



GUIDE TO CAMPUS HOUSING

FALL 2017 – SPRING 2018

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WELCOME TO CAMPUS HOUSING

Department of Housing & Residence Life

Dear Resident,

Welcome to Campus Housing! We are happy you have decided to live on campus. The Department of Housing & Residence Life works to provide a valuable experience that will supplement your time personally and academically while at Academy of Art University. Throughout the year, the Department strives to provide activities and learning experiences to aid in your development while at Academy of Art University.

This **Guide to Campus Housing** contains important information to help you successfully navigate campus housing and the City of San Francisco. Please read through in its entirety to ensure that you fully understand the terms by which you agree to live in campus housing for the Fall 2017 - Spring 2018 academic year.

Best wishes for a successful year!

The Department of Housing & Residence Life

Mission Statement

The Department of Housing & Residence Life facilitates holistic communities that support student growth, development, and learning. Our residence hall communities seek to provide spaces that offer a welcoming, inclusive, and safe living environment. Staff members are committed to offering courteous, professional, and efficient service by providing opportunities to prepare residents for success both on campus and as global citizens.

Core Values

In our work with the university community and beyond, the Department of Housing & Residence Life values...

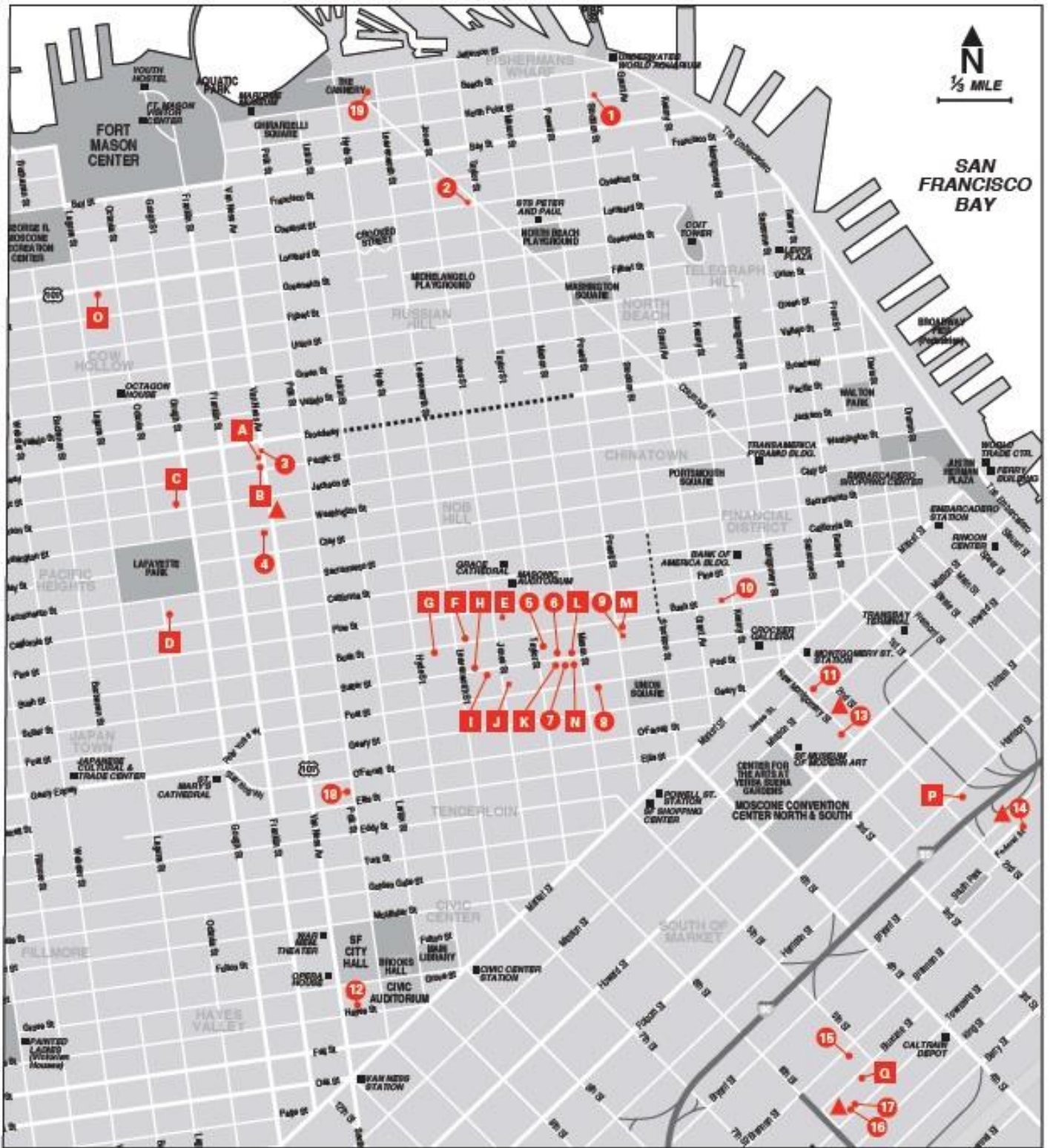
- Education and preparation for a lifetime of learning
- Integrity, honesty, personal responsibility, and ethical behavior
- Appreciation, respect, and acceptance for diversity and inclusion
- Civic and social responsibility as a means toward good citizenship
- Opportunities for students to Live, Learn, and Grow



Follow us on Twitter @ArtUHousing
"Like" us on Facebook at ArtU Housing Department



CAMPUS MAP



Campus Academic & Administrative Buildings

- 1** 2300 STOCKTON ST. [NORTHPOINT]
 - _Cybercampus & Online Support
 - _Fashion Classrooms
 - _Fashion Merchandising Workshop
 - _Liberal Arts Classrooms
- 2** 701 CHESTNUT ST.
 - _Fine Art MFA Studios
- 3** 2151 VAN NESS AVE [ST. BRIDGID'S]
 - _Auditorium
 - _IGS Classrooms
- 4** 1849 WASHINGTON ST. @ VAN NESS AVE. [THE WAREHOUSE]
 - _Industrial Design
 - _Snack Bar (Firestone Cafe)
- 5** 740 TAYLOR ST.
 - _Photography
 - _Photo Darkrooms
 - _Photo Issue Room
 - _Snack Bar (Lardo Lounge)
- 6** 688 SUTTER ST.
 - _Acting
- 7** 625 SUTTER ST.
 - _Photography
 - _Student Gallery
 - _Photo Darkrooms
 - _Photo Issue Room
 - _Photo Studios

- 8** 491 POST ST. [MORGAN AUDITORIUM]
 - _Liberal Arts
 - _Art History
- 9** 540 POWELL ST.
 - _2D Animation & Visual Effects
 - _Bradley Hall
 - _Illustration
 - _Visual Development
- 10** 410 BUSH ST.
 - _Advertising
 - _Jewelry and Small Metal Arts
 - _Fine Art Sculpture Classrooms
 - _Fine Art Sculpture Studios
 - _Fine Art Sculpture Tool Room
- 11** 71 NEW MONTGOMERY ST. [9NM]
 - _Academy Resource Center
 - _Admissions (Grad & Ungrad)
 - _Alumni
 - _Graphic Design
 - _Grievance
 - _Housing
 - _Human Resources
 - _International Student Offices
 - _MPT Issue Room & Film Post
 - _Multimedia Communications
 - _Student Copy Center
 - _Student Lounge (Café Cicanna)
 - _Theater
 - _Tours

Utrecht Art Supplies

- _Academy of Art @ Townsend
466 Townsend Street, 3rd Fl.
1830 Van Ness Ave.
- _149 New Montgomery St.
_Academy of Art @ Federal
60 Federal Street, 4th Fl.

- 12** 151 HAYES ST. [HAYES]
 - _Accounts Receivable
 - _Financial Aid
 - _Graduate School
 - _Administration Offices
- 13** 189 NEW MONTGOMERY ST. [9NM]
 - _2D Animation & Visual Effects
 - _3D Animation & Visual Effects
 - _Art Education
 - _Digital Photography
 - _Fashion Classrooms
 - _Game Design
 - _Library
 - _Music Production & Sound Design for Visual Media
 - _Mac Lab
 - _MPT Editing Facilities
 - _Multimedia Language Lab
 - _PC Lab
 - _Security
 - _Student ID Distribution
 - _Student Lounge (Café Dior)
 - _Tutoring & Writing Labs
 - _Web Design and New Media
- 14** 60 FEDERAL ST.
 - _Fine Art
 - _Foundations Classrooms

- 16** 601 BRANNAN ST.
 - _Architecture
 - _Interior Architecture & Design
 - _Landscape Architecture
 - _Usability Lab
 - _Wood Shop
 - _Student Lounge
- 18** 466 TOWNSEND ST.
 - _Foundations
 - _Motion Pictures & Television
 - _Acting Classrooms
 - _MPT Studios
 - _Architecture Studio Classrooms
- 17** 460 TOWNSEND ST.
 - _Interior Architecture & Design Classrooms
 - _Landscape Architecture Classrooms
- 18** 625 POLK ST.
 - _Fashion
 - _Café Dior & Dior Express
- 19** 2801 LEAVENWORTH ST. [THE CANNERY]
 - _Athletics
 - _Campus Life/Activities
 - _Fine Art Sculpture
 - _Foundations Classrooms
- 20** 360 SWIFT AVE. SOUTH SAN FRANCISCO (Not shown on this map)
 - _Foundry
 (Not shown on this map)

Campus Housing

- A** 2211 VAN NESS AVE.
 - _Ansel Adams Apartments
- B** 2209 VAN NESS AVE.
 - _Mary Cassatt House
- C** 1900 JACKSON ST.
 - _John Singer Sargent
 - _Graduate Apartments
- D** 1916 OCTAVIA ST.
 - _Coca Chanel House
- E** 1055 PINE ST.
 - _Augusta Rodin Hall
 - _Café Rodin
- F** 1080 BUSH ST.
 - _Leonardo da Vinci
 - _Apartments
- G** 1153 BUSH ST.
 - _Frank Lloyd Wright House
- H** 680 SUTTER ST.
 - _International House
 - _J House Cafe
- I** 625 SUTTER ST.
 - _The Commodore Hall
- J** 736 JONES ST.
 - _Johannes Vermeer Apartments
- K** 680 SUTTER ST.
 - _Edgar Degas Apartments
- L** 655 SUTTER ST.
 - _Howard Bradie Hall
 - _Campus Life & Leadership
 - _Urban Knights Art Cafe
- M** 560 POWELL ST.
 - _Fritz Lang Apartments
- N** 620 SUTTER ST.
 - _Clara Gill Stephens Hall
 - _628 Sutter Cafe
 - _Dance Studio
 - _Fitness Area
 - _Swimming Pool
- O** 1727 LOMBARD ST.
 - _Star Hall
- P** 575 HARRISON ST.
 - _Halfmoon Apartments
- Q** 168 BLUXOME ST.
 - _The Bluxome Lofts

ACADEMY of ART UNIVERSITY SHUTTLE SERVICE

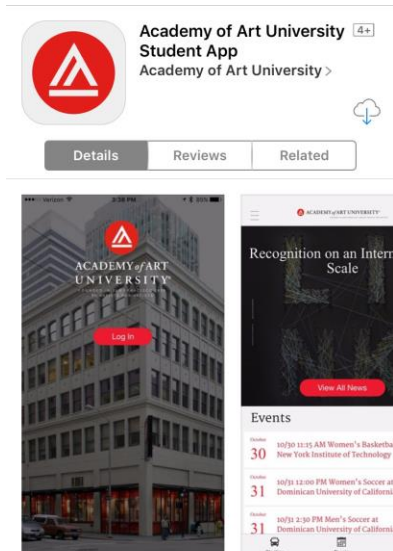
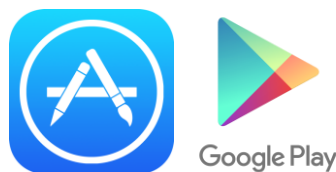
Academy of Art University has a well-developed system of shuttle buses to get you where you need to go. To find the shuttle that best fits your needs, visit www.academyart.edu and sign in using your login/password combination. Shuttles are available to transfer you from your residence hall room to campus buildings and classrooms throughout San Francisco. Your Academy ID is required to ride the shuttle buses.

Transportation Help Desk: (415) 618-6370

Academy Communication Center: (415) 618-3896

Send Suggestions & Non-Urgent Questions: transportation@academyart.edu

Download the Academy of Art Campus App on iTunes or Google Play.



IMPORTANT CONTACT INFORMATION

Accounts Receivable

Location: 150 Hayes St 4th Fl
AR@academyart.edu
(415) 618-6429

Financial Aid

Location: 150 Hayes St., 4th Fl
finaid@academyart.edu
(415) 618-6190

Campus Life

Location: 79 New Montgomery St., 4th FL
CampusLife@academyart.edu
(415) 618-8400

Housing Maintenance Hotline

(415) 618-6592

Campus Safety Communication Center

Location: 180 New Montgomery St, Basement
(415) 618 – 3911

Housing & Residence Life

Location: 79 New Montgomery St., Ste. 120
Housing@academyart.edu
(415) 618-6335

Classroom Services & Disability Requests

Location: 79 New Montgomery St., 3rd Fl
Accessibility@academyart.edu
(415) 618-3775

Industry & Career Development

CareerDevelopment@academyart.edu

ESL Education Support

Melissa Chamberlain -
mchamberlain@academyart.edu
Jessika Lee jlee@academyart.edu
(415) 618 – 3903

Online Student Academic Support

OAS@academyart.edu
(415) 618 – 8524

Onsite Academic Support Coordinator

Anne Steckler - asteckler@academyart.edu
(415) 618 - 3879

Faculty Evaluation and Coaching

Facultyevalcoach@academyart.edu
(415) 618 - 3855

Transportation Help Desk

Transportation@academyart.edu
(415) 618 – 6370

Workshop and Tutoring

Tutoring@academyart.edu
(415) 618 - 3865

MEET THE HOUSING TEAM!

Moving to a new community can be challenging, but our dedicated staff is here to help you transition to Academy of Art University and the City of San Francisco.

In-Hall Team

Resident Directors

Resident Directors (RDs) are full-time, in-hall, professional administrators who run the day-to-day operations of the residence halls. The RD of your building is one of many “go-to” staff members who are there to help you with your stay in campus housing. RDs lead a team of Resident Assistants within the halls in programming, policy enforcement, facilities management, and overseeing the student conduct process.

Senior Resident Assistants

Senior Resident Assistants (SRAs) are part-time student staff members who assist in the day-to-day activities of the residence halls. They assist, advise, and serve as a liaison between students and other members of the Academy of Art University community through community development, programming, peer advising, and general role-modeling.

Resident Assistants

Resident Assistants (RAs) are responsible for the creation and development of the community and assisting each individual resident under their supervision. RAs supplement and complement the process of formal education by enhancing the quality of life in the community through programming, personal growth and development, and policy enforcement. RA's are an excellent resource if you have questions, concerns, or someone friendly to talk to.

Housing Office Team

Director of Housing & Residence Life

The Director of Housing & Residence Life is responsible for the comprehensive administration of the residence life and housing operations experience at the University. The Director provides leadership and direction to a team of dedicated housing professionals and directs and monitors the administrative, emergency, programming and conduct concerns within the residence halls.

Associate Director of Housing & Residence Life

The Associate Director of Housing & Residence Life provides overall leadership of all residence education aspects of campus housing including managing student conduct concerns. The Associate Director serves in the absence of the Director of Housing & Residence Life.

Operations Staff

The Operations Staff is responsible for assisting students with a variety of questions in regards to their stay on campus ranging from housing assignments, meal plans, billing, etc.

IMPORTANT DATES

Plug these dates into your smart phone or planner now!

FALL 2017 SEMESTER

August 28, 2017	NEW 21 and Over Student Move In, 9 AM - 5 PM
August 29, 2017	NEW Under-21 Student Move In, 9 AM - 5 PM
September 1, 2017	Continuing Student Move In, 9 AM - 5 PM
September 5, 2017	Fall 2017 Classes Begin
September 15, 2017	Last Day to change or cancel Meal Plans
September 18 - September 22, 2017	Room Transfer Request Process
December 18, 2017	Residence Halls Close, 12PM, Winter Break

**Dates for meal plans or the room transfer request process are subject to change.*

SPRING 2018 SEMESTER

Please see the Important Dates section located on the Campus Housing web page for Spring semester dates - (<https://www.academyart.edu/students/housing>)

HOUSING ASSIGNMENTS

To view your room assignment, roommate details, and meal plan information, visit the following website:

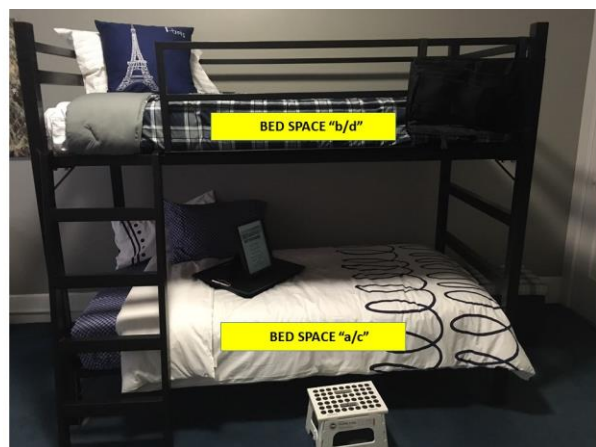
1. Go to <https://601b-rms.aac.academyart.edu/>
2. Log into your account.
3. Select "Assignments" to view your building and room assignment.
4. Select "Roommates" to view your roommates' information.
5. Select "Meal Plan Assignments" to find the meal plan you have selected.

When viewing your assignment, bed space and cost, you will be able to "decode" your bed space and rate code by clicking the "Building ID Guide" and "Room Type Guide". The website is only compatible with Internet Explorer and older versions of Firefox. Please contact the Department of Housing and Residence Life at 415-618-6335 if you cannot access your assignment information.

How to Understand your Room Assignment:

The capital letter (A,B, C, D) refers to what part of the room you are assigned to. The lower case letter (a, b, c, d) refers to your bed space in the room. See diagram to your right for an example. (a/c = bottom bunk; b/d = top bunk)

Example: 101-a refers to the bottom bunk in room 101.



HOUSING COMMUNICATION

All correspondence from the Department of Housing & Residence Life will be to the primary preferred email address registered on the Student Self-Service portal. It is the responsibility of the student to ensure the primary email address is up-to-date at all times.

HOUSING COSTS

How Much Does Housing Cost?

Housing costs are determined based on the room type assigned. For the most up to date pricing information, please visit our website. Prices are subject to change without notice. Utilities (electric, water, heat, gas, trash, internet) are included. Please see “Costs” on the Department of Housing website for a complete list of rent prices (<http://www.academyart.edu/students/housing/housing-costs>).

HOUSING DEPOSIT

How is My Deposit Used?

Many students ask what the housing deposit is used for and whether it’s refundable when you move out of campus housing. The \$500 deposit is applied to your account as a \$350 refundable deposit as well as a \$150 **non-refundable** Mandatory Building Maintenance fee which is broken up into \$75 per semester. Any personal or common area damages, cleaning charges, lost keys, or any conduct-related fines will be applied to the students account and deducted from the housing deposit. It is the sole responsibility of the resident to maintain a minimum of \$500 at the beginning of the fall semester and \$250 at the beginning of the spring and summer semesters, even if that requires additional funds to be deposited during the term of the agreement.

Every week each residential room on campus is cleaned by our custodial team (floors and bathroom), in addition to building common areas. To ensure that you receive as much of your deposit back as possible, you will want to maintain your personal space in top condition (no holes in walls, no damage to carpet/floors, no trash or other items left in your space upon check-out) and leave it the way it was when you first moved into your room.

DEPOSIT DISPUTES AND REFUNDS

At the end of each semester, students are emailed instructions for checking deposit account balances, and detailed information about the charge dispute process and the dispute process deadline. This dispute process occurs once a semester for the previous semester’s charges. Once appropriate charges have been applied to the student account, those students eligible for a refund will receive their refund via their selection on RefundSelection.com or via check. For more information, contact Accounts Receivable at 415-618-6429,

*****Deposits typically take 6-8 weeks for processing and refund after charges have been assessed, and the dispute process deadline has passed.***

For more information on the status of your refund, please contact Accounts Receivable at (800) 544 - 2787 or (415) 274 - 2200 (from outside the U.S.) or ar@academyart.edu.

HOUSING FEES & PAYMENTS

How Can I Make a Payment?

We encourage you to pay by Visa, MasterCard or Discover card online at www.academyart.edu (click on the link for “Finances”). Payments can also be made by check or money order payable to Academy of Art University and mailed to:

Academy of Art University
Accounts Receivable
150 Hayes Street, San Francisco, CA 94102

For additional information, please contact Accounts Receivable at (800) 544 - 2787 or (415) 274 - 2200 (from outside the U.S.) or ar@academyart.edu.

Per the Housing License Agreement, all campus housing balances (including overdue charges) must be paid in full prior to move-in. Residents who are not paid in full will be unable to take occupancy of their housing space.

MAIL & PACKAGES

Residence Hall	Address	Zip Code
Ansel Adams	2211 Van Ness Ave	94109
Auguste Rodin	1055 Pine St	94109
Bluxome Lofts	168 Bluxome St	94107
Clara Gil Stephens	620 Sutter St	94102
Coco Chanel	1916 Octavia St	94109
The Commodore	825 Sutter St	94109
Edgar Degas	680 Sutter St	94102
Frank Lloyd Wright	1153 Bush St	94109
Fritz Lang	560 Powell St	94108
Half Moon Lofts	575 Harrison St	94105
Howard Brodie	655 Sutter St	94102
International House	860 Sutter St	94109
Johannes Vermeer	736 Jones St	94109
John Singer Sargent	1900 Jackson St	94109
Leonardo Da Vinci	1080 Bush St	94109
Mary Cassatt	2209 Van Ness Ave	94109
The Star	1727 Lombard St	94123

How to Address Your Mail & Packages:

Example: YOUR NAME
1916 Octavia Street, #000
San Francisco, CA 94109

As a reminder, Campus Housing cannot accept or sign for packages or mail on your behalf. We suggest that you ship packages to FedEx, UPS, or another location if you are unavailable for a scheduled delivery. Please also consider services (for a small fee) such as Amazon Locker that provide safe locations that you can ship your packages to if you are unable to have the items delivered to your building. Academy of Art University is not responsible for lost or stolen mail or packages.

MOVE IN DAY

When Do I Move In To My Room?

See the important dates section (**Pg. 8**) in this guide to determine your designated move-in day and time period. In order to best accommodate all students moving into the residence halls and to guarantee the safety of our residents and community, you may move in on your designated day only.

Where Do I Check In?

Go directly to your assigned residence hall IF:

- You have a confirmed room assignment
- You have paid your rent/meal plan entirely, or have verified that Financial Aid will cover all or a portion of the balance (Verify this now to avoid move in delays!)
- Your Housing Deposit is at \$500; AND
- You have registered for full-time classes (12 units for Undergraduate; 9 units for Graduate).

***** If you do not meet the above requirements, check in at Centralized Check-In at 79 New Montgomery St*****

Please Keep in Mind:

There is no move-in assistance (rolling carts or handcarts) provided. Avoid unnecessary delays and plan on coming later in the morning or afternoon. Many students arrive promptly at 9 AM, which leads to long lines and wait times.

Parking

**Students and families who are utilizing cars for move in should be aware that there are few parking garages in the area. It is advised that students unload their belongings at their building before seeking parking accommodations. Visit the following link for information about parking locations in San Francisco: sfpark.org.*

Academy of Art University does not provide parking for students. Students are encouraged not to bring a vehicle.

WHAT TO BRING TO CAMPUS

What Furnishings are provided?

Housing provides each resident with the following basic furnishings: twin XL (extra-long) mattress, bed frame (most beds are bunked beds), drafting table, stool, mobile drawer unit, desk lamp, closet space or armoire unit.

What to Bring:

- Extra Long Twin (XL) sheets, comforters, and pillows
- Towels, toiletry items, toilet paper, shower shoes
- Hair dryer, iron, ironing board
- Hangers
- Laundry basket, laundry detergent
- Umbrella, first-aid items, flashlight
- Kitchen utensils and cookware, trash bags, eating utensils, plates/cups (if living in an apartment building)
- Mini-refrigerators are not allowed in most of the residence halls and is dependent on the building you are assigned to.
- **168 Bluxome Lofts (specific): Ethernet cord to connect to building internet and/or router for wireless internet access**
- School supplies – *Refer to your class syllabus for class supply lists*

Remember, there is limited clothing and storage space in each room, students should carefully choose what items to bring.

WHAT NOT TO BRING TO CAMPUS

The following items are prohibited in University housing: water beds, lofted beds, microwave ovens, television/radio antennae placed outside the room/exterior of the building or adjacent grounds, weapons (as specified under “Weapons” under Section CP.3 above), CO2 hazardous chemicals, gasoline, wax candles (with or without a wick), incense, illegal drugs and drug paraphernalia (see Section CP.2 above), hookahs, bongos or other smoking devices, alcoholic beverages, alcohol containers/bottles/cans, automobiles, or vehicles of any kind (or parts, repair tools), accessories for any vehicle, air conditioners, dart boards, halogen lamps, sun lamps, space heaters without a safety feature, weight lifting equipment, live holiday decorations (including string lights), and inflatable pools. Hot plates, barbecues, coffee makers, toasters, toaster ovens, rice cookers and non-open coiled sandwich/meat grillers, such as a Foreman Grill, waffle iron, or panini press machine, are not permitted within Student’s room. Student is only permitted to bring his/her own refrigerator and/or microwave for a room/unit in which these appliances have not been provided by the University in common areas or kitchens. Motorized vehicles (including but not limited to motorcycles, mopeds, Hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, carts, etc.) may not be operated, charged, or stored inside any residence hall.

The University reserves the right to determine that an item not mentioned above is prohibited, and to remove or confiscate any and all prohibited items. The University claims no responsibility for confiscated items. Approved appliances must be UL (Underwriters Laboratories) approved. Only power strips equipped with circuit breakers, surge suppression, and a construction grade cord with a grounded third prong may be used in Student’s room.

***Parking facilities are not provided by the University. Students are advised not to bring cars to campus.**

DINING & MEAL PLANS

The Academy of Art University has a number of dining facilities for your convenience in addition to an array of Meal Plan options for students residing on campus. ***Residents residing at Auguste Rodin (1055 Pine St), Clara Gil Stephens (620 Sutter St), Howard Brodie (655 Sutter St), The Commodore (825 Sutter St), and International House (860 Sutter St) are required to have a meal plan. Meal plans are automatically added to student accounts for students residing in the above listed residence halls for a full year. Changes can be made to the student account before each semester's cancellation deadline.***

Platinum Meal Plan	19 Meals Per Week	\$100 in Knight Kash
Gold Meal Plan	14 Meals Per Week	\$250 in Knight Kash
Silver Meal Plan	10 Meals Per Week	\$350 in Knight Kash
*Bronze Meal Plan	5 Meals Per Week	\$50 in Knight Kash

**The Bronze meal plan is not available to residents who live in Auguste Rodin, Clara Gil Stephens, Howard Brodie, The Commodore or International House, and is only available for residents who are Over 21.*

Visit <http://academyartdining.com/> for meal plan information, campus dining locations, and hours.

HOUSING LICENSE AGREEMENT (HLA)

The Housing License Agreement (HLA) is the document you signed when you completed your housing application or upon move in. By signing this document, you agree to all the terms and conditions pertaining to living on campus. It is imperative that you read the entire HLA and understand each section. Please visit the Department of Housing and Residence Life's website to view the current HLA in its entirety at the following link:

<http://www.academyart.edu/content/dam/assets/pdf/Housing/AAU-Housing-License-Agreement.pdf>

If you have any questions about the HLA, please call the Department of Housing and Residence Life at (415) 618-6335 or email housing@academyart.edu.

In addition to the terms and conditions pertaining to your stay on campus, the HLA includes community standards and policies that residents are expected to abide by. (For example, alcohol use, drug use, noise, overnight guests, prohibited items, etc.) These community standards can be found beginning on page 29 of this Guide to Campus Housing.

HEALTH INSURANCE

All students residing in campus housing are required to demonstrate they currently possess health insurance that is valid in the State of California. If you do not possess health insurance, you will need to obtain coverage prior to taking occupancy of your room. Health insurance information will need to be provided at the time of your move in.

Options to explore when searching for health insurance include:

- Covered California at www.coveredca.com

HEALTH RESOURCES

There are many off-campus health resources that students are encouraged to utilize throughout the city. Below are some listings of local hospitals and support services available throughout San Francisco.

GoHealth Urgent Care

Dignity Health GoHealth operates eight urgent care centers located in the San Francisco Bay Area, with four more centers due to open in 2017 and early 2018.

- Centers are open 365 days a year from 8:00 AM – 8:00 PM on weekdays, and 9:00 AM to 5:00 PM on weekends.
- Centers are staffed with emergency medicine/family practice trained physicians, nurse practitioners, and physicians assistants, assisted by radiologic technologists and medical assistants. They offer on-site x-rays, point of care lab testing, and provide care for a wide range of non-life threatening injuries and illnesses including allergies, colds, coughs and fever, cuts and stitches, dehydration, diarrhea, ear aches, rashes, headaches, sore throats, sprains and strains, UTIs, vomiting, and mild animal/insect bites, etc.
- GoHealth Urgent Care centers accept a wide array of Health Insurance coverage plans and offer affordable self-pay options.
- Check out their website for more information: www.gohealthuc.com

GoHealth Locations	Phone Numbers
2288 Market St, San Francisco, CA 94114	415-964-4855
2895 Diamond St, San Francisco, CA 94131	415-964-4866
930 Cole St, Suite #102, San Francisco, CA 94117	415-964-4789
4598 Mission St, San Francisco, CA 94112	415-965-7941
1801 Divisadero St, San Francisco, CA 94115	415-965-7944
3259 Pierce St, San Francisco, CA 94123	415-965-7942
170 Columbus Ave, Suite #110, San Francisco, CA 94133	415-965-8050

LGBTQIA & WOMEN'S SERVICES			
Planned Parenthood	1650 Valencia St, San Francisco, CA 94110	415-821-1282	www.plannedparenthood.org
Women's Community Clinic	1833 Fillmore St, San Francisco, CA 94115	415-379-7800	www.womenscommunityclinic.org
San Francisco City Clinic	356 7 th St, San Francisco, CA 94103	415-487-5500	www.sfcityclinic.org
San Francisco LGBT Community Center	1800 Market St, San Francisco, CA 94102	415-865-5555	www.sfcenter.org
Dimensions Queer Youth Clinic		415-934-7757	http://www.dimensionsclinic.org/littleblackbook.html
Tom Waddell Health Center	230 Golden Gate Ave, San Francisco, CA 94102	415-355-7400	www.sfhealthnetwork.org

Lyon-Martin Health Services	1748 Market St #201, San Francisco, CA 94102	415-565-7667	www.lyon-martin.org
Queer LifeSpace	2275 Market St, San Francisco, CA 94114	415-358-2000	www.queerlifespace.org
Community United Against Violence	427 S Van Ness Ave, San Francisco, CA 94103	415-777-5500	www.cuav.org

DENTAL & VISION

Potrero Hill Health Center	1050 Wisconsin St, San Francisco, CA 94107	415-648-3022	www.sfhealthnetwork.org
University of the Pacific, Arthur A. Dugoni School of Dentistry	155 5 th St, San Francisco, CA 94103	415-400-8222	www.dental.pacific.edu
Buchanan Dental Center	100 Buchanan St, San Francisco, CA 94102	415-476-5608	www.ucsf.edu
Native American Health Center	160 Capp St, San Francisco, CA 94110	415-621-8051	www.nativehealth.org
Costco Vision Center	450 10 th St, San Francisco, CA 94103	415-626-4471	www.costco.com
Western Dental Center	2813 Mission St, San Francisco, CA 94110	415-285-7500	www.westerndental.com
San Francisco General Hospital	1001 Potrero Ave, San Francisco, CA 94110	415-206-8000	www.sfgh.ucsf.edu

DOMESTIC ABUSE SERVICES

Asian Women's Shelter	3543 18 th St #19, San Francisco, CA 94110	415-751-7110	www.sfaws.org
Trauma Recover Center	2727 Mariposa St #100, San Francisco, CA 94110		www.traumarecoverycenter.org
SF Woman Against Rape (SFWAR)	3543 18 th St, San Francisco, CA 94110	415-861-2024	www.sfwar.org
W.O.M.AN., Inc.		415-864-4722	
The Riley Center	1175 Howard St, San Francisco, CA 94103	415-552-2943	www.svdp-sf.org
La Casa De Las Madres (San Francisco Women's Center)	1663 Mission St #225, San Francisco, CA 94103	415-503-0500	www.lacasa.org

CRISIS & COUNSELING			
San Francisco General Hospital Psychiatric Emergency Services	1001 Potrero Ave., San Francisco, CA 94110	415-206-8125	www.sfgh.ucsf.edu
Mobile Crisis Treatment Team (MCTT)	1520 Howard St, San Francisco, CA 94103	415-970-4000	www.namisf.org
Westside Crisis Clinic	245 11 th St, San Francisco, CA 94103	415-355-0311	www.westside-health.org
Suicide Prevention Crisis Line		415-781-0500	www.sfsuicide.org
Trevor Project		866-488-7386	www.thetrevorproject.org
Dore Urgent Care Clinic	52 Dore St, San Francisco, CA 94103	415-553-3100	www.sfsuicide.org
SF Women Against Rape (SFWAR)	3543 18 th St, San Francisco, CA 94110	415-861-2024	www.sfwar.org
Center for Somatic Psychotherapy	220 Montgomery St, #600, San Francisco, CA 94104	415-217-8895	www.somaticpsychotherapycenter.org
Golden Gate Integral Counseling Center	507 Polk St #450, San Francisco, CA 94102	415-561-0230	www.goldengatecounseling.org
San Francisco Counseling Center	1801 Bush St, San Francisco, CA 94109	415-440-0500	www.sfcounselingcenter.com
Haight-Ashbury Psychological	3330 Geary Blvd, San Francisco, CA 94118	415-221-4211	www.hapsclinic.org
Integral Counseling	2140 Pierce St, San Francisco, CA 94115	415-776-3109	www.integralcounseling.org
SF Therapy Collective	2275 Market St Suite E, San Francisco, CA 94114	415-659-8282	www.sftherapycollective.org
The Marina Counseling Center	2137 Lombard St, San Francisco, CA 94123	415-563-2137	www.marinacounseling.com
San Francisco Psychotherapy	9 Funston Ave, San Francisco, CA 94129	415-561-6771	www.sfprg.org
Mission Mental Health/Mission ACT	2712 Mission St, San Francisco, CA 94110	415-401-2700	www.ppf.ucsf.edu

ELIGIBILITY FOR CAMPUS HOUSING

All students residing in campus housing are required to be enrolled in full-time classes each semester to maintain eligibility for campus housing. Failure to remain enrolled throughout the semester may result in immediate removal from campus housing. **Full-time status includes 12 units for Undergraduate students or 9 units for Graduate students.** Students who fall below these units must be approved for a part-time unit exception through the Department of Housing & Residence Life, if applicable.

REQUESTS FOR HOUSING ACCOMMODATIONS

Students requesting housing accommodations due to disability or medical reasons must register with Classroom Services. Once registered, contact the Department of Housing & Residence Life to discuss the required documentation. For more information, contact the Department of Housing & Residence Life at housing@academyart.edu or call (415) 618 - 6335.

PETITION FOR RELEASE FROM HLA

The Housing License Agreement (HLA) is a full academic year contract (Fall and Spring semesters) or one semester (Spring Only, or Summer only). ***The Department of Housing & Residence Life does not offer Fall only housing license agreements.*** Students who sign an HLA, but who wish to move off campus at any time after signing the agreement, must submit a Petition for Release form during the acceptance period. The Department of Housing & Residence Life will review the Petition for Release and notify the student whether or not the petition is approved or denied. Applying for release from the Housing License Agreement does not guarantee approval, and you may still be responsible for housing costs for the upcoming semester. Students should not make plans to move off campus and/or secure other housing arrangements until the Department of Housing and Residence Life reviews the student's petition for release and communicates a decision.

ACCLIMATING TO YOUR NEW SURROUNDINGS

Everything in a new place can be very different from what you are already used to. Some students may be thrilled with the change in their environment; others may experience culture shock and become overwhelmed. These feelings are very normal and can be difficult to navigate. Our dedicated team is here to assist you with growing comfortable in your new home. Start by getting to know your in-hall team of Resident Assistants and Resident Director to help navigate San Francisco. Below are the ten best ways to manage some of these issues:

10 Ways to Beat Culture Shock

1. **Talk to someone, like a friend or an instructor.** It is a good idea to talk to someone, to make you feel less alone. Our teachers also have lived in other countries before. They know how you feel. Your friends can also make you smile and forget your homesickness.
2. **Focus on your classes.**
3. **Open your mind.** American / San Francisco culture may be very different from your culture. No culture is perfect, and no country is perfect.
4. **Take walks.** Even if you feel scared or lonely, it is good to go outside and take a walk. Walking can relax you and aid in acclimating to your new surroundings. Avoid walking alone at night.
5. **Be a tourist.** Go to Golden Gate Bridge, Golden Gate Park, Fisherman's Wharf, or local museums. See what's interesting about San Francisco.
6. **Do something familiar.** Watch your favorite TV show, read a book, or talk with friends and family online. But don't do it too much! You also need to learn to be comfortable in San Francisco and make new friends.
7. **Make San Francisco feel like home.** San Francisco will be your home for the next few years. Make friends, do fun things, take every opportunity to make this work for yourself. Talk to other students in your major.
8. **Try to enjoy your new life.** Enjoy your new friends, enjoy your classes, and enjoy the San Francisco weather. Find happiness in something small and special that you can't find at home.
9. **Eat healthy foods and exercise.** Food can have a big influence on how you feel. Junk food can make you feel tired, sad and stressed. Exercise can make you feel less nervous. Take care of your health.
10. **Get enough sleep.** Don't sleep too much or too little. Go to bed and wake up at the same time every day.

Your Residence Hall is staffed with an in-hall team of Resident Assistants and Resident Directors to help you become more acclimated to your new city. Through programs where you get to meet other students or experience different areas of the city, you can learn to become more familiar and comfortable with your surroundings.

RECYCLING & COMPOSTING

Recycling is an important part of being a responsible community member of San Francisco. Follow the tips below to learn how to dispose properly of recyclables, compostable items, and trash.

All residents of San Francisco, including ArtU students, are required by City of San Francisco law to abide by and follow these recycling guidelines. See your RD or RA with any questions.

Source: RecologySF.com, SFEnvironment.org/RecycleWhere

垃圾填埋場 **LANDFILL** BASURA

Styrofoam can't go in the blue or green bins, but it can be reused or recycled. Visit RecycleWhere.org for options.

Clean, dry plastic bags can't go in the blue or green bins, but can be recycled at participating supermarkets.

RecologySF.com
SFEnvironment.org/RecycleWhere

Para información en español:
需要華語協助，請致電：
415.330.1300

SF Environment
Our home. Our city. Our planet.
A Department of the City and County of San Francisco

Recology
Sunset Scavenger
Golden Gate
WASTE ZERO

COMPOST

Soiled Paper
污紙
Papel sucio



Food Scraps
廚餘
Desechos de alimentos



Plants
植物
Plantas



NO PLASTIC BAGS

Para información en español:

需要華語協助, 請致電:

Recology Sunset Scavenger 415.330.1300

Recology Golden Gate 415.626.4000



recologysf.com



SF Environment
San Francisco, San Diego, San Jose
A program of the City and County of San Francisco

RECYCLE

Clean Paper
乾淨紙張
Papel limpio



Plastic
塑膠
Plástico



Bottles & Cans
玻璃瓶, 鐵罐及鋁產品
Botellas y latas



NO PLASTIC BAGS

Para información en español:

需要華語協助, 請致電:

Recology Sunset Scavenger 415.330.1300

Recology Golden Gate 415.626.4000



Recology
Sunset Scavenger
Golden Gate

recology.sf.com



SF Environment
Don't Burn. Don't Dump. Don't Pollute.
A Department of the City and County of San Francisco

SAFETY & SECURITY

PROTECTING YOURSELF AND YOUR BELONGINGS

Personal Safety

The Department of Housing and Residence Life, along with Campus Safety & Security, takes the safety and security of each residence hall very seriously. Taking an active role in ensuring your safety includes: locking your doors every time you leave your room, storing your valuables in a discreet and hidden space within your room, walking around San Francisco with a friend/buddy or in groups, always being actively aware and knowledgeable of your immediate surroundings, obeying all city, state and federal ordinances, and working to be a conscientious neighbor to those individuals who live near and around the residence halls (i.e. don't smoke, loiter, or cause a loud disturbances in front of our neighbor's buildings).

It is not possible for any housing owner or manager to ensure "safety" or "security." Academy of Art University Department of Campus Safety & Security (CSS) provides safety services for Academy of Art University campus housing from time to time at their sole discretion. You should not assume their presence. We believe in the effectiveness of neighbors looking out for each other, and we encourage residents to get to know their neighbors. You must promptly report any incident of theft, vandalism, or unsafe conditions to Academy of Art University CSS and the Housing Department. **Please call the Academy of Art University Campus Safety & Security at (415) 618-3896 for non-emergencies or 911 to report any criminal activity.**

In accordance with the Crime Awareness and Campus Security Act of 1990, Academy of Art University publishes crime statistics each year. We cooperate with CSS in reporting crime information in order to make accurate statistics available.

Personal Security Awareness

No security system is fail-safe. Even the best system can't prevent crime. Always proceed as if security systems don't exist since they are subject to malfunction, tampering and human error. We disclaim any express or implied warranties of security. The best safety measures are the ones you perform as a matter of common sense and habit.

Residence Hall Safety Tips

- Lock your doors and windows, even while you are inside
- Do not put your name, address or phone number on your key ring
- Immediately report lost or stolen keys to residence hall staff
- Dial 911 for emergencies. If an emergency arises call the appropriate governmental authorities first, and then call Campus Safety & Security
- Be aware of your personal items. Do not leave purses, wallets, laptops, and other valuables unattended in any of the community spaces
- Mark or engrave identification on valuable personal property
- Do not prop open any exterior entry door, the door to your room or allow non-residents to follow you into the building; this compromises not only your safety but the safety of the community
- Never let a stranger into your room or building. If a person/persons are loitering outside your residence hall or room, alert the Residence Hall Staff or Campus Safety immediately

Safety in the City

As an urban campus, it's important for students living in our residence halls to be aware of the possibility of crime that comes with living in a large city. Protect yourself, others and property by staying alert, safety-conscious and informed.

- Get to know your new city – research your area and discover any areas you may not want to visit at specific times
- Be aware of your surroundings
- Avoid wearing headphones or earphones when walking alone
- Avoid walking at night alone, travel with a friend or in groups
- Secure expensive items like wallets, cell phones, computers, and tablets in a concealed area on your person
- Never get into a stranger's vehicle
- If going out, always alert a roommate or friend to where you are going and what time you expect to return.

Campus Cruisers

Academy of Art University Department of Campus Safety & Security provides an escort service each evening for persons who may be walking alone on campus. You may utilize this service by calling (415) 618-3896.

ARTU Alert System

A free campus safety text messaging service is available. This real-time alert will provide information regarding any emergencies or safety precautions that may affect the university and its surroundings.

**To sign up, text: "EZARTU" to 313131.
You will receive a text message back and you must reply "Y."
Message and data rates may apply

Please note: Your information will not be shared with other parties. This service is free of spam, and you will only receive safety alerts from Academy of Art University. All students are encouraged to sign up for this service.

WHAT DO I DO IN AN EARTHQUAKE!?

Each October, San Francisco participates in the annual state-wide California ShakeOut Earthquake Drill. We want to make sure that all of our students and residents know what to do in the event of an earthquake.

THE NEXT GREAT SHAKEOUT EARTHQUAKE

DRILL IS: OCTOBER 19, 2017

Emergency services and organizations all agree that we should “Drop, Cover, and Hold on” to reduce injury and death during earthquakes. Earthquakes occur without warning and may make it so that you are unable to move without the potential of being harmed. During the annual ShakeOut, our team works to educate all students on campus as to proper protocol:

- Drop to the ground
- Take Cover by getting under a sturdy desk or table
- Hold on to it until the shaking stops



What to do if you are indoors:

- Drop, Cover, and Hold On. If you are not near a sturdy surface, drop to the floor against an interior wall and cover your head and neck with your arms
- Avoid being near windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets filled with heavy objects
- Do not try to leave the structure during the earthquake
- If you are downtown, it is safer to remain inside a building unless there is a fire or gas leak.
- If you are in bed, stay in bed and cover your head with a pillow
- Do not use elevators
- If you use a wheelchair, lock your wheels and cover your head

What to do if you are outdoors:

- Move to a clear area if you can safely walk. Avoid walking near powerlines, buildings and trees.
- If you are driving, pull to the side of the road and stop. Avoid stopping under overhead hazards.
- If you are on the beach, move to higher ground. An earthquake can cause a tsunami.

Once the shaking stops:

- Check the people around your for injuries, provide first aid if you are able to do so. Do not move seriously injured persons unless in immediate danger
- Check around you for dangerous conditions such as fires, downed power lines, and structural damage
- If you have a fire extinguisher, and are trained to use them, put out small fires immediately

- Turn off gas if you smell gas

If you are trapped in debris:

- Move as little as possible so that you don't kick up dust. Cover your nose and mouth with clothing
- Tap on a pipe or a wall so that rescuers can hear where you are. Use a whistle if one is available. Should only as a last resort.

Do you have an Earthquake Kit?

It is recommended that all residents of San Francisco maintain a stocked earthquake/natural disaster kit/bag with a minimum of 3-days supply of food and water per person.








Source: www.72hours.org

Useful Links:

- Annual Great ShakeOut: www.shakeout.org
- Drop, Cover, Hold On via *Earthquake Country Alliance*: www.dropcoverholdon.org
- SF 72: www.72hours.org

Checklist

Circle what you have!

ESSENTIALS				
	Water	First Aid Kit	Flashlight	
				
	Fire Extinguisher	Manual Can Opener	Food	
	USEFUL			
		Warm Clothes and Sturdy Shoes	Radio (battery operated or hand crank)	Cash
				
Sleeping Bag or Blankets		Cellphone Charger	Tools	
PERSONAL				
		Prescriptions	Treats	Personal Hygiene + Sanitation Items
				
	Personal Documents	Children's toys	Pet Items	

CHECKING OUT OF HOUSING

UNIVERSITY BREAK PERIODS

The residence halls close three (3) times each year at the conclusion of the fall, spring and summer semesters. Residence Hall buildings will remain open during the Thanksgiving and Spring Break periods.

December 18, 2017 - Residence halls close at 12:00 PM (noon) on this day. Residents are required to move out 24 hours after their last final exam or by the check-out date, whichever comes first. Take home all personal items that you will need in between your move out and move in date in January, as you will not be able to enter your room during this time period. You are not required to pack up and move out entirely, though there are specific requirements for packing your room during the break.

Spring 2018 Check-Out Date (TBA) – Residence halls close at 12:00 PM (noon) on this day. Residents are required to move out 24 hours after their last final exam or by the check-out date, whichever comes first. You will be required to vacate your space entirely on this date.

CHECK OUT PROCESS

If at any point, you decide to move out of campus housing, you must follow these instructions:

- Schedule an appointment with your Resident Director (RD). The RD or RA will inspect your room for damage and will note any maintenance concerns on your Room Condition Form. A final assessment of the unit will be made by the Resident Director after all residents have vacated the unit. Additional Fees may apply after final assessment.
- Sign your Room Condition Form and take your copy.
- Return your keys to housing staff after the inspection.

Failure to complete the above steps will result in improper checkout fees.

For information on deposit refunds, please refer to page 8 of this Guide to Campus Housing

IMPORTANT:

The Housing License Agreement (HLA) is effective for the entire academic year, meaning both Fall and Spring semesters, and cannot be terminated early. This means that you will be responsible for paying housing rent for the entire academic year even if you choose to move off campus before the end of the License Agreement.

INTERSESSION HOUSING

Intersession is the period of time between the end of semester classes/hall closing and the next semester hall opening. Students must apply separately for this period of housing and pay additional fees if approved to stay. Current residents who are approved for intersession housing are responsible under the terms of the signed Housing License Agreement, which covers the full academic year and any approved intersession periods. Students who meet the following criteria are eligible to apply for intersession housing with the Department of Housing and Residence Life (intersession housing is not for storage of belongings):

- **Unanticipated Travel Constraints** -- PLEASE BOOK TRAVEL ACCORDINGLY. Students with unanticipated travel constraints are not eligible to stay for the entire intersession period and may only be approved for 1-2 days of intersession. To be approved, travel constraints must be unanticipated. *Example: Airline rescheduled your flight or flights to your destination are only available on certain days of the week.*
- **Intercollegiate athlete** -- Student athletes competing in a sport during the intersession period will be allowed to stay on campus. *Athletes must still fill out an intersession form to inform housing of their intention to stay.*
- **Intersession Classes** – Student is enrolled for intersession classes and can verify with class schedule.
- **Enrolled in classes AND University housing for the upcoming term** -- Students must be enrolled in classes for the upcoming semester AND must have a housing assignment for the upcoming semester.
- **Graduating** - If you are a graduating student who is taking part in the commencement ceremony at the end of the current term, you may be approved to stay 1-day after your graduation date.

PLEASE BE ADVISED: You may be asked to provide documentation of travel and/or a class schedule in order to be approved.

Eligibility does not guarantee approval. Given space constraints, only a limited number of students may be approved for Intersession housing. You must be in good disciplinary and academic standing, and all housing balances must be paid in full in order to be considered.

Students who have been approved for Intersession stay by the Department of Housing & Residence Life may be required to move during the break period to another housing accommodation on campus.

STUDENT CONDUCT PROCEDURES

Community Standards and Expectations for Academy of Art University Students Living in Campus Residence Halls

PERSONAL INTEGRITY

The Department of Housing & Residence Life at Academy of Art University (the University) is committed to creating a living and learning community in which all members contribute to and participate in the free pursuit of artistic truth and honesty. The Department of Housing & Residence Life strives to establish an atmosphere of mutual trust in which all members of the community abide by ethical standards in personal conduct and in exercising both individual and communal responsibilities.

RESPECT AND CARE FOR SELF

The Department of Housing & Residence Life at the University is dedicated to providing living and learning environments which foster personal health and wellness. To this end, the Department of Housing & Residence Life expects all resident students to make a personal commitment to maintaining health in both mind and body. All resident students are responsible for their own personal self-care and are expected to refrain from actions which may result in self-harm or self- degradation.

RESPECT FOR THE RIGHTS AND CONCERNS OF OTHERS

The Department of Housing & Residence Life at the University strives to provide an environment that nurtures the artistic growth and development of students, in which students demonstrate respect for one another, are sensitive to differences in others, and partake in fair and just interactions with each other. All members living within the on-campus housing community at the University are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind.

RESPECT FOR PROPERTY

All resident students living in the on-campus housing community at the University are expected to respect all University property, including Housing Facilities either leased or owned, as well as the property of other members of the University community, and the property of the City of San Francisco and the global community in which we all live.

RESPECT FOR THE LAW AND UNIVERSITY POLICIES

The Department of Housing & Residence Life at the University operates within the boundaries of federal and state laws, in addition to governing itself. Members residing within the University's on- campus housing community are expected to demonstrate respect for the laws of the City of San Francisco, the laws of the state of California, federal laws and regulations, as well as Housing and University policies, regulations, procedures, their administration and the processes for changing those laws, policies and regulations and procedures.

STUDENT CONDUCT PROCEDURES

Student Rights & Responsibilities

In any case of alleged student misconduct, a resident student living on-campus at the Academy of Art University has the following rights and responsibilities:

- To be notified of the student rights and responsibilities as outlined in the Student Conduct Policies and Procedures section of the “Guide to Campus Housing”.
- To cooperate fully throughout the entire student conduct process by meeting deadlines, providing requested information, and abiding by requests and/ or instructions from the conduct conference officer(s) or other Housing designee.
- To be notified at least one (1) day prior to a student conduct conference pertaining to alleged violation(s) of the Housing License Agreement and to be notified of the date, time, and location of the conduct conference. The Department of Housing & Residence Life reserves the right, in instances where the alleged violation(s) may have caused dire harm to either the community and/or the individuals involved, to enact the student conduct conference process without a one (1) day notification. In such instances, the conduct conference process will move forward immediately at the sole discretion of the assigned Housing conduct conference officer(s) or other Housing designee.
- To discuss the incident and his/her alleged involvement and to review the policies that were allegedly violated with a conduct conference officer(s).
- To respond to information used to determine the outcome of the conduct conference.
- To present pertinent information and accounts of witnesses on his/her behalf.
- To be notified in writing within five (5) business days of the outcome of the conduct conference via a conduct conference outcome letter. The conduct conference outcome letter includes the finding, and corresponding sanctions, if applicable. The conduct conference outcome letter may instead contain notification of the date, time, and location of a secondary conduct conference meeting in the event the conduct conference officer(s) needs more information or the case is forwarded to a new conduct conference officer(s).
- To be informed of the process to submit a request for review of the conduct conference outcome and given the opportunity to submit a request for review within three (3) business days from receipt of the conduct conference outcome summary letter. The Department of Housing & Residence Life reserves the right to deny any request for review without explanation or reason given.

STUDENT CONDUCT PROCESS

The purpose of the student conduct process is to provide a formalized system to investigate and address alleged violations of Housing and University Policy in a fair and efficient manner. The student conduct process is a conduct process – not a legal proceeding.

Procedures

An Incident Occurs —

Any time an incident occurs within an University residence hall, a Resident Assistant (or other Housing staff member), and/or a member of Campus Safety & Security, will document the incident and write an objective report detailing the sequence of events and the individual(s) involved. These reports will then be forwarded to the Resident Director of the building where the documented student(s) live as well as to the designated Housing Staff for review. During the review of the reports, it will be determined whether the behavior documented in the report calls into question any potential violations of Housing and/or University policies.

Incident Report (IR) —

Incident Reports (IRs) are designed to give the reporting party (Resident Assistants and other Housing staff members, Campus Safety, Academy of Art University staff, and/or Academy of Art University students) an opportunity to document factual situations in which a violation of Housing and/or University policy may have occurred. The report contains information about what the report-writer observed, including the name(s) of the student(s) involved, the behavior observed, and witnesses who were present. The report provides as much objective detail as possible.

IRs may also be used as an informative tool in instances where there may not be a direct policy violation. For example, IRs may be used to document observations of a resident or set of circumstances which pose a concern to the student him/herself, the staff, and/or the community as a whole.

Conduct Conference Notice —

Incident Reports are assigned to a designated housing conduct conference officer (or officers). The assigned conduct conference officer will determine what, if any, policy each student is alleged to have violated. The corresponding policies that may have been violated are known as “charges.”

The conduct conference officer will create a conduct conference notice letter, which provides notice of the date and location of the alleged incident, the corresponding charges, and the date, time, and location of the resulting conduct conference. Two original copies of the conduct conference notice letter will be hand-delivered to the student involved. The student recipient must sign one of the original copies to confirm receipt of the letter and return it to the deliverer so that the signed copy can be retained in the student’s housing file in the Housing Department. The student will keep the second copy for the student’s own records.

All students who receive a conduct conference notice letter are REQUIRED to attend their assigned conduct conference. Failure to attend the conduct conference without advanced notice (of at least 2 hours) to the conduct conference officer

and without advanced rescheduling of the meeting will result in disciplinary action (see CP.28, “Failure to Comply”) and \$75 fine.

Supporting Documents Submitted Prior To Conduct Conference –

Optional: Students may submit a written statement detailing her/his account of the incident in question to be considered during the conduct conference and to be maintained in the student conduct file if s/he chooses. The student statement must be submitted 24-hours prior to the conduct conference. Additionally, students who wish to bring forward witness statements must provide the witness statements to the conduct conference officer, in writing, 24-hours prior to the conduct conference. Each witness statement must have the printed name and signature of the author who wrote the account and the date the author signed the account. Witness statements must pertain to factual information related to the alleged incident. Character witness accounts are not permitted.

Conduct Conference —

Each conduct conference is a meeting conducted by one or two (1-2) housing conduct conference officers with a student alleged to have violated Housing and/or University policy. The conduct conference officer(s) reviews the Incident Report(s) and other information (Campus Safety & Security report, student statement(s), witness statement(s), etc.) prior to the conduct conference with the student to become as familiar as possible with information pertaining to the case.

No other persons other than the assigned conduct conference officer(s) and the student are permitted in the conduct conference. Parents, friends, lawyers, etc., are not permitted at the conduct conference.

The purpose of the conduct conference is to provide the student, who has been alleged to have violated a policy (or policies), an opportunity to share with the conduct conference officer(s) their perspective of what occurred during the incident. Students can either accept responsibility or contest responsibility for all or part of the alleged policy violation(s).

Additionally, the conduct conference is an opportunity for the conduct conference officer(s) to gather additional information about the incident in question. The conduct conference officer(s) will ask questions and seek clarification from the student in order to gather as much information as possible to help determine whether or not the student will either be held “responsible” or “not responsible” (the process does not use “guilty” and “not guilty” because it is not a legal proceeding) for violating the policy or policies in question.

At the end of the conduct conference, the conduct conference officer(s) can either deliberate in private or the conduct conference outcome can be made at the end of the conduct conference in the presence of the student. In some circumstances, the conduct conference process may take place over multiple meetings on multiple days.

Attendance at conduct conferences is mandatory and is in the best interest of the student alleged to have violated policy. Failure to attend conduct conferences will result in disciplinary action (see CP.28, “Failure to Comply”) and \$75 fine. If a student fails to attend the conduct conference, the conduct conference may be conducted without the benefit of the student’s participation.

Burden & Standard of Proof—

The student responding to the reported allegation is presumed to have not violated the policy (or policies) unless through the conduct conference process it is determined the student did commit a violation(s). The standard for determining responsibility for a violation is a preponderance of evidence. This means that there must be information that establishes that the alleged policy violator “more likely than not” violated the policy (or policies) outlined in the conduct conference notice.

Notice of Outcome —

The housing conduct conference officer notifies the resident student in writing of the conduct conference outcome within five (5) business days, when feasible, after the conclusion of the conduct conference with a conduct conference outcome letter. The conclusion of the conduct conference is when the investigation has been completed, and all parties and witnesses to the incident have been interviewed and/or had their student conduct conferences. Conduct conference officer(s) reserve the right to notify students of the conduct conference outcome later than five (5) business days when extra time is needed for the process to conclude.

The conduct conference outcome letter informs the student of the conduct conference officer’s decision regarding whether or not the student has been held responsible for violating the policy (or policies) of the Housing License Agreement in question and informs the student of what sanctions, if any, need to be completed and by which date. Students are REQUIRED to complete all sanctions in a timely manner, and failure to do so will result in additional disciplinary action and fines. Ultimately, failure to complete sanctions may result in prohibition from application for housing in future semesters (see CP. 28, Failure to Comply).

Interim Restrictions – Depending on the nature of the incident, the Department of Housing & Residence Life reserves the right to impose interim restrictions prior to a conduct conference and/or a meeting with a Department of Housing & Residence Life designee (see CP. 31, Interim Restrictions). The following are examples of interim restrictions:

1. No Contact Order;
2. Temporary Room Relocation; and/or
3. Interim Suspension from Housing:
 - May be imposed a) to ensure the safety and well-being of members of the Housing/University community or preservation of University property; b) to ensure the student’s physical or emotional safety and well-being; or c) if the student may otherwise pose a potential threat of disruption or interference with the normal operations of the residence hall or University
 - During the interim suspension, the student will be denied access to the residence halls, and building and room keys will be collected.
 - In the event of an interim housing suspension, the conduct conference will be carried out after completion of an investigation. The Department of Housing & Residence Life will work to investigate quickly and efficiently. However, investigations may take several weeks to complete.
 - No refunds for lost room, board, or tuition costs will be made during this period.

Request for Review —

Requests for Review must be submitted in writing to the designated Housing staff member as listed on the conduct conference outcome letter, no later than three (3) business days from the date the student receives the conduct conference outcome letter. The request must be typed and must be submitted either via email or hard copy. A request will only be considered if one or more of the criteria for the request for reconsideration are met. See “Request for Review Procedures” for more detail.

Housing Release of Information –

If a student requests that conduct information (notices, outcomes, sanctions) be shared with a third party, a Housing Release of Information form must be submitted to housing@academyart.edu. To obtain the form, you may email housing@academyart.edu.

Student Conduct File –

Incident reports, conduct conference notice letters, conduct conference outcome letters, and any other information pertaining to a student’s involvement in an incident(s) are kept and maintained in the student’s housing file in the Department of Housing & Residence Life office. A request for copies of a student’s conduct file must be submitted in writing by emailing housing@academyart.edu. Please note that all other student and/or staff identifiable information will be redacted from the file.

Student Conduct Procedure Modifications for Sexual Misconduct Cases –

In cases where sex discrimination, sexual harassment, sexual violence, domestic or dating violence or stalking has been alleged, Academy of Art University’s Title IX policy will apply and the following modifications to the student conduct procedures, listed above, will occur (the procedures listed below are a summary of the Title IX process, please see the University’s full Title IX policy for complete details):

1. **Notification of Investigation and Interim Measures:** The complainant (student alleging the sexual misconduct) and the respondent (student alleged to have committed the sexual misconduct) will both be notified of the complaint received and will be informed of their rights and responsibilities during the investigative process. Interim measures may be put in place to prevent recurrence of the misconduct.
2. **Formal Investigation:** The assigned Title IX investigator(s) will meet separately with both the complainant and the respondent to obtain information and facts about what occurred. This is the complainant’s and respondent’s chance to present any additional relevant information or potential witnesses.
3. **Findings:** Once the formal investigation is complete both parties will be simultaneously notified of the investigator’s findings (based on a preponderance of the evidence) and any applicable sanctions. The notification will also outline the procedures to appeal the decision.
4. **Appeals:** Appeals under this section will follow the procedures outlined in the Academy of Art University’s Title IX policy. Appeals may only be filed by the complainant or respondent if one of the following situations apply: (1) A procedural error in the investigation; (2) Previously unavailable evidence has come to light that could significantly impact the outcome of the case; (3) the decision was an abuse of discretion; and/or (4) The sanctions are substantially disproportionate to the findings. Failure to file any appeal that meets the appeal

qualifications within the timeline provided will make the findings of the investigation final. No additional levels of appeal are available.

CONDUCT CONFERENCE OUTCOMES AND SANCTIONS

After the conduct conference officer has deliberated and determined that a student will be held responsible for policy violation(s) of the Housing License Agreement, one or more of the following sanctions may be assigned:

1. **Educational Sanctions:** Sanctions that serve as a means for the student to have a meaningful & intentional experience as determined by the conduct conference officer as a beneficial learning opportunity for the specific individual. Examples of educational sanctions include: preparation and presentation of a program, preparation of a bulletin board, assigned reading and response paper, attending an alcohol and/or drug education program (AA, NA), referral to counseling, Judicial Education online modules, contribution of service to the community, and/or other educational activities. Educational Sanctions may vary from student to student, regardless of whether a group of students is found in violation of the same policy.
2. **Restitution:** Reimbursement by transfer of property or services to the Department of Housing & Residence Life or a member of the University community in an amount not in excess of the damages or loss incurred.
3. **Fines:** Financial assessment not to exceed \$250.00
4. **Limitation or Loss of Housing Privileges:**
 - **Limitation of Housing related services and activities for a specified period of time,** which is consistent with the offense committed (i.e. revocation of visitation privileges, revocation of privileges to enter a particular residential hall or dine at a particular dining facility, etc.)
 - **Residence Hall Relocation:** The student will be administratively moved to another residence hall.
 - **Housing Probation:** A period of time (minimum one semester) during which the student's actions are subject to close examination. Violations committed during this period will be considered with prejudice and may result in immediate removal from campus housing.
 - **Loss of Housing Eligibility for Future Semesters:** Student may continue to live in campus housing until the end of the current semester. However, the student is unable to apply for, or return to, campus housing for future semesters. Loss of eligibility is for a designated number of semesters or is indefinite. This sanction may be combined with other loss of privileges sanctions, such as Residence Hall Relocation.
 - **Deferred Loss of Housing:** Serves as a final warning that any future violations of Housing and/or University policy will result in strong consideration of loss of housing as a final response.
 - **Removal from Housing (Revocation of Housing License Agreement):** Immediate removal from University Housing. Students will in most cases be given 24-48 hours to find alternative housing accommodations. Removal from Housing is permanent and applies to all future semesters the removed student attends the University.
 - **Removal from Housing (Revocation of Housing License Agreement) & Persona Non Grata:** Immediate removal from University Housing. Students will in most cases be given 24-48 hours to find alternative housing accommodations. Removal from Housing is permanent and applies to all future semesters the removed student attends the University. Additionally, the student is no longer welcome or allowed within or near any University Housing facilities.

REQUEST FOR REVIEW

Students who have been found responsible for violating a policy have the right to request a review of the conduct conference outcome. A request for review must be made in writing to the designated Housing staff member listed on the conduct conference outcome letter within three (3) business days from the date the student receives the conduct conference decision.

A request will only be considered if one or more of the following criteria is met, and as a result, the request must specifically state which of the following criteria for the request has been met:

- The established student conduct procedures were not followed in a significant way and as a result, the factual findings, the sanction, or both, were not correct.
 - The sanction imposed was substantially disproportionate to the findings based on the nature of the violation or the circumstances. In cases in which a charged student has accepted responsibility, the request for review is limited to this option.
 - There is new information that would have been material to the outcome, had the information been presented at the conduct conference. The new information must be included with the student's request for review.
 1. The student must show that the new information was not known to the person at the time of the conduct conference meeting.
3. The request for review must state and explain the basis for challenging the decision and include any information or evidence underlying that basis.
 4. The Department of Housing & Residence Life reserves the right to deny any requests that do not meet the criteria listed or that are not submitted on time. All requests and any supplemental supporting documents or statements must be typed. Any handwritten supplemental supporting documents will not be accepted.
 5. The request is reviewed to determine the validity of the request for a review in accordance with the criteria described in above.
 6. The student will be informed of the decision pertaining to the request for review within five (5) business days of submitting the request. In exceptional circumstances, the five (5) business days may be extended if more time is necessitated for consideration of the request for review. In such instances, the student will be notified.
 7. If the request for review is granted, the reviewer may:
 - Maintain the original finding and sanction; or
 - Change either the finding or the sanction; and
 - The reviewer can decide to modify the sanctions without granting a second conduct conference
 8. Reviews of cases, if applicable, are conducted in accordance with the general student rights and responsibilities and student conduct procedures outlined in the Housing License Agreement.
 9. Requests may only be filed once per incident. If a request is denied, a second request for review cannot be submitted. If a request is granted, the final result and/or outcome of that request may not be submitted for an additional request for review.
 10. The reviewer's findings/result are final and not subject to final appeal.
 11. The Department of Housing & Residence Life reserves the right to deny requests without providing a reason for why the request has been denied.

COMMUNITY POLICIES

The Academy of Art University expects students to display honesty, integrity, and professionalism in every aspect of their behavior and work at the University. The University expects students to be mindful of their audience as they innovate through their art. Students are expected to respect themselves, other members of the University community, and the institution itself.

Students must follow all standards of conduct in these Community Policies, the Academy of Art University Code of Conduct and the Housing License Agreement. Please be aware that you are responsible for understanding and abiding by these policies, rules and regulations. Should you choose to disregard any of the stated policies and/or guidelines of your community, elements of the Student Conduct Process may be exercised to hold you accountable for your actions. In addition, you are responsible for informing your guests of each policy, and you will be held accountable for your guests' actions.

Failure to comply with community policies may lead to consequences such as but not limited to educational assignments, housing probation, fines, restitution or removal from Academy of Art University campus housing.

SAFETY & SECURITY

It is not possible the University or for the Manager to ensure "safety" or "security." The University's Department of Campus Safety & Security (CSS) provides safety services for the University's Campus Housing from time to time at their sole discretion. However, Student should not assume their presence. The student must promptly report any incident of theft, vandalism, or unsafe conditions to Academy of Art University CSS and the Housing Department. Please call the University CSS at (415) 618-3896 for non-emergencies or 911 to report any criminal activity.

The University's CCS provides an escort service each evening for persons who may be walking alone on campus. Please utilize this service by calling (415) 618-3896 or walk with a friend after hours. In accordance with the Crime Awareness and Campus Security Act of 1990, the University publishes crime statistics each year. The University cooperates with CSS in reporting crime information to make accurate statistics available.

Personal Security Awareness

No security system is fail-safe. Even the best security system cannot prevent crime. Always proceed as if any security systems don't exist because they are subject to malfunction, tampering, and human error. The University disclaims any express or implied warranties of security. The best safety measures are the ones Student would perform as a matter of common sense and habit.

Safety Tips

- Lock doors and windows, even while inside.
- Do not put identifying information, such as name, address, or phone number on your key ring.
- Dial 911 for emergencies. If an emergency arises, call the appropriate governmental authorities first, and then call Campus Safety & Security.
- Mark or engrave identification on valuable personal property.
- Inform roommates of activities and expected return time.
- Do not walk alone at night.

CP.1) ALCOHOL: The possession, consumption, sale or manufacture of alcohol, regardless of resident and/or guest age is strictly prohibited in any University facilities (leased or owned). This includes being under the influence of alcohol. Students in the presence of others using alcohol may be held accountable for violating the alcohol policy. The possession of alcohol paraphernalia (packaging, “trophy bottles,” empty bottles/cans, shot glasses, drinking funnels, etc.) also is prohibited. This includes items that are used or could be used in connection with drinking games or the rapid, mass, or otherwise dangerous consumption of alcohol of any type. If the University finds such items in Student’s room, he/she may be subject to disciplinary action. The University reserves the right to confiscate, retain, and dispose of/destroy any and all alcohol related items regardless of value or ownership. The sale, manufacture, or dissemination of alcohol is strictly prohibited.

CP.2) DRUGS & ILLEGAL CONTROLLED SUBSTANCES: Federal law and University policy prohibit the use, possession, sale, manufacture, or distribution of illegal drugs and/or paraphernalia regardless of resident and/or guest age are strictly prohibited in any University facilities (leased or owned). This includes being under the influence of drugs & illegal controlled. Students in the presence of others improperly using drugs may be held accountable for violating the drug policy. The University reserves the right to confiscate, retain, and dispose of/destroy any and all drug related items regardless of value or ownership.

This policy also applies to medical and recreational marijuana. Regardless of its status in the State of California, or whether or not an individual possesses a prescription for medical use, marijuana is prohibited in any University facilities (leased or owned). Marijuana is classified as an illegal drug under the Federal Controlled Substances Act (21 U.S.C. § 801 *et seq.*), and possession of any amount is punishable under federal law by imprisonment for up to a year and/or a minimum fine of \$1,000. In addition, the possession, sale, manufacture, use, or distribution of prescription drugs by a student to whom the medication was not prescribed is prohibited.

CP.3) WEAPONS: The University’s Code of Conduct prohibits explosives (including fireworks), firearms, and/or weapons of any type in University campus housing, residents’ rooms, or on campus grounds. Bringing firearms, weapons, and/or ammunition into University Campus Housing or storing them in Student’s rooms or anywhere else may be grounds for the immediate termination of this Agreement, sanctions under the University’s Code of Conduct, and criminal prosecution under California Penal Code section 626.9, punishable by imprisonment up to four years. For the purpose of the University’s Housing policy, weapons may further include, but are not limited to, any daggers, knives having a blade longer than 4 inches (except over the counter silverware with blades designed and used for eating and food preparation purposes), folding knives with a blade that locks into place, ice picks, razors with an unguarded blade, tasers, stun guns, paint guns, air guns, CO2 pressure guns, martial arts weapons, archery equipment, mace, laser pointers, tear gas, BB guns, and sling shots, toy, “fake” or “replica” guns, water guns or any item used with the intent to harm himself or herself or another person.

CP.4) BEHAVIOR(S): Student is prohibited from engaging in any of the following behaviors: conduct in or about any residence halls that poses a threat to the health or safety of themselves, others, or property; behavior that disrupts the normal operations of the residence hall or University and/or infringes on the rights or wellbeing of others; or personal actions that violate any provision of this contract, or any rule, regulation, or policy of the University, or any applicable law. The University may immediately terminate the Agreement if Student threatens to harm any person. In addition, a student establishes an unacceptable pattern of misconduct when he or she is frequently in trouble, even where the individual offenses are minor. A pattern of recalcitrance, irresponsible conduct or manifest immaturity may be interpreted as a significant disciplinary problem and may result in termination of this Agreement at the University’s sole discretion, with 24-hours written notice to Student pursuant to the terms of this Agreement.

CP. 5) EXPECTATION OF PRIVACY: It is prohibited to make a video recording, audio recording, take photographs, or stream audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person’s knowledge or express consent. It is prohibited to make a video recording, audio recording, or stream audio/video of private, non-public conversations and/or meetings, without the knowledge and express consent of all

recorded parties. Looking through a hole or opening, into, or otherwise viewing, by means of any instrumentality, the interior of a private location without the subject's knowledge or express consent is prohibited.

CP.6) SEXUAL HARASSMENT: Sexual harassment toward a student arises where another student/staff member:

- Explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, request for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature; or
- Engages in sexually harassing conduct (that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) that is sufficiently severe, persistent, and/or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment. Examples include, but are not limited to:
 - Unwelcome sexual advances – whether or not they involve physical touching.
 - Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, or comment about an individual's sexual activity, deficiencies or prowess.
 - Displaying sexually suggestive objects, pictures, or cartoons.
 - Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggesting or insulting comments.
 - Inquiries into one's sexual experiences.
 - Discussion of one's sexual activities.

CP. 7) SEX DISCRIMINATION AND SEXUAL MISCONDUCT: Members of the University community, guests, and visitors have the right to be free from discrimination on the basis of sex. Sexual misconduct is prohibited and includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, stalking, dating violence, domestic violence and engaging in obscene or lewd behavior on campus. Policy definitions:

- Effective consent – Effective consent is informed, knowing and voluntary, and mutually understandable words or actions that indicate a willingness to participate in the mutually agreed-upon sexual activity. Effective consent can never be given by minors, mentally disabled persons, or those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware or otherwise physically helpless. Consent obtained as a result of physical force, threats, intimidating behavior, duress, or coercion is not effective consent. A person who knows or reasonably should have known that another person is incapacitated may not engage in sexual activity with that person. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction.
- Non-Consensual Sexual Intercourse – Any sexual penetration (anal, oral or vaginal), however slight, with any part of one's body or any object by a man or woman upon a man or woman without effective consent.
- Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any part of one's body or any object by a man or woman upon a man or woman without effective consent. Any disrobing of another or exposure to another by a man or woman without effective consent.
- Sexual Exploitation – Taking sexual advantage of another person without effective consent. Examples include, but are not limited to, causing or attempting to cause the incapacitation of another person through ingestion or use of drugs or alcohol or otherwise; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including, but not limited to, HIV, to another person.
- Stalking – "Stalking" refers to engaging in the course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person's property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- Dating Violence - “Dating Violence” refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- Domestic Violence - “Domestic Violence” refers to a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws or the jurisdiction in which the crime of violence occurred.
- Obscene, lewd, or indecent behavior on campus is prohibited. This can include public sex acts, prostitution or sexual solicitation, defecation, urination, personal bodily exposure, masturbation or touching of the genitals, buttocks, or female breast (of yourself or others) for the purpose of sexual gratification in common spaces, or nudity, unless sanctioned by Academy of Art University in a classroom setting for model purposes.

The student must review the University’s Student and Academic Policies and, in particular, the University’s policies regarding sexual violence and misconduct under “Prohibited Conduct,” “Definitions and Descriptions of Key Terms,” “Violations of Law and Disciplinary Regulations,” and “University Disciplinary Procedure.”

A student may be accountable to both criminal and civil authorities and to the University for acts that constitute violations of the law and of the University’s Student Code of Conduct. Disciplinary action at the University may proceed pursuant to the University’s Disciplinary Procedures despite any pending criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

CP.8) HARASSMENT: Members of the University community, guests, and visitors have the right to be free from harassment, which is prohibited. Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person’s access to University programs or activities, that the person is effectively denied equal access to the University’s resources and opportunities on the basis of the person’s race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, gender identity, marital status, veteran status, physical or mental disability, or perceived membership in any of these classifications. “Harassment” includes, but is not limited to, written, verbal, psychological or physical abuse, sexual suggestions or acts, or false accusations.

CP.9) PROHIBITED ITEMS: The following items are prohibited in University housing: water beds, lofted beds, microwave ovens, television/radio antennae placed outside the room/exterior of the building or adjacent grounds, weapons (as specified under “Weapons” under Section CP.3 above), CO2 hazardous chemicals, gasoline, wax candles (with or without a wick), incense, illegal drugs and drug paraphernalia (see Section CP.2 above), hookahs, bongos or other smoking devices, alcoholic beverages, alcohol containers/bottles/cans, automobiles, or vehicles of any kind (or parts, repair tools), accessories for any vehicle, air conditioners, dart boards, halogen lamps, sun lamps, space heaters without a safety feature, weight lifting equipment, live holiday decorations (including string lights), and inflatable pools. Hot plates, barbecues, coffee makers, toasters, toaster ovens, rice cookers and non-open coiled sandwich/meat grillers, such as a Foreman Grill, waffle iron, or panini press machine, are not permitted within Student’s room. Student is only permitted to bring his/her own refrigerator and/or microwave for a room/unit in which these appliances have not been provided by the University in common areas or kitchens. Motorized vehicles (including but not limited to motorcycles, mopeds, Hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, carts, etc.) may not be operated, charged, or stored inside any residence hall. The University reserves the right to determine that an item not mentioned

above is prohibited, and to remove or confiscate any and all prohibited items. The University claims no responsibility for confiscated items. Approved appliances must be UL (Underwriters Laboratories) approved. Only power strips equipped with circuit breakers, surge suppression, and a construction grade cord with a grounded third prong may be used in Student's room.

CP.10) NOISE: Quiet hours are established to promote an atmosphere conducive to studying and sleeping. Quiet hours are designated as follows, 10:00 p.m. to 9:00 a.m., Sunday to Thursday and from 12:00 a.m. to 9:00 a.m. on Friday & Saturday. During this time, Student is expected to: (a) ensure that noise cannot be heard beyond the confines of his/her room, (b) keep doors closed when entertaining his/her guests and (c) remain quiet in common areas of the building. Noise and/or music are not to be heard outside windows or in the hallway at any time, night or day. While there are standard quiet hour guidelines, courtesy hours are in effect 24 hours per day and require that all sound be kept to a reasonable level without disturbance to other members of the community. Student is expected to communicate with his/her neighbors if noise is too loud. Additionally, quiet hours are recognized on a 24-hour basis during final exam periods.

CP.11) FIRE SAFETY: Student is expected to observe fire safety policies and procedures. Misuse (including, but not limited to, false alarms) or damage to fire/emergency equipment (such as fire pull boxes, fire extinguishers, fire doors, fire strobe lighting, fire hoses, smoke detectors and sprinkler systems) is strictly prohibited and will result in disciplinary and/or criminal action as permitted by law. Activating false alarms or tampering with or disabling fire equipment is a misdemeanor in the State of California, punishable by up to a year in county jail and/or a fine not exceeding \$1,000. Student is not to hang anything from sprinkler heads. Damage to sprinkler heads may result in flood damage for which Student will be responsible. If a fire alarm sounds, ALL students must exit the facility at the nearest emergency exit. Student will be held responsible for alarms resulting from smoke or fire as he/she prepares food in kitchen areas. Student must closely monitor food preparation areas at all times while cooking. Participating in any act, which results in a false fire alarm, setting fires or tampering with fire safety equipment, may result in fines as assessed by the San Francisco Fire Department and/or vendor, termination of this license by the University, at the University's sole discretion, with 24-hours written notice to Student pursuant to this Agreement; removal from housing; suspension; and/or expulsion from the University.

CP.12) SALES & SOLICITATION: Commercial activity, solicitations or advertisements (written signs or e-mail messages) are not permitted in the residence halls unless permission has been granted by the University's Department of Housing. Student is prohibited from operating any business or commercial venture out of his/her room. In the case of fundraising events recognized by the University's campus organizations, approval may be obtained from the University. Announcements and publicity items for residence hall bulletin boards must be submitted to the University and approved prior to posting.

CP.13) DAMAGE, THEFT, & OR VANDALISM: Each Student will be held accountable for any damages, thefts, or vandalism for which he/she is responsible and will be billed accordingly. Student should notify the University Campus Housing staff immediately to confront individuals damaging, stealing, and/or vandalizing the facility. In the event that individual(s) do not take responsibility for damages, thefts, or vandalism that occurs in the facility, the service amount will be divided among all students in the residence hall community. This amount will be billed to Student's account. Although the University understands that academic assignments may require a variety of artistic mediums, Student must be responsible for the care of the room while completing those projects. Damage resulting from Student's actions, (including, but not limited to, paint overspray on desks or walls, spray adhesive, charcoal dust staining carpets, cuts in furniture from Exacto knives, etc.) will result in damage charges being assessed to Student's account.

CP.14) KEY/ID SECURITY: Student is responsible for being in possession of keys and his/her Student ID at all times. The student is expected to keep his/her room/apartment door(s) locked at all times. Keys (room, front door, and mail key) and a Student ID will be issued to him/her and recorded at the beginning of the term period of this Agreement. The keys and ID may not be transferred, duplicated, or given to other individuals. Lost keys or ID must be reported immediately to the Manager. When a key is lost, the lock may be changed and new keys issued. Any student who loses his or her

room key will be billed for the cost of all changes made, including but not limited to the full cost of a replacement key and/or Student ID and the cost to install new room lock(s) and obtain the new key(s). Keys reported to be temporarily mislaid, keys not returned at the end of the use period, or unauthorized duplicate keys turned in at the end of use will result in the new lock(s) and key(s) being created and replacement costs being charged to Student. .

CP.15) LOCKOUTS: After regular business hours for the University's Housing department, such as in the evening and on weekends, please contact the Resident Assistant on duty if Student is locked out. Student will receive one complimentary lockout outside of the Housing Department's regular business hours each semester. Subsequent lockout(s) will result in a \$20 fine for each additional lockout. Proper photo identification will be required to prove identity during each lockout. Three (3) or more lockouts will result in disciplinary action and a \$75 fine.

CP.16) SMOKING: Smoking of any kind is prohibited in all residence halls, owned or leased. Pursuant to the San Francisco Health Code Article 19F, smoking is not permitted in or within 15 feet of any facility's exits, entrances, operable windows, or vents. This includes cigarettes, electronic cigarettes ("e-cigarettes"), vaporizers ("vapes"), medical and recreational marijuana, cigars, pipes, and hookahs, whose uses are prohibited in all areas of the residence halls.

CP.17) PETS: For health and safety reasons, pets (including fish & livestock) are not permitted in the residence halls. Service and emotional support animals as defined by the Americans with Disabilities Act and the Fair Housing Act are permitted within University housing following approval by the Director of Housing (see "Disability/Health Relations Accommodations" in Section M above). Proper medical documentation is required and must be submitted prior to the animal's arrival on campus.

CP.18) COOKING: All cooking in the residence buildings must be confined to the kitchen areas. Cooking in rooms without kitchens is not allowed. Kitchens are for use by students only. Student is only permitted to bring his/her own refrigerator and/or microwave for a room/unit in which these appliances have not been provided by the University in common areas or kitchens.

CP. 19) VISITATION: Visitors are welcome after consideration is given to the needs and rights of roommate(s). All visitors regardless of whether or not they are University students must be 18 years of age or older, unless they are 16 years of age or older and the sibling of the resident, are required to provide photo identification and sign-in at the residence building front desk. The student must accompany all visitors at all times while in the residence building. The student is responsible for his/her visitors' compliance with all University policies. Visitation hours are as follows – Sunday – Saturday, 12:00 a.m. - 9:00 a.m. Requests for overnight guests must be submitted in writing one week in advance to the University's Resident Director and are contingent upon roommate and staff approval. Overnight guests must be of the same gender as the requesting student. Before having any guest sleep in a common area within a unit (apartments and lofts only), Student must obtain express and unanimous consent from all other students who use that common area in the unit. Sleeping in public areas (e.g., TV/study lounges) is not permitted by students and/or guests. Approved non-resident guests may visit no more than three (3) consecutive nights and/or five (5) nights total during an academic semester. No overnight guests are permitted before classes, during finals week, or during intersession. The University's Department of Housing reserves the right to restrict any guest from the residence halls at any time as determined by Housing, Campus Safety & Security or the University's staff.

CP.20) COHABITATION: Cohabitation is defined as the extended presence (daily or nightly) of any person in any room or apartment to which that person is not assigned. Cohabitation is strictly prohibited. The Department of Housing reserves the right to restrict any guest from the residence halls at any time as determined by Housing staff, Campus Safety & Security or the University's staff.

CP.21) CARE OF PREMISES: Student is required to maintain the facilities in a clean and orderly condition and shall not obstruct any of the walkways, hallways, or surrounding premises, and shall not place any signs (including neon signs) or advertising matter in the windows, on the exterior portion of doors, or elsewhere in or on the residence hall or surrounding premises. The student is expected to keep common areas (lounges, kitchens, refrigerators, etc.) clean.

Partitions or other alterations including but not limited to installation of alternative tile, countertops, appliances, carpet, built-in cabinets or bookshelves, painting or wallpapering to the facilities may not be made without written approval of the University's Housing Department. Objects may not be dropped, thrown, or hung from windows. Entering or exiting from windows or unauthorized alarmed doors, sitting on windowsills, or leaning out of windows is prohibited. A student may not use rooftops for any reason without specific written authorization from the University's Department of Housing or a direct order from the Fire Department.

Health and Safety inspections of student units will be conducted monthly, and students will receive advance notice of inspection. This inspection is mandatory. Acceptable health/safety standards include the following: room is generally clean and cared for, floors are free of excess clutter, all food is contained/sealed, and no excess trash in the unit. If the room falls below acceptable health/safety standards, Student will be required to take corrective action within twenty-four (24) hours from the time of notice. If Student fails to comply, the cost for corrective action will be charged to him/her and/or disciplinary action may be taken.

CP.22) FURNITURE: Furniture supplied by the University must remain in its designated location (room, lounge, kitchenette, etc.). Student may rearrange furniture within their rooms, but may not disassemble it, exchange it with other students, or move it to another location outside of the room. Furniture not provided by the University (e.g., Futons, sofas, Papasan chairs, non-University-supplied mattress, bean bags, etc.) are prohibited from the residence halls. Public-area furnishings may not be removed from the public areas or be used in Student's room. The removal of public furnishings is considered theft of property, and community damage charges and/or disciplinary action may result. Sleeping on furniture in public areas (e.g., TV/study lounges) is not permitted.

CP.23) MAIL SERVICE: As a courtesy, the University may accept mail on Student's behalf, but it is not obligated to accept packages. The University is not responsible or liable for any damage or theft of mail or packages that it accepts on Student's behalf, nor is the University responsible or liable for the loss or theft of packages delivered to and or left in building lobbies or common areas.

CP.24) PEST CONTROL: If Student is having a problem with bugs and pests, please advise the Resident Director of the building to make a report, and the pest control company will provide service upon notification. All rooms will be treated periodically unless a medical documentation for Student's medical provider is given to the University. A student may not refuse service if medical documentation is not on file. If aggressive pest control is necessary, Student may be required to relocate temporarily to another building. It is imperative that Student follows all prescribed instructions in the event that relocation is necessary.

CP.25) HALL RECREATION: Playing sports, horseplay, and other athletic or physical recreational activity in the residence halls is strictly prohibited. These include, but are not limited to, wrestling, basketball, baseball/whiffle ball, soccer, football, hockey, golf, roller skating, rollerblading, skateboarding, running, or catch/throwing. All athletic activities are to be confined to areas outside of the residence halls that are designed for that purpose. Student will be responsible for the full cost of any damage due to unauthorized recreational or athletic activities in residence halls.

CP.26) CURFEW: The University complies with the City of San Francisco Curfew under Municipal Police Code (SF MPC) Section 539.

CP.27) PARTIES/SOCIAL GATHERINGS: Unauthorized parties or social gatherings are prohibited in the residence buildings. Student is not permitted to host anywhere in his/her residential building (including rooms and community space) a number of guests that equals twice the total capacity of his/her room (i.e., a room designated for two (2) students is only permitted to have two (2) guests at any given time within the room or common area). However, units with more than 4 bed spaces, the maximum number of people permitted in any one room is no more than eight (8) people. At the discretion of the University's Campus Housing Staff or the Campus Safety & Security Staff, any gatherings may be required to disperse, and all non-residents escorted out of the building.

CP. 28) FAILURE TO COMPLY: Failure or refusal to comply with the legitimate directives of a member of the University's Campus Safety and Security, residence hall staff, law enforcement or emergency personnel is prohibited. This includes failure to identify oneself when so requested, failure to attend mandatory meetings, including, but not limited to, student conduct hearings, and residence hall and community meetings; and failure to satisfy the conditions of a sanction imposed as the result of a previous disciplinary hearing.

CP. 29) FALSE INFORMATION AND MISREPRESENTATION: Student is prohibited from knowingly providing false information and/or making misrepresentations to any University or Housing official, including Campus Safety and Security, residence hall staff, or police/fire/emergency medical personnel.

CP.30) NON-RETALIATION: Student has the right to and is encouraged to report potential violations of the University's and Housing's policies. Additionally, Student has the right to pursue both internal disciplinary processes and/or charges through external law enforcement authorities free of any interference or retaliation by any member of the University community. Any retaliation under these circumstances is strictly prohibited and will result in response by the Department of Housing and/or the University that could include, among other things, the immediate imposition of disciplinary measures. Retaliation includes but is not limited to, any conduct that interferes with the alleged victim's ability to pursue the allegations.

CP.31) INTERIM RESTRICTIONS: The University's Director of Housing, or his/her designee, may impose immediate restrictions on Student, pending disciplinary action or medical release from appropriate providers, when deemed appropriate, such as when there are sufficient facts to demonstrate that the Student's continued presence on campus endangers the physical safety or well-being of others or himself or herself. This includes, but is not limited to, prohibiting or limiting access to a Student's room, and restriction of communications with named individuals. Violations of interim restrictions constitute a serious violation of Housing policy and will result in immediate disciplinary action.

CP.32) PRIVACY RIGHTS OF STUDENTS' EDUCATIONAL RECORDS: In accordance with the federal Family Education Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 C.F.R. 99) the California Information Practices Act (California Civil Code Section 1798 *et seq.*), Article 1, Section 1 of the California Constitution, and all other applicable federal and state laws and regulations that safeguard education records, privacy, and confidentiality, the University policy only allows the release of personally identifiable information to others (except to verify student status) with Student's prior consent or in the case of an extreme emergency or where there is clear and imminent danger to Student, to others, to society, or otherwise as permitted by law.

CONTACT THE DEPARTMENT OF HOUSING & RESIDENCE LIFE

The Department of Housing office is located at 79 New Montgomery Street, 1st floor, suite 120 and is open Monday – Friday, 8:30 AM to 5:30 PM.

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