



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

## WELCOME TO UNIVERSITY CENTER

Welcome to University Center (UC)! UC offers an opportunity to be part of a vibrant residential community, consisting of undergraduate, graduate and professional students enrolled at Columbia College Chicago (CCC), DePaul University (DPU), Roosevelt University (RU), American Academy of Art (AAA), National Louis (NL), Path to Academics Community and Employment at National Lsal Lnrespect new ideas, demonstrate tolerance and respect in an environment that is conducive to sleep and study, but also one that provides opportunity to challenge oneself and grow intellectually and interpersonally.

This handbook will explain your privileges and expectations as a member of this community. Residents and their guests are expected to follow the policies, procedures and community standards described in this handbook. Violation of policies or procedures will be reviewed by UC staff and

# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06



## UNIVERSITY CENTER STAFF

UC staff provides a variety of services to help residents maximize their academic and living experiences.

- **Management Office Staff** are located on the 2<sup>nd</sup> floor Management Office, open Monday through Friday 9 am to 5 pm and can be reached at (312) 924-8000. Scheduling appointments with any professional staff should be done through the management office. It is also the place where you can go to gather information about programs and activities, room change requests, filming requests, etc.
- **Directors** are members of the management staff that supervise all other employees and contractors in the building. Some directors serve in the on-call rotation for emergency response.
-

# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

- Vacuums, mops, and brooms are available to checkout at the RSD for up to 4 hours at a time. If unreturned or damaged beyond use, there is a \$25 – \$250 per item replacement fee based on the item's value.
- Digital Media Lab, Video Game Room, Photo Room lights, and many other tools can be checked out from the RSD for up to 4 hours at a time. If unreturned or damaged beyond use, there is a replacement fee of \$50 – \$250 per item based on the item's value.

## Heating/Air Conditioning

Central heating and air conditioning are provided to each unit at no additional cost. Residents may experience



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06



## 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

danger to a person's welfare or to the building or personal property, in response to reasonable cause that a violation of UC policies or a federal, state or local law is in progress, confiscation of prohibited items, to assist law enforcement officers, to show the unit to contractors or prospective residents, etc. Please note, a work order being placed is an invitation for staff to enter the unit and correct the issues as soon as possible with or without the resident present.

**UC reserves the right to perform full searches of any unit and personal belongings when there is reasonable cause that a violation of UC policy, federal, state, or local law has occurred. Law enforcement may be contacted if any items are found that are considered illegal. Those searches may be conducted by an RA and/or the Director on Call (DOC) staff for persons, alcohol, illegal or prohibited drugs, paraphernalia, etc.**

**Alterations to the premises are prohibited.** This includes, but is not limited to installing locks, ceiling fans or electrical, voice or data outlets; erecting partitions; or attaching anything to ceilings, walls, floors or exteriors, without the prior





# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

## Length of Agreement

The dates of occupancy are specified in the Agreement that residents have signed. The length of all Agreements is 1 year.





# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

- Residents may request and or ban any guest or person from their contracted space at any time. If said person does not remove themselves or willfully leave immediately upon request, residence life or security staff may be contacted to support in the removal and subsequent banning of said individual. UC is a harassment free and non-discriminatory space. Requests made based on these factors will not be supported, and may not be enforced, at the discretion of the staff.
- No resident is allowed more than 4 guests at any one time (3 guests private room, deluxe double, and studio).
- Overnight guests (defined as non-residents in room after midnight) may stay no longer than 3 nights in a 14-day period, except with the prior written approval of UC Management.
- No residents may provide access or use of any bed space for monetary gains.
- The Management Office has additional information regarding extended and enhanced guest requests.
- P.A.C.E. at National Louis residents are not permitted guests in their personal bedrooms with the exception of family members.
- Maximum number of allowable guests in each room type:

	Day (9am-12am)	Overnight (12am-8:59am)
Private Room / Deluxe Double Suite	3	2
Quad Semi Suite	6	4
Studio / Convertible 1-Bedroom Apartment	3	2
2 Bedroom / 4 Bedroom Apartment	8	4

## Compliance

All residents and their guests must promptly cooperate with UC staff in the performance of their duties, including, completing any administrative requests, assignments and/or sanctioning, in addition to, providing UC ID or photo identification upon request.

## Care of Facilities

- Residents are expected to maintain their units to high standards of cleanliness and exercise care for the facilities.
- Residents are expected to be responsible when opening windows. Rainwater can cause damage and, especially during the winter months, pipes can freeze and/or burst due to cold air from open windows. Residents are responsible for any associated damages. The removal of window screens or allowing any object to drop from a window is prohibited. Signage of any kind is not permitted on windows.
- Nothing may be placed in a manner that would obscure a sprinkler head or smoke detector. The removal of detectors is prohibited.
- The use of nails, screws, tape, etc. is prohibited. Residents may hang items on the walls using "Command" or other damage-free strips. Any repairs needed from the use of prohibited items will be billed to the student account by the resident's respective university.
- Posting or applying any items to either side of doors is prohibited.
- Due to the potential for serious damage to walls and doors, dartboardcrsectir3(rs)9..86 (rs)9(.7 (a)-7.457 41/C2\_2 61 BDC /C2



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

- No pets of any kind are allowed with the exception of animals that live completely under water (tanks can be no larger than 20 gallons), or a service, assistance or emotional companion if required and approved in advance by the resident's home institution.
- A meeting with the Director of Housing is required prior to bringing the animal in.
- All damage caused by the keeping of pets is the responsibility of the resident(s).

## Other Policy Violations

- Residents are prohibited from obstructing or disrupting UC-related activity or inciting, aiding, or encouraging other persons to engage in such conduct. This also includes any conduct that threatens or interferes with the maintenance of appropriate order and discipline in the community, or activity that invades the rights of others.
- Being in the presence of any behavior that is in violation of any community standards or listed building policies.
- Being involved in any activity or behavior that is illegal or criminal in nature.
- Behaviors indicative of deception, fraud, the obstruction of truth, and the intentional misuse of documents or technology and building policies are prohibited.
- Any action which, as a result, did or could have endangered the safety and well-being of self, others, or the property of UC.
- Harassing, bullying, hazing, coercing, intimidating or demeaning conduct to others is prohibited.
- Interfering with the response of officials to emergency calls, making false claims resulting in the non-emergency usage of emergency services, etc. is prohibited.
- Physical and/or mental abuse or self-endangerment is prohibited.
- Vandalism and theft are prohibited. Unauthorized removal, use, or possession of property belonging to UC or others, or the destruction or damage to property belonging to UC or others.
- Violati (f)-3.4 (p)-0.8 (r)- (p)-0.8 C /Crth6 Tw 1.554 0 Td(a)-3.3 (t)-5.9 Cftin,tothtlio.2 (v)-pand tssema(s)-4gios .7 (i)-3.3c



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

- Gasoline engines and flammable liquids of any kind are prohibited.
- Cut trees or bushes of any kind.
- Adhesive LED string or strip lights are prohibited



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

- Cyber-stalking: The use of the Internet or other electronic means to stalk or harass an individual, a group of individuals, or an organization. It may include false accusations, monitoring, making threats, identity theft, damage to data or equipment, or the gathering information to harass.
- Sexual Harassment: Sexual harassment in all forms is expressly prohibited and will result in referral to UC review process. Additionally, incidents of alleged or actual sexual harassment will be referred to the appropriate individual institution(s).

## Sexual Misconduct

Sexual misconduct includes rape, sexual assault, domestic violence, dating violence, stalking, or any sexual act without consent:

- Consent being defined as a clear 'yes' either verbally or through clear, unambiguous, and voluntary agreement by both parties.
- Consent cannot be given if the person is unconscious or incapacitated by alcohol or drugs, is under the age of consent, or is otherwise unable to understand the nature of the sexual act or to make a rational decision to engage in the sexual act. Sexual misconduct can be committed regardless of the victim's age and the sex of the victim and perpetrator.

x



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

- o UCTS requires that all residents maintain the latest updates (patches) for their respective operating system. For questions regarding this, please contact 312.924.8008. UCTS also requires anti-virus software (with automatic updates), and anti-ad ware au.9 (e)2.3 (m)-6.4 (a)10.7 (sy 7.37 0 Td(-)T5j0 g/TT0€ -2 Tc 0.006 Tw -31.978 -1.402Tj32g/TT0€w(



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

also remains accountable to the institutional policies, rules, procedures, and standards of conduct of their institution of record at all times.

## Authority and Jurisdiction

UC





# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

- Reporting Process: Any person may submit an Incident Report documenting inappropriate behavior, violations of policies and procedures and/or incidents that occur in or around UC. UC Incident Reports may be obtained and submitted in the Management Office or at the Security Desk, or by notifying a residence hall staff member at any time.
-

# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

- *Failure to appear at a scheduled review may result in a decision being made in absentia. All decisions made through administrative review are considered immediately enforceable and sanctions are in effect whether an appeal is submitted, and throughout the appeal process.*

The Executive Director in consultation with the Dean of Students at the individual's institution of record will make the final determination of the appeal, including removal from UC. Failure to complete or comply with any sanction or requirement within the designated time frame may result in additional action.

10.0 (h) (1) 5/3/22

**IMPORTANT NOTE:** While every effort will be made to honor the process, the Executive Director reserves the right to



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

facility and its exercise and other equipment properly and solely for its intended purpose. Resident is aware of the risks associated with participating in Activities and use of any related equipment, which may be due to their own negligence or the negligence of others. Resident acknowledges that the Released Parties and their directors, officers, volunteers, r (e)-3.6 (f)2.7 ((B)F2 ( th)i6 (e)13.5 ( (e)-3.6 -3.6B ( E0.0060.6 (v)(s)1.7 (,)6B ( E3 (ip2 TD(r)713 (d)2.2 ( )10.y)66 (f)2.7 (.4 (ar).3 (k)8

