in a clean, safe and sanitary condition and exercise all due care in the use of the Residence Life System's common areas and facilities. Residents agree to hold the College harmless from all liability which may arise directly or indirectly from the failure of the student to keep the assigned space in a safe condition or if the student misuses the assigned space or common area space of the Residence Life buildings in any way. The College reserves the right to inspect any apartment, room or College property at any time for the following reasons; to assist in the event of an emergency, to make necessary repairs, to inspect for compliance with the terms of this contract, including the Residence Life Handbook, and all other applicable College rules and regulations, whether now existing or later adopted by the College. The College reserves the right to enter an assigned space, when there is reasonable cause to believe that a situation exists involving danger to life, safety and health or property. The College reserves the right, but assumes no duty, to allow authorized personnel to enter and search any assigned space. A resident who possesses or whose

assigned space contains items in violation of the rules and regulations of the College, or in violation of municipal, county, state or federal laws or ordinances, or if in the judgment of the College, is in possession of items that represent a threat to the health and safety of the Residence Life community will be subject to a fine and/or disciplinary action. The College shall confiscate all such items and is under no obligation to compensate the resident in any manner for the confiscation of such items, or to return the items.

## **ROOM ENTRY**

### **A. Conditions for Room Entry**

Rooms may be entered by authorized College staff personnel in the following circumstances:

1. Where the staff has reason to believe that established conduct standards or health and safety regulations are being violated therein. Care and sensitivity to the issue of maintaining privacy for students in the residence center.
2. Where the staff person has reasonable cause to believe that a situation exists involving danger to life, safety, health, or property.

### **B. Procedure for Room Entry**

1. In most cases a room will not be entered without knocking. Entry following the knock may be preceded by a time lapse of sufficient duration to provide the occupant(s) with ample opportunity to open the door themselves.
2. If it should be necessary for authorized College personnel to enter a room when the occupant(s) is/are not present, the student(s) will be notified of the reason for the entry.

## **ROOM SEARCH**

Rooms may be searched by authorized College staff in the following circumstances:

1. Where the staff has reason to believe that established conduct standards or health and safety regulations are being violated therein. A search permit will be required from the Director of Residence Life or their designate.
2. Emergency situations occasionally occur which make it necessary for a staff member to search a room for a particular item; e.g. discarded sleeping pill bottle or particular telephone number or address. In these cases, verbal approval by the Director of Residence Life or their designate will substitute for a search permit.

## **ROOM ASSIGNMENTS/ROOMMATE CONFLICTS/ROOM CHANGES**

The student agrees to accept the room space assigned by the Residence Life Office. Some roommates become the best of friends. Most roommates do not become best friends, but they get along well on the basis of mutual respect and consideration.

Sometimes roommates have more serious problems due to personality conflicts or lifestyle conflicts. Many roommate conflicts can be worked out if roommates 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 RA 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, the RA will also be willing to sit down with you and your roommate(s) to help you explore the problems and develop solutions that are fair to all involved.

Room changes will be processed beginning at the third week of each semester and lasts for 3 weeks. Student initiated room changes require the consent of all parties involved. A request for a room change must be initiated by the resident wishing to move in the Residence Life Office located at 731 S. Plymouth Ct. 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 the RA. *Space Changes are subject to availability.*

*While there is no charge to space change, you will be expected to pay the difference in cost between your current and new assignment (if applicable). Any cleaning, damage, or replacement charges from your current space will also be charged to your student account.*

*If students space change at the "End of the fall semester, all moves (check-in/out) MUST be completed by the last Saturday of the fall semester.*

The Residence Life Office reserves the right to deny space change requests for reasons deemed sufficient by the Director of Residence Life or their designate.

## **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 be sure to discuss these changes with you, considering your preferences. Your cooperation is appreciated. Though every effort is made to accommodate living style preferences, providing housing is the most important goal of the Residence Life program.

## **CHECKING IN**

When you move into Residence Life, you will be issued a key/keys. You will be responsible for the condition of your unit for the entire academic year. Your Resident Assistant will conduct a room inventory prior to your arrival. If you have any discrepancies with the inventory, please contact your Resident Assistant. You will be held accountable to the condition of your unit and keys at the time you check out of Residence Life.

## **CHECKING OUT**

When you move out of Residence Life, you must make an appointment with your Resident Assistant to complete the check out procedure. At the time you check out, all of your property must be removed from the apartment and your space must be clean. The Resident Assistant will assist you in completing the necessary forms and will collect your key card, room key (if applicable) and mailbox key.

Failure to check out properly can result in charges for a keycard not returned (\$50) for a mailbox key (\$50), \$50.00 for a Room Key at 59 East Van Buren and 642 S. Clark), and for an "improper check out" charge (\$150). In addition, students may be charged for cleaning fees or damages caused to their unit throughout the course of the school year if their unit is not returned in the same or better condition.

At the end of the Spring semester, residents are encouraged to participate fully in the Manifest experience, and checkouts will not occur the Friday of Manifest. Residents will be required to make necessary arrangements with their Resident Assistant in order to check out properly.

## **FIRE EVACUATION PROCEDURES**

All student rooms and stairwells are provided with smoke detectors. Fire alarm pull stations are located in the building. The greatest threat in a fire is smoke, and therefore it is important that residents know the following guidelines: If you should spot a fire anywhere in the building:

1. Activate the building fire alarm system.
2. Evacuate the building immediately by the nearest exit. Stand at least 300 feet away from the building.

In 731 S. Plymouth Ct. and 642 S. Clark every resident is required to evacuate the building immediately whenever a fire alarm sounds, whether it is a drill or an actual fire. Disciplinary Action will be taken and fines will be implemented for students who fail to cooperate with staff and/or evacuate during a fire alarm in these buildings.

Students living in and 59 East Van Buren are to wait for instructions from the fire department should an alarm sound in the building. Disciplinary Action will be taken and fines will be implemented for students who fail to cooperate with the staff assisting during the course of an alarm.

Fire equipment misuse or tampering is a felony. Any resident found guilty of tampering with fire equipment, including activating a false alarm, will be subject to severe disciplinary action by the college as well as criminal action.

## **HEALTH CARE**

To assist in the healthcare of students, there is a Student Health Center located in the lower level of the Plymouth Court facility. The Health Center is staffed by a nurse practitioner from 9:00 am - 5:00 pm, Monday - Friday.

Residents are required to show proof of medical coverage prior to taking up residency in the Residence Life. If there is a medical emergency and it is possible, contact a Resident Assistant, Senior Staff, or Security personnel for assistance. If the situation warrants, 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. There are many hospitals in the Chicago area which are covered under most insurance policies. It is the student's responsibility to research which facility will accommodate their insurance needs. Out of state students are encouraged to research their health insurance coverage and participating care providers prior to living in Residence Life.

## **RHA**

**RHA** The Residence Hall Association is a corps of multi-disciplinary artists who plan and conduct programs that represent the interests of students living in the residence halls.

It's a good opportunity to develop leadership, production, decision making and performance skills. From hosting Open Mic Nights to volunteering with local organizations, RHA explores the process of not only living what you love but managing it too. Talk to your Resident Assistant or the Graduate Assistant for more information on how to become involved in the RHA.

Much of what you learn in college will be learned outside the classroom, and you can help to make the most of your college experience by being active in student activities. You will meet people and acquire organizational, leadership and decision making skills through involvement.

*This handbook is an extension of the housing contract and Residence Life reserves the rights to amend, modify, change or revoke any statement contained in the handbook with or without notice. Residence Life will attempt to provide notice to residents of any such changes when made. In the event of questions, final interpretation of the policies and procedures applicable to Residence Life is the responsibility of the Director/Associate Director of Residence Life in consultation with the Associate Vice President and Dean of Students.*

# 2011-2012 College Calendar

## FALL SEMESTER 2011

### **Classes Begin**

Tuesday, September 6, 2011

### **Thanksgiving Holiday**

Thursday, November 24- Sunday, November 27, 2011

### **Semester Ends**

Saturday, December 17, 2011

### **Holiday Break**

Monday, December 17, 2011 - Sunday, January 8, 2012

### **J-Session**

January 9, 2012 - January 28, 2012

## SPRING SEMESTER 2012

### **Classes Begin**

Monday, January 30, 2012

### **Spring Break**

Monday, March 26 - Saturday, March 31, 2012

### **Semester Ends**

Saturday, May 19, 2012

### **Commencement**

Saturday, May 19 & Sunday, May 20, 2012

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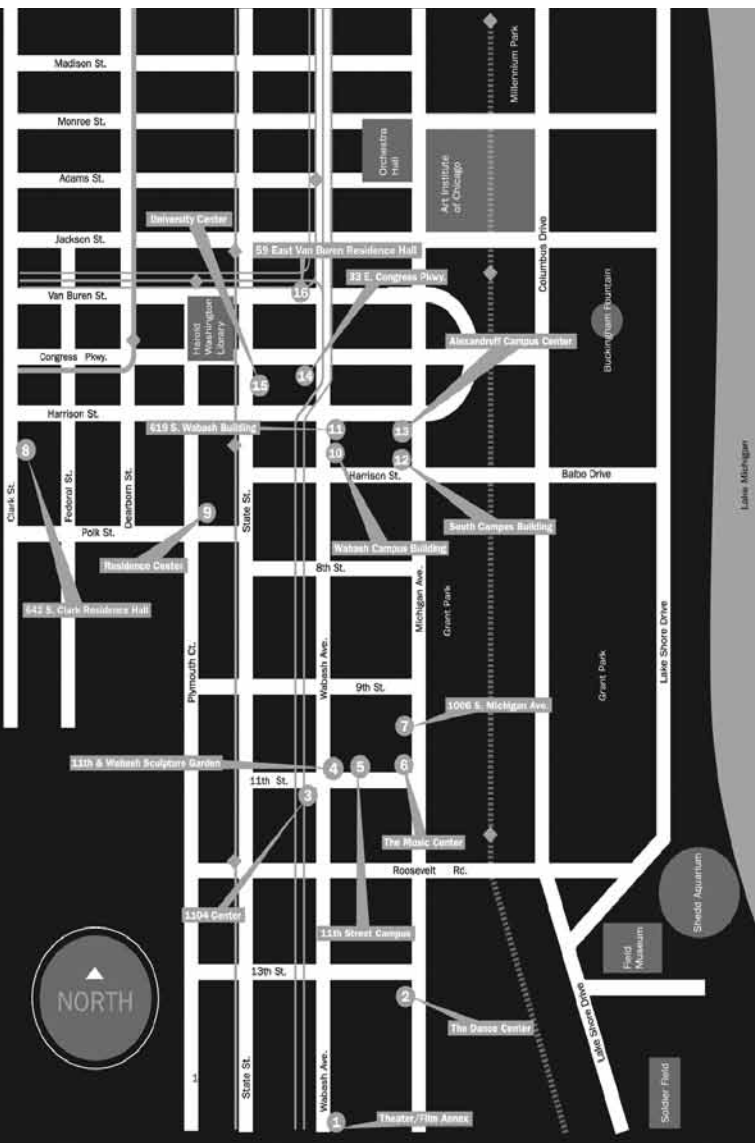
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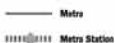
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# Campus Map



## Campus Locations

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| 1 TFX Theater/Film Annex 1415 S. Wabash Ave. | 9 RC Residence Center 731 S. Plymouth Court.            |
| 2 DC The Dance Center 1306 S. Michigan Ave.  | 10 W Wabash Campus Building 623 S. Wabash Ave.          |
| 3 EC 1104 Center 1104 S. Wabash Ave.         | 11 619 S. Wabash Building                               |
| 4 11th & Wabash Sculpture Garden             | 12 S South Campus Building 624 S. Michigan Ave.         |
| 5 TC 11th Street Campus 72 E. Eleventh St.   | 13 ACC Alexandroff Campus Center 600 S. Michigan Ave    |
| 6 MC The Music Center 1014 S. Michigan Ave.  | 14 C 33 E. Congress Building                            |
| 7 STE 1006 S. Michigan Ave. Building         | 15 UC University Center Residence Hall State & Congress |
| 8 642 S. Clark Residence Hall                | 16 59 East Van Buren Residence Hall                     |



# Residence Life Office

731 Plymouth Court

Chicago, IL 60605

Telephone: 312-369-7803

**[residencelife@colum.edu](mailto:residencelife@colum.edu)**