



# Residence Life

2019-2020 RESIDENCE LIFE HANDBOOK

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Welcome

You are joining a community of diverse scholars where artistic expression is valued, and civility is observed. We are dedicated to creating an environment that will support your academic success and personal growth.

It is your responsibility to become familiar with the community standards and policies in the Residence Life Handbook, as well as the Student Code of Conduct. It is also expected that you will accept responsibility for your behavior as well as for the common good of the residential community.

The Residence Life staff is available to assist you with interpreting the various policies enclosed in this Handbook, learning about your new surroundings, and becoming involved in campus life.

Best wishes for a successful academic year.

*The Residence Life Staff*

## RESIDENCE LIFE OFFICE

The Residence Life office is housed in 30 East Balbo St. residence hall. The Residence Life staff is committed to creating a vibrant living and learning community that is healthy, comfortable and well maintained. Residents are provided with opportunities to interact with each other and become involved in the educational and cultural life of the College. The staff is also dedicated to developing a supportive community, programs and services that empower and challenge residents, as well as create opportunities for involvement among residents in the community.

### *Scope and Responsibilities of the office:*

- Support students in their academic pursuits.
- Guide students in developing healthy life skills (i.e., conflict resolution, negotiation, respect for others and property, etc.).
- Provide opportunities that will assist residents in becoming acclimated to living in a community setting.
- Educate students about the Student Code of Conduct and the importance of being accountable for their behavior.
- Provide co-curricular programs that support academic success, body of work, wellness, and the development of life skills.
- Ensure the orderly and effective administration of programs through effective management.
- Engage in appropriate and timely responses to circumstances that are deemed crisis in nature.

### *Learning Outcomes - Services offered in support of your education:*

- Through various programs residents will learn that collaboration among students promotes success.
- Students will learn about the various ways to become involved in the diverse and rich cultural life of the College.
- Through the on-going development of various life skills, students will learn that civility among community members is paramount to personal growth and the healthy development of the community.
- Opportunities will be provided for students to develop their leadership skills.
- Students will learn skills that will enhance their conflict resolution abilities, as well as how to negotiate and compromise.

## RESIDENCE LIFE STAFF

### Residence Education Staff

The Residence Life staff consists of professional and para-professional staff who live in the various buildings. A Graduate Assistant and Professional Staff member is on duty and available 24 hours a day, 7 days a week.

#### *Resident Assistants (RAs)*

Resident Assistants are responsible for building community for the residents, keeping residents informed on department and campus wide events and procedures, confronting policy and documenting policy violations, mediating roommate issues, and participate in nightly duty to ensure safety and security in the Residence Halls.

#### *Graduate Assistants (GAs)*

Graduate Assistants are responsible for supervising the Resident Assistants in the Residence Hall they oversee, assist in large scale programming, and participating in a 24 hour on duty rotation for emergency and crisis management response in the Residence Halls.

#### *Professional Staff*

Residence Life Professional Staff are responsible for training, supervising, and the recruitment and selection of student staff, serving as the primary hearing officer for disciplinary matters, and participating in a 24 hour on call rotation for emergency and crisis management response in the Residence Halls.

#### *Director of Residence Education*

The Director is responsible for training and supervising the Residence Life Professional Staff, is also involved in assisting with resolving a variety of student issues and is the on-call senior level emergency and crisis response administrator and ensures that the Residence Life Mission is carried out.

#### *Director of Residential Operations*

The Director oversees the operations of the Residence Life Department and works with student housing contracts and property managers of residential facilities.

#### Central Office Staff

The Central Office Staff consists of professionals who work in 30 East Balbo to assist in the administrative and operational functions of the Residence Life Department.

They are responsible for coordinating room assignments, overseeing contracting processes for returning students and new students, overseeing web communications, assisting in answering questions about housing for parents, current and prospective students.

## COMMUNITY LIVING

### Community Standards

Within any community there are rules to ensure that each member of the community thrives to their fullest potential. This holds true for residential living on college and university campuses. First and foremost, the resident is residing in residence life in order to pursue their education. As a member of the residential community at Columbia College Chicago, the resident is expected to know their rights and responsibilities which are listed below. Not adhering to their responsibilities may jeopardize some of their privileges and their status as a resident.

### Rights of a Resident

- The right to live in a space that is free of harassment and intimidation of any kind
- The right to expect that your personal belongings, as well as your privacy, will be respected
- The right to live in a smoke-free environment that is reasonably clean
- The right to live, study, and sleep in an environment that is free of unreasonable disruption
- The right to access the facility and the room that you are assigned to by Residence Life
- The right to address issues and grievances with the Residence Life staff or through the Residence Life Student Judicial system when appropriate

### Responsibility of a Resident:

- To comply with directives from the Residence Life staff
- To become familiar with the policies as outlined in the Residence Life Handbook and the Student Code of Conduct
- To treat other residents and the Residence Life staff with respect
- To accept responsibility for your behavior
- To assume responsibility for any guest you sign into the residence hall
- To refrain from causing any damage to the property or tampering with any fire safety devices

### Roommate Agreement

Many students have found living with roommates to be beneficial in the develop healthy relationships and life skills. In order to facilitate a healthy living environment, it is important for roommates to create an apartment & roommate agreement early on in the relationship.

Some conditions to incorporate in the resident agreement are: quiet/study time, use of space, personal boundaries, privacy, clean living conditions, respect of property, visitors, and keeping the lines of communication open. RAs can help in facilitating roommate agreements if needed.

### Roommate Conflicts

Within relationships come conflicts of many kinds. The first step to resolving conflict is to have a conversation with your roommate. If you and your roommate(s) encounter a conflict

that you are unable to resolve, please seek assistance from your RA. Please note that your RA will first mediate this conflict to ensure that all parties' voices are heard, and a resolution is made to move the relationship forward. In the event that additional assistance is required, GA's and professional staff are available to assist in mediation. We are aware that there may be times when the conflict is such that mediation may not resolve the conflict and a room change may be necessary.

### **Room Changes**

While there is no charge for changing rooms, please note that you may incur additional expenses if you are moving to a room that is more expensive. Any cleaning, damage, or replacement charges incurred from your current living space will be assessed to your student account.

## **POLICIES AND PROCEDURES**

The policies below are set forth to ensure that all members of the community are aware and informed of the standards that help to enhance our community. The Residence Life staff is always available to assist you with interpreting these policies. Please become familiar with them; failure to adhere to these policies may result in removal from the residence halls and possibly the College.

### **Alcohol**

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 the possession, consumption and/or selling of alcoholic beverages. Students, irrespective of age, are not permitted to possess or consume alcohol in Residence Life facilities. Being present where alcohol is present is in violation of the alcohol policy regardless of whether there is use or consumption. All residential students are required to complete the Alcohol e-Checkup to Go Program located in the housing portal when accepting their contract offer. The program will enable students to identify unique risk factors that may lead to destructive drinking and offers a variety of on and off-campus resources that will guide and support students if needed. It is imperative that all residential students complete this online survey. Failure to complete the survey will not prevent continuation in the housing portal and access to receive a housing assignment.

### **Controlled Substances**

The manufacture, sale, possession or use of any substance which has been declared illegal by municipal, state, or federal law is prohibited in the residence halls and/or on College property. Students may not possess any form of drug paraphernalia. Medical marijuana is currently not permitted on Chicago property. The College is subject to the federal Drug-Free Schools and Communities Act Amendments, which mandates campus communities be free of controlled substances (including marijuana), and therefore all forms of marijuana are not allowed in residence halls or on campus 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. Being present where controlled substances or paraphernalia are present is in violation of the controlled substances policy regardless of whether or not there is use or consumption.



Prescription drugs should be used for their intended purpose by the person to whom they were prescribed. Sharing or selling of prescription medication is a violation of this Policy.

### **Alcohol and Controlled Substance Abuse Resources**

Columbia College Chicago acknowledges the negative health risks of alcohol and illicit drug use. Such substances may have an impact on one's cognition, organ and tissue function, and overall health. Students are encouraged to use the Substance Abuse and Mental Health Services Administration (SAMHSA; [www.samhsa.gov](http://www.samhsa.gov)) as a resource for further information.

Students needing assistance with substance abuse should contact Student Relations (312.369.8595) or Counseling Services (312.369.8700) for on-campus support. Some off-campus resources available to students may include:

- Rosecrance\_  
[www.rosecrance.org](http://www.rosecrance.org)  
888-928-5278
- Gateway Foundation\_  
<http://recovergateway.org>  
877-381-6538
- Hazelden Betty Ford Foundation  
<http://www.hazelden.org>  
800-257-7810
- Harborview Recovery Center  
Presence Saint Joseph Hospital  
[www.presencehealth.org/presence-saint-joseph-hospital-chicago-adult-addiction-services](http://www.presencehealth.org/presence-saint-joseph-hospital-chicago-adult-addiction-services)  
773-665-3371
- Alcoholics Anonymous  
<http://chicagoaa.org>  
312-346-1475
- Smart Recovery\_  
<http://www.smartrecoverychicago.org>

### **Anti-Discrimination and Harassment & Sexual Misconduct**

Columbia College Chicago is committed to maintaining an environment that respects the dignity of all individuals. Accordingly, the College will not tolerate harassment or discrimination based on religion, race, sex, sexual orientation, gender identity or expression, national origin, age, disability or ethnicity by or of its students, faculty, or staff.

All complaints will be taken seriously, and no one reporting harassment or discrimination will suffer retaliation or reprisal. Complaints of harassment and/or discrimination will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action.

To view the College's Anti-Discrimination and Harassment Policy in its entirety, go to: <http://about.colum.edu/human-resources/pdf/anti-discrimination-and-harassment-policy.pdf>

This Policy's Grievance Procedures cover Sexual Misconduct that occurs in connection with on-campus and/or off-campus Columbia programs or activities. The Grievance Procedures would also cover Sexual Misconduct that allegedly occurred during an event neither sponsored by nor related to a College program or activity if a Community member experienced the continuing effects of such misconduct while at the College or during a Columbia sponsored event.

To view the College's Sexual Misconduct Policy & Procedure in its entirety, go to:  
<http://students.colum.edu/handbook/policies/sexual-misconduct-policy-and-procedure-title-ix.php>

### **Business Operations & Solicitation**

Residents are prohibited from conducting any organized businesses from their room or within any on-campus residential area where money is exchanged. No signs, advertisements, or announcements may be displayed on the outside or inside of Residence Life premises.

Door-to-door solicitation is prohibited within the residence halls. If you encounter a solicitor at your door or in your building, contact security immediately.

### **Check In and Check Out**

The condition of your room/apartment and its furnishings will be inventoried prior to your arrival. You will have an opportunity to review and confirm this inventory when you move into the room/apartment. If you have any discrepancies with the inventory, please contact your RA immediately.

Furnishings and/or fixtures that originally come with the unit may not be removed. Take good care of your room and its furnishings. You will be financially responsible for any loss or damage beyond normal wear and tear.

Prior to checking out you must make an appointment with your RA who will assist you with completing the necessary paperwork. At the time of check out, all of your belongings must be removed from the unit and the space must be clean, including the common areas, which will be assessed as well. Your RA will collect all keys (e.g., room, mailbox). You will be charged a fee for improper checkout (e.g., when a residence life staff member did not approve the checkout, or if you are not present at your scheduled appointment with the RA). A \$150.00 fee will be assessed and additional fees if keys are not returned, and if there are damages beyond normal wear and tear including but not limited to paint chips and wall damage.

At the end of the spring semester, residents are encouraged to participate fully in the Manifest experience, and as such, move outs will not occur the Friday of Manifest, during the celebration. Residents will be required to make necessary arrangements with their RA in order to move out properly.

It is the expectation of Residence Life that the condition of your room upon check out is the same as when you moved in. To avoid damage charges please adhere to the policy.

## **Damages**

College staff is responsible for the maintenance of the residence halls. Every effort is made to ensure that the residence halls are properly maintained. Residents will be held responsible for any damages they or their guest(s) cause. Damages to residence halls may result in a fine to the resident(s) responsible for the damage, as well as a judicial sanction.

Damages found within a shared room/suite/apartment will be calculated and divided between all the room's residents if no one claims responsibility for the damages. During the end of year checkout, students will be charged a fee for damages beyond the normal wear and tear within their space after the property manager in each facility completes their assessment of the space. Charges will be added to the student account.

Persons responsible for vandalism within the residence halls will face disciplinary action, possible financial restitution, and possible removal from the residence halls.

## **Decorations**

Decorating your residence life room may provide comfort and a personalized living space. We encourage you to decorate your room, however, for safety reasons; we have set forth the following guidelines:

- Do not put holes in the wall. Only use painter's tape to affix decorations to your walls. Any marks left on walls by other tapes or adhesives will not be considered normal wear and tear and during check out, you may be charged for damages.
- Do not use any kind of tape on the floors or carpeting
- When moving furniture do not drag it, lift it.
- When you place furniture against a wall, check to see that it will not rub/scrape the wall when in use.
- Decorations should not be placed on fire extinguisher cabinets, smoke detectors, sprinkler heads or exit signs.
- Decorations must be non-flammable.
- Light bulbs must be CFL and must not exceed the wattage for lamps.
- Light fixtures, air ducts etc. cannot be covered nor have any materials draped around them.
- Halogen bulb floor lamps (torchere lamps) are prohibited.
- 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 repairs and painting costs. Students may not paint the walls or fixtures in their units.
- Apartment furnishings or fixtures may not be removed from the apartment. Furniture or fixtures may not be disassembled.
- Door decorations may not contain obscenities or be otherwise offensive images or language.
- There may not be any decorations or signs posted in windows of the buildings.

## **Electrical Appliances**

Residents may not have appliances with exposed heating elements (hot plates). Only electrical appliances with self-contained heating units (irons, corn poppers, coffee makers, microwaves) are allowed in the Residence Life facilities. Residents are asked to use CFLs

(compact fluorescent light bulbs) in any lamps that they may bring in order to reduce the risk of fire.

### **Evacuation Procedures**

In the City of Chicago, there are specific instructions for evacuating high rise buildings such as The UC, and The Dwight. Residents should wait for instructions from fire department personnel and or staff should an alarm sound in these buildings.

In 30 East Balbo and The Arc whenever a fire alarm sounds, whether it is a drill or an actual fire, every resident and guest is required to evacuate the building immediately. Remaining in the building is not an option.

Use of elevators during an evacuation is prohibited. Any student unable to evacuate the building via the stairs should go the designated area to be assisted by residence life staff and/or fire department personnel. Students in need of evacuation assistance should communicate with the Residence Life Office at 30 East Balbo upon moving in, or when the need arises.

Please know your safety is our highest concern. Any resident who does not comply with the evacuation procedures may face disciplinary action which can result in a fine. If you have any questions regarding the fire alarm or evacuation procedures, please contact the Residence Life Office, the Building Management Office, or Campus Safety & Security.

### **Failure to Act**

It is the student's responsibility to intervene or notify staff of behavior that is not consistent with College expectations, including reporting violation of College policy to the appropriate authorities.

### **Failure to Complete**

Failure to complete an outstanding judicial sanction will result in a \$150 fine being placed on your account.

### **Failure to Comply**

Failure to comply with the directive of a College official, or those appointed to act on behalf of the College, including refusing to display or relinquish an identification card to College officials and failure to comply with oral or written directives that arise from policy violation are subject to disciplinary proceedings.

### **Fire Safety**

It is the responsibility of each community member to ensure that their behavior does not compromise the safety of the community. Tampering with any safety equipment (e.g., fire alarms, smoke detectors, fire doors, emergency exit signs, etc.) or failure to evacuate the buildings when requested to do so, may result in removal from the residential community and the College. All resident/student rooms and stairwells are equipped with smoke detectors. Fire alarm pull stations are located throughout the buildings. Please become familiar with your floor plan. The greatest threat in a fire is smoke. If you smell or see smoke in the building: (a) activate the fire alarm system; (b) go to the nearest exist and evacuate

the building immediately; and, (c) stand at least 300 feet away from the building once you are outside.

### **Guests and Visitation**

Having a guest in the residence halls is a privilege and it is important that your guests do not infringe upon the rights of your roommates or any other community member(s). Therefore, communication is of the utmost importance to ensure that you, your roommates and your guest(s) have an in-depth understanding of the Guest and Visitation Policy. Permission must be granted by all roommates for a guest to be present.

For the purpose of this policy, a guest is anyone whose name is not on the housing contract as being assigned to the room that they are visiting. Residents and their guests are expected to fully cooperate with directives from College officials (i.e., RA, GA, Coordinators, etc.) and to adhere to the policies outlined in the Residence Life Handbook.

#### *Residents should:*

- Leave their government issued/picture ID, along with their guest's government issued/picture ID, with the security guard when signing in a guest. ID's will be returned upon leaving the building.
- Only sign in individuals they know.
- Accompany their guest at all times.
- Have no more than two guests at any time.
- Ensure that their guests are at least 18 years of age or older
- Obtain permission from all roommates before having overnight guests.
- Know that the overnight guests are limited to a maximum of three nights within a two-week period, regardless of who signs in the guest.

Any resident whose guest does not meet the criteria outlined in this policy must obtain a guest exception 24 hours in advance from the Residence Life Office located at 30 East Balbo Monday – Friday 10:00am- 4:00pm.

Any guest consistently present in a residence hall room beyond the overnight stay policy will be found in violation of the guest policy. A resident may also be found to be in violation of the guest policy if they are found to be consistently present in a room that they are not assigned to reside in. If a resident violates the guest policy, their guest privileges will be revoked temporarily or permanently, as well as the guest being banned from the residence halls.

### **Hospitalization**

While students are living on campus, they may experience a hospitalization. Students are required to meet with the Dean of Students Office prior to their return to campus in order to ensure they have the appropriate resources and support in place. Students can contact the Dean of Students Office at 312-369-8595

**Keys (Lock Outs and Lost Keys)**

All residents share the responsibility of ensuring a secure living environment. With this in mind, residents are encouraged to close and lock their doors whenever they leave their room. If you are locked out of your apartment, contact the security officers who will contact a Residence Life staff member for admittance. Be prepared to show proper identification immediately after being admitted to your apartment. Residents are only admitted to their assigned apartments. For any subsequent lockouts a \$10 fee will be assessed to your account.

If a resident loses a key, they are required to obtain a replacement key from the Management office in their building. The cost to replace a keycard, a mailbox key or an individual room key is \$50.00 each. The key replacement fee will be assessed to your account.

**Key Card Authorization**

Resident's room, apartment, or mailbox keys may not be transferred to unauthorized persons. Giving your keys to an unauthorized person will result in disciplinary action which may also include a fine for the replacement of a key.

**Meal Plan/Card Authorization**

There are two kinds of meal card authorizations, one is for students living in the University Center (UC), and the other is a supplemental meal plan (at an additional cost) for students living on campus in apartment-style housing. The meals provided are available at the UC dining facility. Students living in a suite-style room in the UC have a mandatory 15-meal plan included in their housing costs. The meal plan is non-refundable and there are no refunds on any unused portions of the meal plan. The standard meal plan is 15 all you care-to-eat meals per week with \$25.00 flex dollars per week (allocated by semester). If students exhaust their flex dollars, they may add additional flex dollars at Center Dining in the UC. More details regarding the meal plan can be found at: [www.universitycenter.com](http://www.universitycenter.com)

Students not residing at the UC but in other campus housing may choose to purchase the 150 Meal Plan. The 150 Meal Plan card allows access to the UC dining facilities only and does not give students access to the residential areas within the UC. Students must be signed in by a resident in order to enter the residential area at the UC. The card must be presented upon request to any UC official. If the 150 Meal Plan card is lost or stolen, please report the incident to the security desk at the UC for replacement. A \$50 fee will be assessed for replacement of lost, stolen, or damaged meal cards. The card is the property of the UC and is not transferable. All students must agree to adhere to the UC's policies and procedures.

## **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 the proper authorities.

In order to comply with the federally mandated Missing Student Protocol, we ask that students provide confidential emergency contact information for an individual to be contacted by College officials if a student is determined to be missing. Regardless of your age, Columbia College Chicago will abide by the federal mandate and notify a custodial parent or guardian if your health and safety are a potential issue, as in the case of a missing person's report. Law enforcement authorities will also be notified by a representative from Campus Safety and Security no later than 24 hours after the filing of the report.

## **Offensive Odors**

An offensive odor is an odor of such pungency that it becomes apparent or bothersome to others. When offensive odors can be localized to a particular room, the residents and/or guests may be in violation of the odor policy. Residence Life has the right to rid the room of the odor if the resident does not comply with the request immediately. Residents should report any offensive odors to their RA or the Residence Life/Management Office. Residents may be assessed a fee to remove the odor if the odor was caused by the resident(s).

## **Pets**

Fish are the only pets allowed. The maximum tank capacity is 20 gallons. Other animals will be removed to the local humane shelter in the interest of health and safety. Service Animals and Assistance Animals are allowed under certain circumstances. Any student requiring a Service Animal or Assistance Animal must comply with the college's policies and procedures prior to bringing the animal into Residence Life facilities.

## **Posting**

All postings in the residence halls must be approved by the Residence Life Office. Postings not approved by Residence Life and/or not containing a Columbia College Chicago logo can be removed by staff.

## **Prohibited Items/Objects**

For the safety of all residents and the College community, anything that could be perceived as a weapon is prohibited in all of Columbia's residence halls. The list below is not an exhaustive list of prohibited objects, but merely serves as a guideline as to the type and nature of objects that are prohibited: fireworks, explosives, smoke bombs, firearms, ammunition, BB guns, pellet guns, paintball guns, hunting knives, swords, throwing stars, nun-chucks, billy clubs, mace, pepper spray, and laser pointers.

Also prohibited are: incense, incense burners, hookahs, candles, live holiday trees or wreaths, space heaters, waterbeds, fog machines, flammable/combustible liquids and gases, appliances with open heating elements, empty or full alcoholic beverage containers

for consumption or decoration, metal tip darts (darts with plastic or velcro tips are permitted), CTA signs, and/or emergency lights (these items are subject to confiscation and will be considered as stolen property unless the resident can show proof of ownership), motorized vehicles/scooters, and halogen floor lamps (torchiere lamps).

Hover boards or self-propelled scooters are not allowed in Columbia College's Residence Halls due to an increase of fire caused by faulty batteries and charging systems. Until a time that the safety standards of these devices are improved, they are banned from all Residence Life facilities.

If any of the above items/objects are found on Residence Life premises, the object/item will be confiscated and disposed of when deemed necessary. Confiscated items will not be returned, and a sanction may be imposed on the resident.

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 members and our neighbors. Please refrain from skateboarding inside, and in front of the Residence Halls.

### **Quiet Hours and Zones**

When living in a community such as a residence hall it is imperative that the utmost respect and courtesy is shown to community members. The main focus of all residents should be their studies. Therefore, it is important to establish quiet hours and zones that are conducive to learning. The established weekly quiet hours are 10:00pm to 7:00am, Sunday through Thursday. During quiet hours, residents are to refrain from making noise that can be heard outside their residence room/apartment. Quiet hours are extended during finals/exam periods. These hours will be posted by a Residence Life staff member.

Courtesy hours are in effect at all other times. During courtesy hours, residents are expected to avoid making noise in the hallways and common areas and keep in mind that noise can easily be heard throughout the residential facilities.

As a courtesy, yelling from the windows and/or across the hall, playing loud music, singing or chanting loudly is strictly prohibited at all times.

Please be aware of the sound level in your apartment while the windows are open in order not to disturb your neighbors. Please refrain from congregating in front of the residence halls because this can be disruptive to our neighbors. Courtesy to our neighbors is necessary at all times, excessive noise will not be tolerated.

### **Removal of Furniture**

Furniture in the various lounge areas is for the comfort and enjoyment of all residents. It is prohibited to remove furniture from the lounge areas. If lounge furniture is found in a



student's unit, a fine will be charged to the student, as well as a disciplinary sanction imposed. All furniture provided in student units must remain in the unit.

### **Room Buy Out**

Students are sometimes required to move for purposes of consolidation. If you are asked to move due to consolidation, subject to available occupancy and approval by Residence Life staff, you may remain in your current assigned space by electing to buy out the vacant assigned space in your room at a rate of fifty percent (50%) of the contract cost for the space. No student may buy out more than one vacant assigned space.

### **Room Changes**

At the start of each semester there is a three-week waiting period for all room changes. The three-week waiting period allows the Residence Life staff an opportunity to evaluate occupancy as well as give roommates an opportunity to get to know each other. All room change requests must be submitted to the Residence Life office for approval. Students may not change rooms until they receive a copy of the room change approval form from the Residence Life office. Unauthorized room changes will result in a \$150.00 fee and possibly moving back to the previously- assigned room.

Room changes are not permitted on a basis of race, color, religion, sex, national origin, age disability, sexual orientation or political orientation. *Room changes are subject to availability.*

### **Room Consolidation**

The rate each student pays is based on the number of students occupying the room. Residence Life reserves the right to consolidate room(s) (you may be assigned to another room or other students may be moved into your room). On rare occasions, a resident occupying a room with multiple vacancies will be asked to pay the rate of a single room.

### **Room Entry, Search and Inspection**

The College staff reserves the right to inspect and/or enter an assigned space when there is reasonable cause (i.e., potential danger to life, safety or health; assistance during an emergency; repairs to property; inspection for compliance with contract terms; violations of the Student Code of Conduct and/or the Residence Life Handbook, municipal, county, state or federal laws or ordinances).

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

Your room will be inspected at the beginning and end of each semester and periodically during the year. These inspections are conducted to ensure that maintenance, safety, and sanitation 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 planned inspections except for those made

during breaks. It is not necessary that the room's resident(s) be present; nor will a resident's refusal, either verbal or physical, prevent an entry or inspection.

### **Service Animals**

Service animals are working companions and are not considered pets. Prior to moving into a residence hall, you must inform the Residence Life staff that you have a service animal. The service animal should wear some type of commonly-recognized identification designating it as a service animal (i.e., a tag, license, a vest). A resident utilizing a service animal should also inform the Services for Students with Disability office (SSD), 623 Wabash, Suite 304, that you have a service animal.

If your guest has a service animal, you must notify the Residence Life staff 48 hours prior to your guest's arrival. Upon request, visitors with service animals should be prepared to provide staff with identification and documentation for their service animal.

### **Sexual Assault Policy**

Criminal sexual assault is an extreme form of sexual harassment and is a violation of the Anti-Discrimination and Harassment Policy. In addition, it is a criminal act that violates Illinois state law. In compliance with Title IX of the Education Amendments of 1972 (Title IX), Columbia College Chicago prohibits sexual harassment, including sexual violence, and discrimination on the basis of sex in all educational programs and activities.

To file a complaint of sexual harassment or sexual violence, the College advises that a student contact the Office of Campus Safety & Security at 312-369-1111 (available 24 hours a day, 7 days a week) and/or the College's Title IX Coordinator, Janelly Rivera, at 312-369-8595 or via email at [jrivera@colum.edu](mailto:jrivera@colum.edu) during regular business hours.

However, students who are more comfortable reporting an incident to a different College employee or Department may do so. Any College employee who receives notice of an incident of sexual harassment or sexual violence from a student or otherwise observes or learns of such behavior must promptly report all relevant facts to the Title IX Coordinator. The College will investigate all incidences of sexual harassment and sexual violence in a comprehensive manner that is both consistent with our obligations under Title IX and in our students' best interest. Students are also encouraged to speak to a confidential resource on or off campus if they do not wish for the College to conduct its own investigation of the reported incident(s). A list of resources is available to students by visiting [www.colum.edu/sexualassault](http://www.colum.edu/sexualassault).

To view the College's Sexual Misconduct Policy & Procedure in its entirety, go to:

<http://students.colum.edu/handbook/policies/sexual-misconduct-policy-and-procedure-title-ix.php>

**Smoking**

Smoking is not allowed in any College building and is also prohibited within 15 feet of any college owned or leased property. Students found in violation of smoking in their living space or inside the residence halls will be fined. This includes electronic cigarettes. Enforcement of the Smoke-free Policy in all buildings is the joint responsibility of the resident and staff.

**Throwing Objects**

Tampering with or throwing objects from a college-owned or leased building's balcony, roof, or window, is strictly prohibited. Residents who drop or extend items from the windows will be subject to disciplinary and/or legal action that may also include a \$500.00 fine.

**Unauthorized Entry**

Residents and guests are not allowed in unauthorized areas within the residential facilities. Such areas include but are not limited to any space that is officially closed, any place restricted to designated persons only, mechanical and maintenance rooms, the rooftops of the residential facilities, or any place where the safety and welfare of the students and guests could be endangered.

## RESIDENCE LIFE STUDENT JUDICIAL PROCESS

As members of the residential community, you have certain rights and responsibilities. In order to protect these rights and responsibilities, it is important that you understand the importance of adhering to the community standards set forth in the Community Living section of this Handbook.

Students who violate of the *Student Code of Conduct*, the *Residence Life Handbook*, and/or the *University Center Resident Handbook*, will be called to a judicial hearing by the Residence Life staff, Student Relations staff, or a representative of the Dean of Students' office.

The Residence Life Judicial model is one where residents are given an opportunity to correct undesirable behavior that is disruptive to roommates and/or the residential community. Therefore, a progressive discipline model is used. Students who repeatedly violate the policies set forth in this Handbook may face sanctions from restitution to expulsion from residence life and/or the College. There are instances when progressive discipline will not be used (i.e., bringing a firearm into the residence halls) and suspension or expulsion will be the immediate sanction.

Judicial process procedures:

1. When an incident occurs, the Residence Life staff will review the report to determine if a student judicial meeting is necessary. A Residence Life staff member will initially contact the student via their loop email or by phone within 5 business days of receiving the report to schedule a judicial meeting time which will be set based on the student's course schedule.
2. In some circumstances, a student may be given the option to meet with the Residence Life Student Judicial Board or a Residence Life staff member for their judicial meeting.
3. At the judicial meeting the incident and any violation of the policies will be discussed. A determination of the hearing outcome will be made by whoever met with the student (i.e. a residence life staff member or the Residence Life Student Judicial Board). If a student fails to attend their scheduled judicial meeting, a decision is made in absentia and the student is accountable for any sanctions assigned as a result.
4. If a student is found responsible for a policy violation, the student is assigned an appropriate sanction(s). The staff member will go over applicable sanctions during the meeting and discuss completion dates. Students who fail to complete their assigned judicial sanctions by the completion date will result in further disciplinary action. Some possible sanctions are suspension of guest privileges, verbal or written apology, community service, learning activities, probation, restitution, restricted access, verbal reprimand and/or written warning, suspension or expulsion.

5. If a student does not agree with the outcome of their judicial meeting, they have the option to go through the appeal process. Students must contact the Director of Residence Life in writing within 5 business days from the date the initial decision was made. Appeals may only be based on what the student believes to be procedural error, an inappropriate sanction, or new relevant information that has become available and would affect the initial decision.

Residents who are documented in an incident where a policy violation may have occurred, may have their guest privileges suspended until the student has completed the judicial process. Any guests that are present at the time of an incident may be temporarily banned from Residence Life. Any guests banned from the building must submit a petition to the Residence Life Office requesting future access as a guest. The Residence Life Office reserves the right to accept or deny a guest petition, as well as change policies and procedures at any time, given the approved changes have been announced to the community.

#### Residence Life Student Judicial Board (J-Board)

The Residence Life Student Judicial Board is a panel of students who preside over meetings involving students who have allegedly violated policies as listed in the Residence Life Handbook. An administrator serves as a procedural advisor to the Board while the student board members hear the case, deliberate on alleged violations, and render which may or may not involve a sanction.

## HOUSING OPTIONS and SPACES

Columbia College Residence Life consists of five buildings: 30 East Balbo/ “30 East”, 642 S. Clark/ “The Dwight”, 37 W. Van Buren/ “The Arc”, 829 South Wabash/ “The Flats”, and 525 S. State/ “The University Center of Chicago” (UC.) Apartment style living is available in all five buildings. Suite style living (a room with a meal plan) is available at the UC.

Apartment Style Living consists of the following:

- Sofa, chairs and coffee table
- Dining room table and chairs or a kitchen island and stools
- Kitchen with stove, oven, refrigerator
- Dishwasher (30 East, The Arc, and The UC)
- Bathroom
- Common area storage closet
- Central air and heat
- Cable TV and Internet
- Blinds
- Microwave
- Flat screen TV's are available in living rooms of 30 East, The Arc, and The Dwight
- In unit washer and dryer (The Arc, 30 East)

*(one per resident):*

- ✓ Desk (some shared desks in 30 East)
- ✓ Desk chair (some shared desk chairs in 30 East)
- ✓ XL Twin bed and mattress 36" X 80" (The Arc, 30E, The Dwight)
- ✓ Twin bed and mattress 38" X 75" (The UC)
- ✓ Some designated apartments in 30 East, The Dwight, and The Arc have full size mattresses
- ✓ Closet with a shelf and clothing rack or wardrobe
- ✓ Dresser

Semi-Suite Style Living unit comes with:

- Bathroom shared with suite mates
- Central air and heat
- Cable TV and Internet
- Blinds

*(one per resident):*

- ✓ Desk
- ✓ Desk chair
- ✓ XL Twin bed and mattress 36" X 80" (The UC)
- ✓ Private room semi-suites have a full-size mattress
- ✓ Closet Organizer
- ✓ Book shelf

## RESIDENCE LIFE SERVICES

The Residence halls are equipped with a variety of services that aim to ensure your space is safe, clean, enjoyable and conducive for studying. Below is a list of services within the residence halls (please note that the amenities differ within each residence hall). For more information on your residence hall's amenities and services please speak with a residence life staff member.

### **Bicycles**

If you have a bike you may not store it in your room/apartment. Bike storage rooms are available in the basement levels of the buildings. Please work with the Management Offices at 30 East, The Arc, and The Dwight during business hours to arrange bike storage. If you place your bike in storage at this location, your key will be coded to allow you access. Also, your bike must be locked to the bike rack at all times. For safety reasons and to meet fire codes, bikes must not be attached to stairways, gates, fences or entry/exit areas. Please note that all bike storage rooms are cleared at the end of each academic year. Any bicycles left behind will be removed and donated.

### **Cable and Internet**

Rooms/units are equipped with cable and internet boxes. Students are given internet equipment upon checking in. Students are responsible for keeping the cable equipment in their units. Failure to do so will result in a \$1,000.00 fee for replacement/s. Students are encouraged to bring their own coaxial cables, Ethernet cord, and wireless router (Dwight), should they desire to have wireless access in their unit. Students may upgrade their internet speed by contacting the provider directly:

|                    |                                       |
|--------------------|---------------------------------------|
| 30 East:           | Internet Everywhere at 312-361-0052   |
| The Dwight:        | Airwave Network at 877-778-9283       |
| The Arc:           | RCN at 1-800-746-4726                 |
| The Flats:         | The Management Office at 312-939-0112 |
| University Center: | The Management Office at 312-924-8000 |

### **Common Areas and Lounges**

Within each residence hall is a common area. These areas are for the enjoyment of the residents to study, collaborate, or just relax. Every student has a vested interest in maintaining the common areas. Damages to common areas should be reported immediately to the Residence Life staff.

The rooftop of The Arc is available for student use Monday –Friday 9am-10:00pm Weekends 9am-midnight. The rooftop space at 30 E. Balbo is available 24 hours. This space is not available for private parties.

When using the outdoor barbeque area in 30 E Balbo, please clean up after yourself and your guests.

There are study spaces on the 11th and 12th floors of the Dwight, the 2<sup>nd</sup> floor at The Arc, and the 2<sup>nd</sup> and 17<sup>th</sup> floor at 30 E. A Business Center with computer access is available to residents of The Arc on the 2<sup>nd</sup> floor and 30 E on the 17<sup>th</sup> floor.

When using the dog run at 30 E. Balbo, animal waste must be cleaned up immediately, placed in a bag securely tied and disposed of properly in an outside trash can. Failure to do so is grounds for the removal of the animal from the building pursuant to the Assistance Animal Policy.

### **Elevators**

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.

### **Fitness Centers**

Small Fitness Centers are located in each residence hall. The Columbia College Fitness Center is located in the Student Center at 754 S. Wabash, 4<sup>th</sup> floor. Hours of Operation are: Monday- Friday 7am-9pm and Saturday 8am-6pm

### **Health Center and Counseling Services**

To assist with the well-being of our students, Counseling Services and the Student Health Center is available to all current Columbia College students. The Health Center is staffed by a nurse practitioner and Counseling Services is staffed by 5 full-time and 2 part-time licensed therapists. Both offices are located at 619 S. Wabash.

The Student Health Center (Suite 503) hours of operation are as follows:

Monday, Wednesday and Friday 9:30 a.m. - 5:30 p.m.

Tuesday and Thursday 10:00 a.m. - 6:00 p.m.

Summer: Monday – Friday 1:00 p.m. – 5:30 p.m.

Counseling Services (Suite 501) hours of operation are as follows:

Monday through Thursday 9:00 a.m. – 8:00 p.m.

Friday 9:00 a.m. – 5:00 p.m.

Summer: Monday - Friday 9:00 a.m. – 5:00 p.m.

### **Housekeeping and Maintenance**

There are two types of maintenance services provided in Residence Life: housekeeping and maintenance repairs. The housekeeping staff conducts routine cleaning of the common areas of the buildings seven days a week. They do not clean resident's apartments.

Maintenance repairs are completed by an engineer. Students can submit maintenance requests at the following locations: Property Managers' Offices at The Dwight, The Arc, The UC and 30 East Balbo. When a request is filed for service, the building's engineer will determine if the work is an emergency or non-emergency. 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 to make appointments. Maintenance will enter your apartment whether you are present or not. Maintenance staff will complete the request as quickly as possible and will close up/lock your apartment as they leave.



## Laundry

Washers and dryers are located on the 1st floor of The Dwight, every other residential floor at The Flats, and the 2nd floor of the UC. There are in-unit washers and dryers at The Arc and 30 East Balbo. Report any vandalism to the machines to a Residence Life staff member or security officer. If a machine malfunctions, call the phone number listed on the machine to report the problem. Do not leave your wash unattended. Unattended laundry may be discarded after 24 hours. Residence Life is not responsible for lost or stolen laundry.

## Mail

Mailboxes and mailrooms are located on the main levels of the residence halls. Students will be issued a mailbox key or mailbox combination when they check in. Students may share a mailbox with their roommate(s).

Mail is delivered Monday-Saturday except on holidays and when classes are not in session. 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 not forwarded after a student checks out.

Mail addressed to you should include the following information:

|                |                |                |                 |                |
|----------------|----------------|----------------|-----------------|----------------|
| Your full name | Your full name | Your full name | Your full name  | Your full name |
| 30 E. Balbo    | 829 S. Wabash  | 642 S. Clark   | 37 W. Van Buren | 525 S. State   |
| Apartment #    | Apartment #    | Apartment #    | Apartment#      | Apartment #    |
| Chicago, IL    | Chicago, IL    | Chicago, IL    | Chicago, IL     | Chicago, IL    |
| 60605          | 60605          | 60605          | 60605           | 60605          |

Resident mailboxes are operated under the 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, as well disciplined through the Student Code of Conduct. The College does not assume responsibility for loss or damage to items sent through the mail/USPS. Receiving or sending money through the mail is strongly discouraged; please note that the College is not responsible for any lost funds.

If you receive a package, an email notification will be sent to your Columbia email address. Packages may be picked up at the designated areas in your residence hall. You will need to show a picture ID and sign for your package. If you do not have proper identification, the package will not be released.

Package pick-up hours are:

|                                |                            |
|--------------------------------|----------------------------|
| 30 E Balbo (Security Desk)     | 9am-10pm (Monday - Friday) |
| The Dwight (Management Office) | 11am-5pm (Monday - Friday) |
| The Arc (Management Office)    | 9am-5pm (Monday - Friday)  |
| The Flats (Management Office)  | 11am-5pm (Monday - Friday) |

## Medical Needs/Emergencies

If the situation warrants, call 911, give your name and the name and location of the student/individual who is in need of assistance, then notify the RA, senior staff, or security

personnel on duty. Costs incurred for ambulance transport and medical costs is the responsibility of the student/individual. 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. Students are encouraged to research their health insurance coverage and participating care providers prior to living in Residence Life.

### **Parking**

The College does not offer parking; however, there is ample public parking close to all residence halls.

### **Pest Control**

A common pest concern that many hotels and residential buildings experience is bed bugs. Each property practices routine extermination schedules to prevent infestation. All units are treated for pest control before residents move in. Residence Life relies on residents adhering to the prevention tips listed below:

- Purchase a mattress encasement
- Do not bring "found" furniture from dumpsters or outside into residence halls
- Eliminate clutter in your room
- Launder your bed linens regularly in hot water
- Vacuum regularly
- Empty trash bins regularly

Residents who have pest-control concerns should immediately report their concern to the Residence Life Office. Each Columbia managed property has protocols in place to address any pest control issues that may arise. Notifications of treatment will be sent out prior to the service. It is the responsibility of the resident to prepare their room for exterminating if the need arises. When pest control remediation requires students to clean and/or launder their personal items, the student is responsible for taking care of this on their own. Columbia does not cover the cost of cleaning, laundering, or replacing personal items.

### **Security Desks**

Each Residence Hall has a 24-hour security officer on duty, 7 days a week. The lobbies are supervised at all times. The security guard on duty will not allow students/individuals to enter the buildings without a key or being signed in by a resident. Residents living in residence halls, are required to "swipe" in and out of their residence upon arrival and departure.

Contact information for the security desks is as follows:

|                           |              |
|---------------------------|--------------|
| 30 East/ 30 East Balbo    | 312-618-4331 |
| The Dwight/ 642 S. Clark  | 312-775-1450 |
| The Arc/ 37 W. Van Burren | 312-874-6760 |
| The Flats/ 829 S. Wabash  | 312-270-2464 |
| University Center         | 312-924-8000 |
| Columbia College Chicago  | 312-369-1111 |
| Security Central Command  |              |

**Smoke Detectors and Sprinkler Systems**

Each room is equipped with a smoke detector. Residents must not tamper with any smoke detectors or the overhanging sprinkler pipes in their unit. Do not hang anything from or cover the smoke detectors, this will impair their function. Inspections are made periodically to ensure that the detectors are in working order. If a resident causes damage to the smoke detectors and/or sprinkler systems, the residents of the room will be assessed for the repairs.

**Storage**

There is no storage available on campus with exception of bicycle storage (SEE: Bicycles). Everything you bring with you on move-in day (boxes, suitcases, packing crates, etc.) will have to be stored in your room. We recommend that your family members take such items back home for you. Another option is a storage company; there are a variety of them in close proximity to the residence halls.

The College is not responsible for the loss, destruction, or theft of any item placed in storage.

**Telephones**

Telephone service is not provided. Many students rely on their cell phones as their primary method of communication. Students living in The Dwight have “in-house” phones which allow you to call units within the building.

**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 using the on-site containers, or by using recycling bags which are available at most grocery and hardware stores.

**2019-2020**  
**Academic Calendar**

**FALL SEMESTER 2019**

Classes begin  
Tuesday, September 3, 2019

Add deadline, 15 week semester Monday, September 9, 2019

Drop deadline, 15 week semester Monday, September 16, 2019

Withdrawal deadline, 15 week semester Friday, November 1, 2019

Thanksgiving break  
Thursday, November 28 – Sunday, December 1, 2019

Semester ends  
Saturday, December 14, 2019

Holiday break  
Monday, December 16, 2019 – Tuesday, January 6, 2020

January session  
January 6, 2020

**SPRING SEMESTER 2020**

Classes begin  
Monday, January 27, 2020

Add deadline, 15 week semester Monday, February 3, 2020

Drop deadline, 15 week semester Monday, February 10, 2020

Withdrawal deadline, 15 week semester Friday, March 27, 2020

Spring break  
Monday, March 30 – Saturday, April 4, 2020

Semester ends  
Saturday, May 15, 2020

Commencement  
Saturday, May 16 & Sunday, May 17, 2020

This handbook is an extension of your housing contract. Residence Life reserves the right 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 or Associate Director of Residence Life, in consultation with the Associate Vice President and Dean of Students.