### Table of Contents

I. Summer of Art Overview  
   A. Class Schedule  5  
   B. Faculty  5  
   C. Final Exhibition  5  
   D. Supplies  5  

II. Academic Policies and Procedures  6  
   A. Accreditation  6  
   B. Attendance Policy  6  
   C. Grades and Credit  6  
   D. Letters of Recommendation  6  
   E. Registration Rules and Procedures  6  
   F. Student Work  6  
      - Ownership of Work  6  
      - Unclaimed Student Artwork  7  
   G. Transcripts  7  

III. Facility Information  8  
   A. Campus and Facilities  8  
   B. Computer Center  8  
   C. Identification Cards  8  
   D. Library  8  
   E. Lockers  8  
   F. Parking  9  

IV. Financial Information  10  
   A. Discounts  10  
   B. Insufficient Funds or Declined Credit Cards  10  
   C. Overdue Accounts  10  
   D. Tuition and Fees  10  
   E. Withdrawal and Refund Policy  11  

V. General Information  12  
   A. Carpool  12  
   B. Food Services  12  
   C. Lost and Found  12  

VI. Program Policies  13  
   A. Academic Field Trips  13  
   B. Alcohol and Drug Policy  13  
   C. Computer Network and Internet Access Policy  13  
   D. Disclaimer  14  
   E. Hazing  14  
   F. Non-Discrimination Policy  15  
   G. Personal Property  15  
   H. Pets  15  
   I. Skateboards  15  
   J. Smoking  15  
   K. Student Education Records  15
L. Summer of Art Student Code of Conduct 16
   • Inherent Authority 16
   • Student Conduct Policies 16
   • Grounds for Discipline 16
M. Zero Tolerance Policy 18

VII. Health, Safety, and Well-being 19
   A. Accident Insurance 19
   B. Clery Act and Crime Report 19
   C. Disabilities/Americans with Disabilities Act 19
   D. Earthquake Preparedness 19
   E. Fire Code 20
   F. Fire/Emergency Evacuation 20
   G. Health Services 20
   H. ICE Your Cell Phone 20
   I. Medical Insurance 21
   J. Natural Disaster & Campus Information Telephone Line 21
   K. Otis Alert System 21
   L. Relationships between Faculty/Staff and Students 21
   M. Reporting an Incident, Accident, or Injury 22
   N. Safety Tips 22

VIII. Sexual Harassment 24
   A. Sexual Assault 24
   B. Sexual and Other Unlawful Harassment Policy 25
   C. Sex Offenders 26

IX. Housing Program 27
   A. Office of Student Affairs 27
      1. Resident Staff 27
         i. Resident Assistance Coverage 27
         ii. Coordinator of Residence Life and Housing Phone 27
      2. Programming 27
         i. Activities 28
         ii. Free-Time Policy 28
      3. Resources 28
   B. Third Party Off-Campus Housing 28
      1. Cable and Internet Access 28
      2. Emergencies 28
      3. Laundry Facilities 28
      4. Mail Service 28
      5. What To Do If Locked Out of Your Apartment 29
   C. Student Housing Rules and Policies 29
      1. Compliance with Student Housing Program Rules and Policies and Student Code of Conduct 29
      2. Courtesy Hours 29
      3. Curfew 29
      4. Drop Cloths 29
      5. Harassment 29
      6. Incense/Candles 29
      7. Leave Waivers/Overnight Leave 29
8. Morning Attendance
9. Pets
10. Quiet Hours
11. Smoking
12. Sports in the Hallways and Rooms
13. Throwing Objects from Windows
14. Vandalism
15. Violence
16. Visitation
17. Zero Tolerance Policy

D. Housing Items List
1. Apartment Amenities
2. Dress
3. Optional items
4. Spending Money
5. Supplies

E. Housing Alternatives for Students Over 18 Years

XI. Important Dates

XII. How to get to Otis

XIII. How to get to Otis California Market Center

XIV. Hotel List

XV. Contact Information

XVI. Emergency Information Page

XVII. Mandatory Forms
A. Check List
B. Form 1: Student Enrollment Agreement
C. Form 2: Parent/Guardian Consent & Waiver
D. Form 3: Family Information
E. Form 4: Acknowledgement
F. Housing Letter of Information
G. Form 5: Housing Policies
H. Form 6: Playa Del Oro Apartments’ House Rules
I. Form 7: Housing Application
J. Form 8: Credit/Debit Card Authorization for Housing
K. Form 9: Roommate Questionnaire
L. Form 10: LAX Check-In/Check-Out
M. Form 11: Carpool Information
I. Summer of Art Overview

Summer of Art is an intensive, four-week, pre-college program for students, ages 15 and older, who wish to experience art and design in an inspiring art college environment. Serious young artists seeking to strengthen and enhance their art skills, as well as students with limited art training, are invited to participate. Summer of Art is not suited for students in search of a recreational program.

Courses are rigorous and required outside assignments supplement all in-class coursework. The week is divided between hands-on studio courses in chosen Specialization and Foundation Studio Courses. Course sizes are small, ensuring personalized in-depth learning. Studios are equipped with the tools that art and design professionals use.

A. Class Schedule
All classes meet from 9:00am - 4:00pm Monday through Friday, with a one-hour lunch break. Specialization Courses meet three days per week (Monday/Wednesday/Friday or Tuesday/Wednesday/Thursday) and Foundation Studio Courses meet two days per week (Monday/Friday or Tuesday/Thursday). Please refer to the schedule of classes for meeting days. Students receive their finalized class schedule with room and faculty assignments at check-in on the first day of the program.

B. Faculty
While at Otis, students experience what it is like to be enrolled at one of the top art colleges in the country. Courses are taught by award-winning instructors who are practicing professionals, many of whom teach in Otis’ undergraduate and graduate programs. Contact with instructors provides a glimpse of the working lives of professional artists and designers, and introduces some of the many career choices available in the art and design fields.

C. Final Exhibition
A culminating exhibition highlighting student work takes place on the last day of the program (August 1, 2014). Each student, with help from the faculty, selects his or her best work for the exhibition. Artwork is presented throughout the campus, creating a festive atmosphere for students, family, and friends. Detailed information is provided closer to the event.

D. Supplies
Costs for supplies vary depending on the chosen course. Students should estimate that materials will cost between $200 and $400. Supply lists are sent prior to the start of the program. Students should bring their supplies on the first day of their Specialization and Foundation Studio classes. Students do not need their supplies on July 7 (Creativity Orientation). Fashion students have the option to purchase a supply kit on the first day of Fashion classes. Details regarding the Fashion supply kit are provided in the confirmation packet.
II. Academic Policies and Procedures

Otis is committed to providing a productive and educational art environment. Policies have been put in place to ensure this for all Summer of Art participants.

A. Accreditation
Otis College of Art and Design is fully accredited by the Western Association of Schools and Colleges (510.748.9001) and the National Association of Schools of Art and Design (703.437.0700).

B. Attendance Policy
Attendance policies are strictly enforced. A student who misses three classes from their Specialization Course, and/or two classes from their Foundation Studio Course will be subject to removal from the program without a refund. The last day to officially withdraw from the program is Thursday July 14, 2014 by 5:00pm. (Please see page 11 for refund policy.)

C. Grades and Credit
Students attending for college-level credit will be awarded credit upon the successful completion of the four-week program. Grades are sent out by the Office of Registration and Records via U.S. mail after the conclusion of Summer of Art. Please allow four to six weeks. The Specialization Course is worth 2 units of credit and the Foundation Studio Course is 1 unit of credit. Evaluation of course work is indicated by the letter grades "A" through "F". Credit toward the Otis BFA program is awarded at the discretion of the Undergraduate Major Chair. Dismissal from the program, for any reason, will result in an “F”.

D. Letters of Recommendation
Students must request and arrange recommendations with their instructor(s) prior to the program ending. After the program concludes, students should contact the Summer of Art Office to request letter of recommendations from instructors.

E. Registration Rules and Procedures
Since space in each Specialization Course is limited, early registration is advised. Incomplete registrations will not be processed and space is not reserved until 1) Otis receives all requested information and 2) registrant receives confirmation from the College.

As completed registrations arrive, Specialization Courses are assigned. Since space is limited, Otis cannot guarantee first-choice selection. If a Specialization Course is full, you will be contacted regarding your second choice. If you choose to be placed on a waiting list for a closed course, you cannot be guaranteed a space in your second choice. If registrants have questions regarding enrollment in a particular course, please call 310.665.6864.

Full payment must be received by May 26th. Students who register after May 26th must remit tuition and fees in full at the time of registration. Payment of tuition and fees may be made by check, Visa, or MasterCard. Make checks payable to Otis College of Art and Design. Please write the name and social security or student I.D. number of the student on the check or money order to ensure proper credit.

F. Student Work
Ownership of Work
All artwork, projects, and other work done by any student while studying at the College, or during any official College activity off-campus, are created for educational purposes. The College reserves the right to retain any student work for exhibition or publication, and each student grants to the College such rights to all student work and photographs. When the College has no further need of the student’s work, it will be returned to the student if so requested in advance. Although the College will take caution in the care and handling of the student’s work, the
student releases the College from any liability for the loss, theft, or damage of any student work in its possession or control.

Unclaimed Student Artwork
Otis College will dispose of any unclaimed materials or work left by Summer of Art students, after 4:00pm on the last day of the program. Any work blocking a fire exit, left in a hallway or other non-storage area, or in any way interfering with the normal activities of the College, will be disposed of without notice. The College will assume no liability for loss, theft, or damage of any student work at any time.

G. Transcripts
Transcripts are processed through the Office of Registration and Records, not through the Summer of Art office. To request official or unofficial transcripts students should contact the Office of Registration and Records. Transcript request forms are available on the Otis website at www.otis.edu or through the Registration Office at 310.665.6950. Transcript fee: $5 per transcript.
III. Facility Information

A. Campus & Facilities
Otis College of Art and Design, located on the west side of Los Angeles, is a five-acre campus in the heart of Southern California’s technical film, digital imaging, and toy industries. The nearby coastal communities of Venice, Marina Del Rey, and Santa Monica are home to many of Los Angeles’ most important art studios and galleries.

All courses, with the exception of Fashion Design, are held on Otis’ Goldsmith Campus, in Westchester. Fashion Design courses take place at Otis’ Fashion Campus at the California Market Center in Downtown Los Angeles. Transportation is provided to and from the Fashion Campus from the Goldsmith Campus.

Coursework is reinforced through the use of Otis’ facilities that may include: The Millard Sheets Library, the video lab, the photography lab and lighting studio, the laboratory press, The Frederick Monhoff Printing Lab, the woodshop, model shop and metal shop, and the computer center. The Galef Center for the Fine Arts houses two art galleries: the 3,568-foot Ben Maltz Gallery exhibiting local to international art and the Bolsky Gallery displaying student work.

B. Computer Center
The Computer Center is supported by a full-time technical support staff. Technical assistance is available during open access hours, which are posted on the main lab door in A401 or at www.otis.edu/acs. The Computer Center consists of the Open Access Lab, Color Print Center, scanner room and classrooms. The Open Access Lab contains MacOS X and Windows XP 64bit workstation, Wacom Intuous3 tablets, flatbed color scanners, and tabloid laser printers on a high speed network. Lab access is determined based on specific Summer of Art Specialization Courses and is available during the posted open access hours. The computer classrooms consist of over ten separate labs, each with MacOS X or Windows XP 64bit workstation including a scanner, printer, and digital projector. Three of the classrooms contain Wacom Cintiq drawing tablets at each station. The classrooms are designated for computer classes only and are not available for open access computing during those times. In addition to the Open-Access Lab computers, there are also computers designated for word processing and Internet usage located in the Library on the third floor. During summer and college breaks, the computer lab operates with reduced access hours. Please refer to the posted hours outside the lab during these periods.

Otis College computers are to be used solely and exclusively for specifically assigned class work. Summer of Art students should have no expectation of privacy in his/her use of the computers.

C. Identification Cards
All students receive a Summer of Art identification card on the first day of classes at check-in. Identification cards and class schedules are used to establish a student’s identity as a currently enrolled student at the College. Students are encouraged to treat the Student ID card as you would any important document and to take care not to lose it. Replacement cards are issued through the Otis Continuing Education and Pre-College Programs office, 2nd floor, Room 208 in Ahmanson Hall.

D. Library
The Otis Library is open to Summer of Art students during regular library hours. Students may access the Internet in the library, if needed. Summer of Art students may NOT check out library resources (i.e. books, videos, etc.).

E. Lockers
Lockers are available on a “first-come, first-served basis” and are assigned by Technical Support Services. Sign up at the Tool Crib on the 7th floor of Ahmanson Hall. Bring a lock and your Summer of Art identification card. Lockers are the only official storage areas for student artwork and materials. Lockers are to be kept locked at all
times. Otis is not liable for material left in your lockers or other parts of the building. Students are responsible for the condition of their lockers and will be charged for any necessary repairs.

Lockers must be cleared out by the last day of Summer of Art. Any lockers occupied after that time will result in the removal of the lock and the disposal of the contents. Please refer to the Locker Policy, which is issued to each student upon assignment of a locker, for additional information.

F. Parking
Parking permits for the Goldsmith campus are available through the Office of Registration and Records, located on the 2nd floor in Ahmanson Hall. **Parking permits will be distributed on the first day of classes at check-in.** Parking permits must be displayed at all times when parked on the College grounds. Cars without a valid Otis parking permit will be cited and/or towed by the LAPD. Students are expected to follow all posted signs and placards and park in designated spaces only. Tickets will be issued to individuals parked in more than one space, in reserved spaces, or in areas assigned for visitors, handicapped, or carpool parking. In addition, all vehicles parked in the visitors’ area must display a valid visitor’s permit, available at the reception desk in the foyer of Ahmanson Hall. All parking violations carry a minimum fine of $35.00. Student fines will be posted to the Student’s account. Some violations also carry additional fines assessed by the city and/or county government. Unpaid fines are considered holds on your account, which will prevent you from registering for classes, obtaining transcripts, and/or completing other business with the College.

For students in the Fashion Design Specialization who wish to drive directly to the California Market Center, parking is available for a $30.00 fee. For further instructions on obtaining this parking pass please call the Summer of Art office at 310.665.6864.
IV. Financial Information

A. Discounts
Otis is pleased to offer the following discounts to Summer of Art students. Each discount is worth $100 and there is a two discount maximum.

- Early Enrollment (Must be received by Friday, April 25, 2014)
- Otis Alumni (includes graduates and current students of all Continuing Education and Pre-College Programs, BFA, and MFA programs, and extends to immediate family members only)
- Ryman Arts (extends to immediate family members only; must present confirmation from Ryman Arts)
- KCRW Members (Must present Fringe Benefits card upon enrollment)

B. Insufficient Funds or Declined Credit Cards
Students whose checks are returned for insufficient funds will be charged a $50 penalty. The College cannot assume a student has withdrawn from the program because a check has not cleared or has been stopped; payment and penalty remain due. If sufficient payment is not made within 48 hours of notification, students whose checks have been returned may no longer attend classes. The same policy applies to students with declined credit cards.

C. Overdue Accounts
If a student’s account accrues a balance due (payment due, returned check, and/or dishonored credit cards, etc.) that remains unpaid for more than fifteen (15) days, the account will be assigned to a collection agency. All such accounts will be charged collection costs, including but not limited to collection agency fees, legal fees, and court costs. This information will be disclosed to credit reporting organizations.

D. Payment of Tuition and Fees

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Full 5-Day, weekly</th>
<th>3-Day, weekly</th>
<th>2-Day, weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes</td>
<td>3-Day Specialization Course and 2-Day Foundation Studio</td>
<td>Specialization Course Only</td>
<td>Foundation Studio Only</td>
</tr>
<tr>
<td>Tuition*</td>
<td>$2811</td>
<td>$2440</td>
<td>$1220</td>
</tr>
<tr>
<td>Activity Fee**</td>
<td>$121</td>
<td>$121</td>
<td>$121</td>
</tr>
<tr>
<td>Student Accident Insurance**</td>
<td>$14</td>
<td>$14</td>
<td>$14</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$2946</td>
<td>$2575</td>
<td>$1355</td>
</tr>
</tbody>
</table>

*Tuition includes a non-refundable $200 deposit  
**Fees are non-refundable

Housing: $1,445.00  
Refundable Deposit (less damage/cleaning charges): $150.00  
Total Housing: $1,595.00

Payment for housing is separate from the payment for tuition and fees. Payments can be made via credit card (preferred method) or through check made payable to Otis College.

Food per day: (estimated) $20 - $25  
Personal: (entertainment, etc.) $50 - $150  
Art Supplies: (estimated) $200 - $400
E. Withdrawal and Refund Policy

The $200 deposit is non-refundable. Students who withdraw before Summer of Art begins are refunded 100% of tuition, less the deposit and fees.

If a student withdraws by: 

<table>
<thead>
<tr>
<th>Date of Withdrawal</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day of program</td>
<td>80%, less deposit and fees</td>
</tr>
<tr>
<td>2nd day of program</td>
<td>70%, less deposit and fees</td>
</tr>
<tr>
<td>3rd day of program</td>
<td>50%, less deposit and fees</td>
</tr>
<tr>
<td>3rd day of program</td>
<td>No refund is available</td>
</tr>
</tbody>
</table>

Refunds take six weeks to process. Payments made by credit card will be refunded back to the credit card account. Failure to properly withdraw from a course by Monday, July 14, 2014 will result in an “F” grade. Students must submit a withdrawal request in writing to the Otis Continuing Education and Pre-College Programs office in person, by mail, email, or fax, no later than 5:00pm, Wednesday, July 9, 2014 to receive a partial refund.
V. General Information

A. Carpool
Otis encourages carpooling. See the Car Pool Information form, which is located in the “Forms” section of this handbook.

B. Food Services
The Otis Café is located on the first floor of the College and provides a diverse menu including hot entrees, salads, and snacks. The community surrounding the campus also offers a variety of restaurants, cafes, and grocery stores within easy walking distance.

C. Lost and Found
The Security Desk in the Ahmanson Hall lobby serves as the College’s lost and found site. If you find an item that may have been lost, please take it to the Security Desk. To increase your chances of having lost items returned: write your name and phone number in your books and notebooks; use laundry-proof marking pens for clothing and bags; and inscribe items such as cameras using an electric engraver, which can be borrowed from the tool crib. Items brought to lost and found will be held for one month, after which, items will be disposed of.
VI. Program Policies

Parents/guardians and students are required to affirm their knowledge and acceptance of the following policies and rules. A statement relaying the policies and rules must be signed by a parent/guardian and the applicant before Check-in.

A. Academic Field Trips
Field trips and off-campus tours of galleries, working studios, or other College related off-campus activities are part of the student’s educational experience. Parents/guardians or students 18 years of age and over, must sign a field trip waiver for each off-campus outing. Academic Field Trip forms may be mailed prior to the beginning of the program or distributed at the beginning of the program. The College expects that students will conduct themselves in a professional manner at all times during on and off-campus activities. The Student Code of Conduct applies to all College events on and off-campus. Signed forms may be mailed in, emailed to soa@otis.edu, or faxed to the Continuing Education and Pre-College Programs office at 310.665.6854.

B. Alcohol and Drug Policy
Both federal and state laws prohibit the unlawful possession or distribution of illicit drugs and alcohol. In the state of California, anyone under the age of 21 cannot be served or be in possession of alcohol.

Students are not allowed to possess, purchase, or consume alcohol while enrolled in the Summer of Art, whether the students are on or off the College campus. Alcohol includes any beverage, mixture or preparation containing ethyl alcohol such as beer, wine, and all forms of distilled liquor.

Otis is a drug-free environment and the College will not tolerate the manufacture, distribution, dispensation, sale, purchase, possession, offer to sell, and/or use of illicit drugs, drug paraphernalia or simulated drugs. Drugs are any substance that have known mind or function-altering effects on a human subject, specifically including psychoactive substances and including but not limited to substances controlled, regulated or prohibited by state and federal laws.

Students who violate this policy will be subject to discipline, up to and including immediate removal from the program without any refund of any kind and/or the receipt of a grade of “F”. The College also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws. Violations of local, state, and federal laws and ordinances may result in misdemeanor or felony convictions and/or the imposition of other legal sanctions, including but not limited to fines, imprisonment, forfeiture of personal and real property, loss of driving privileges, and required attendance at substance abuse education or treatment programs.

The use or abuse of alcohol and other drugs can adversely affect a student’s learning process and creative art making, safety and health, and constitutes a potential danger to the welfare and safety of others. The College believes this policy will assist in providing a safe, drug-free, secure environment for the protection of its employees and students.

The College encourages students with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. Please contact the Student Affairs Office for further information at 310.665.6960.

Please refer to the Summer of Art Student Code of Conduct.

C. Computer Network and Internet Access Policy
E-mail and Internet use at Otis is governed by the Computer Network and Internet Access Policy, which is stated in full on the Otis website. Students who violate any part of the policy or otherwise misuse the computing system
are subject to disciplinary action, up to and including summary dismissal. Parts of the policy are reproduced below for emphasis.

The computer network is the property of the College and may be used only for legitimate College purposes. A user expressly waives any right of privacy in anything he or she creates, stores, sends, or receives using the College’s computer equipment or Internet access. A user consents to allow College personnel access to and review of all materials created, stored, sent, or received by the user through any College network or Internet connection. The College has the right to monitor and log any and all aspects of its computer system including, but not limited to, Internet sites visited by users, e-mail traffic, chat and newsgroups, file downloads, and all communications sent and received by users. The College has the right to utilize software that makes it possible to identify and block access to Internet activities that limit computer and network resources.

D. Disclaimer
Otis College of Art and Design reserves the right in its sole discretion, to deny any persons registration or enrollment in, or admittance to, any Continuing Education or Pre-College course including Summer of Art.

E. Hazing
The law of California makes it a criminal offense for anyone to participate in hazing. Otis policy is based upon the proposition that students are entitled to be treated with consideration and respect. Otis regulations on hazing are synonymous with state law as follows (Calif. Penal Code §245.6):

(a) It shall be unlawful to engage in hazing, as defined in this section.

(b) “Hazing” means any method of pre-initiation or initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term hazing does not include customary athletic events or school-sanctioned events.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law

The downloading, possession, distribution, or copying of a copyrighted work—for example, a document, photograph, piece of music, or video—is an infringement of copyright unless the person downloading is properly authorized to do so by the copyright owner. Without proper authorization from the copyright owner, these activities are prohibited. All intellectual property created in the course of study or employment by the College or a College-sponsored project belongs to Otis College. All computer equipment, software, and facilities used by students and
employees are also proprietary to Otis College, including all documents, materials, and e-mail created. Otis College reserves the right to withdraw any of the facilities privileges provided by the College if the College considers that a student’s or employee’s use of them is in any way unacceptable.

F. Non-Discrimination Policy
Otis College of Art and Design, in accordance with applicable Federal and State law and College policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy/childbirth and medical conditions related thereto, disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, veteran status, or other characteristics or classifications protected by the law. This nondiscrimination policy covers admission, access, and treatment in College programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Amy Gantman, Dean of Continuing Education and Pre-College Programs, Otis College of Art and Design, 9045 Lincoln Boulevard, Los Angeles, CA 90045, 310.665.6850.

G. Personal Property
The College does not have property insurance for student possessions, and it accepts no responsibility for any personal possessions or property of students.

H. Pets
Pets or other animals are normally not allowed on campus (including being walked or occupying a vehicle) unless they are authorized service animals (dogs assisting visually impaired individuals, therapy animals, and so on). Violators will be requested to immediately remove any other type of animal from campus. Students with service animals must register the animal with Students with Disabilities Services.

I. Skateboards
Skateboards cannot be used inside any Otis facility or building, on the College grounds, or in the parking structure.

J. Smoking
The legal smoking age is 18 years of age or over. Smoking is not allowed inside any Otis facility or building. Students and faculty must obey the smoking regulations, and individuals who violate these city and state regulations may be subject to heavy fines as well as disciplinary action.

Please refer to the Summer of Art Student Code of Conduct.

K. Student Education Records
The Family and Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

- The right of the student to inspect and review his/her education records within 45 days from the day the College receives a request for access. Students should submit a written request that identifies the record(s) they wish to inspect to the Registrar, Dean of Student Affairs, Department Chair, or other appropriate officials. The College official will make arrangements for access and notify the student of the time and place where the records may be viewed. If the requested records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of education records that the Student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the
• record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

• The right of consent to disclosures of identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position, including a member of law enforcement unit personnel and health staff; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks.

A College official has legitimate educational interests if the official needs to review an education record in order to fulfill his or her professional responsibility. The College may disclose certain information, known as directory information, at its discretion without consent. Students may refuse to let the College release any or all of this information. If a student does not want this information released, the student must send written notice annually to the Office of Registration and Records. Forms are available from that office. The College has established the following student information as public or directory information: student name, address, telephone number, birth date, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

• The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The Office that administers FERPA is Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

L. Summer of Art Student Code of Conduct

Inherent Authority
The College reserves the right to take any and all appropriate action that it deems necessary to protect and ensure the safety and well-being of the campus community.

Student Conduct Policies
Students are members of the College community and society at large. Students are expected to comply with all federal, state, and local laws as well as with the policies of the College. Students will be accountable to both civil authorities and to the College for acts that constitute violations of law and of this Code. Generally, discipline will be imposed only when violations occur on College premises or at College functions. However, a student whose misconduct has a direct and/or distinct adverse impact on the College community, its members, and/or its educational objectives will be subject to discipline regardless of where or when the conduct occurred.

Grounds for Discipline
Discipline may be imposed for a violation of, or an attempt to violate the Code. The lack of intent will not be considered in the determination of whether a violation or attempted violation has occurred. Violations, or attempted violations, include but are not limited to:
1. All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

2. Other forms of dishonesty, including but not limited to fabricating information or knowingly furnishing false information to the College or officials acting in the performance of their duties on behalf of the College.

3. Alteration, forgery, or misuse of College documents, records, keys, devices or identifications.

4. Theft or the attempted theft of College property or services or the property of others on College premises or at any College function, or knowingly possessing stolen property.

5. Intentionally or recklessly mutilating, defacing, damaging or destroying College property or the property of others (including works of art) on College premises or at any College function.

6. Unauthorized entry to, possession of, receipt of, or use of College property, equipment, or resources.

7. Interference with, or willful negligence of, the security of any College facility.

8. Physical abuse, verbal abuse, threats, intimidation, hazing, harassment (including but not limited to sexual harassment), sexual contact without permission, stalking, coercion, and any other conduct which threatens or endangers the health or safety of a student, faculty member, administrative officer, staff member or guest of the College.

9. Disruption of, interference with, or obstruction of teaching, administration, or any campus activity.

10. Lewd, disorderly, disruptive, or abusive conduct.

11. Failure to identify oneself to, or comply with, a College security guard, a College official, or other law enforcement official.

12. Unlawful manufacture, distribution, possession, use, consumption, or sale of alcohol.

13. Unlawful manufacture, distribution, possession, use, consumption, or sale of any controlled substance as identified by federal or state law.

14. Possession, use of or threat to use explosive, incendiary materials, dangerous or noxious chemicals, or other dangerous materials, instruments, ammunition or weapons, including but not limited to real or facsimile or toy weapons, functioning or non-functioning weapons, loaded or unloaded weapons, and gas or spring loaded guns, on College premises or at College functions.

15. Exhibitions, installations, art projects, or performances within, on, or about any Otis premises without a valid Exhibition Contract with all required signatures.

16. Violation of any condition of a disciplinary action imposed under this Code.

17. Theft or abuse of computing facilities, equipment, software, data, or time.

18. Any act or omission that constitutes a violation of state, federal, or local laws.
19. Violation of any College policy, directive, rule, or regulation, including but not limited to Summer of Art Policies and Procedures, and the Student Housing Program rules and contract requirements.

In addition and notwithstanding the foregoing, the College hereby reserves the right to terminate and expel any student at any time for any reason because of violations of College policies.

**M. Zero Tolerance Policy**

Otis maintains a zero tolerance policy for all illegal activity, including the possession or use of drugs, alcohol, or firearms, whether on or off the Otis campus. Students who are in violation of any Otis policies, rules, regulations, etc., or otherwise create an unsafe or unproductive situation or environment may be disciplined by Otis at its sole and exclusive discretion. The discipline may include dismissal of the student from the program without any refund and/or the receipt of a grade of “F”. Prior to attending classes, each student and his or her parent/guardian must sign an acknowledgement form regarding these policies.

Parents/guardians and students are required to affirm their knowledge and acceptance of these policies and rules. A statement relaying the policies and rules must be signed by a parent/guardian and the applicant before Check-in.
VII. Health, Safety, and Well-being

A. Accident Insurance
Accident insurance is required as part of your enrollment at Otis College. The cost of this insurance is automatically included in your fees. The insurance provides minimal coverage for school-related accidents only. An arrangement has been made with Playa Vista Medical Center (Goldsmith Campus-Westchester) and Good Samaritan Hospital (Fashion – Downtown Los Angeles) to accept our Accident Insurance as payment. Please see the Office of Student Affairs for details and claim forms, located at the Goldsmith Campus.

B. Clery Act and Crime Report
The federal government mandates the disclosure of certain crime statistics so that students, employees, and families can be educated about the safety of college campuses. Please be aware that these are statistics for the most severe forms of crime. Students should still be vigilant about their personal safety and take care of their personal possessions.

C. Disabilities/Americans with Disabilities Act
Otis complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the ADAAA, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in any services, programs, or activities of Otis College of Art and Design. In carrying out this policy, the College recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and will provide reasonable accommodations to qualified individuals with disabilities to the extent that it is readily achievable to do so. The College is unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, or activity.

Students with a documented disability are required to contact Students with Disabilities Services (SDS) before accommodations will be provided (via telephone 310.846.2554 or e-mail src@otis). Services are available only after a student has presented certified, current documentation of the disability from an appropriate medical or educational specialist, and this documentation has been reviewed and accepted as complete. SDS will verify documentation (or advise students as to the proper documentation needed) and send a “notification letter” to the relevant faculty. No faculty member can give accommodations without an official written request from SDS. Retroactive accommodations are not provided.

Otis has established a grievance procedure to address rights and concerns unique to disabled students. Students with any concerns or grievances should contact SDS for more information.

D. Earthquake Preparedness
Earthquakes are a fact of life in Southern California. The following basic behaviors should become a routine part of a student’s life while at Otis:

- Maintain a three-day supply of nonperishable food, such as peanut butter, canned tuna, granola bars, and dried fruit.
- Keep three gallons of bottled water per person in your home.
- Make arrangements with your family or significant others for an out-of-state contact person. According to the telephone company, it may be impossible to telephone people in California, but possible to call those in other states.
- Have a flashlight and a pair of sturdy shoes under your bed.
- Do not place your bed directly under a window and do not hang heavy items such as pictures or a bookshelf, over your bed.
E. Fire Code
National and local fire and safety codes prohibit the use of any corridor, elevators, pathway, fire exit, or common area used as an exit, for exhibitions of any kind or nature whatsoever.

- The fire exit corridor is the area marked by the light gray tile. This area includes the hallway leading to the restrooms, stairwells, and elevators. This is the “central core” of the building and the fire exit corridor.
- No exhibition or installation may be allowed that creates an unsafe condition or hazard.
- Remember: People are generally injured in fires or earthquakes by tripping on their way to a fire exit; subsequently, they may get trampled to death by others.

F. Fire/Emergency Evacuation
All students, faculty, and other emergency planning staff are required to participate in fire drills, which are held from time to time. It is of utmost importance to maintain order and follow directions because the alarm system may indicate a real fire condition. Take your valuables, and re-enter only when administrative staff so instructs.

Fire Safety
In all cases when an employee, student, or visitor becomes aware of a fire, call the fire department (911) immediately. Activate the fire alarm in the building and proceed to the nearest safe location. When calling 911, have the following information ready:

1. The name of the building.
2. Location of the fire within the building.
3. A description of the fire, and if known, how it started.
4. The phone number or extension that you are calling from.
5. Do not hang up until you are told to do so.
6. After you call 911 be sure to call Otis security personnel at 310.665.6965.

G. Health Services
Otis does not maintain a health clinic or health personnel on campus. If a student is ill, a Summer of Art staff member will escort them, via shuttle or taxi, to the nearest Urgent Care center, unless it is an emergency (in emergency cases, 911 will be called). The four closest clinics to Otis are:

- **Concentra Urgent Care– LAX Airport**
  6033 West Century Boulevard, Suite 200
  Los Angeles, CA 90045
  310.215.1600

- **Playa Vista Medical Center**
  6020 Sea Bluff Drive, Suite #1
  Playa Vista, CA 90094
  310.862.0400

- **Reliant Immediate Care**
  9601 S. Sepulveda Boulevard
  Los Angeles, CA 90045
  310.215.6020

- **Good Samaritan Hospital**
  1225 Wilshire Boulevard
  Los Angeles, CA 90017
  213.977.2121

H. ICE Your Cell Phone
Enter a phone number into your cell phone’s memory with the acronym ice, which stands for in case of an emergency, with the contact person’s name and phone number.

A guard is available 24 hours a day and is stationed by the front entrance of the Goldsmith Campus. The guards make regularly scheduled rounds of the building and its perimeter. Please contact the guards immediately at x6965 if you need assistance. If you need the Los Angeles Police Department or paramedic assistance, dial 911.
Specific crime reports are available online at www.otis.edu/safety and the reports detail crime statistics, as reported to the Dean of Student Affairs for the Goldsmith Campus, Fashion Design Location, Public Practice Studios, and the MFA Studios and Administration locations, and are provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The crime report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, and on public property. The crime report is prepared in cooperation with the local law enforcement agencies surrounding our locations, the Assistant Dean of Student Affairs, who oversees housing and student conduct, and the Chief Facilities and Operations Officer, who oversees campus security. To request an individual hard copy of the campus crime statistics, please contact Julie Bryan, Assistant to the Dean of Student Affairs at 310.665.6960 or jbryan@otis.edu.

The following crime reports can be found online at www.otis.edu/safety:
- 2009–11 Crime Report for Goldsmith Campus
- 2009–11 Crime Report for Fashion Design Location
- 2009–11 Crime Report for Public Practice Studios
- 2009–11 Crime Report for MFA Studios and Administration. Locations

For additional information regarding timely warnings, policy regarding enforcement authority, and all other campus safety resources, go to www.otis.edu/safety.

I. Medical Insurance
The mandatory accident insurance does not provide coverage for medical or other health-related issues. Otis is not responsible for any medical costs incurred by the student, while participating in the Summer of Art program. All students should have adequate health care coverage and should be knowledgeable of their family healthcare provider. Parents/guardians are required to complete the Emergency Medical Treatment Form included in the “Forms” section of this handbook. Please staple a copy of your insurance card to the form.

J. Natural Disaster & Campus Information Telephone Line
Emergency Information Number (Crisis/Disaster): 888.751.7523

In the event of an earthquake or other significant crisis, Otis College will announce basic information and instructions through a special emergency telephone number 888.751.7523. Since this telephone service is located out of state, it will be operative even when Los Angeles telephone service has been disabled. This number will be activated only in the event of a significant crisis affecting the College. Please share this telephone number with parents, family, friends, and significant others.

K. Otis Alert System
All students are required, during the time of registration, to input current contact information through Self-Service online. The Otis Alert System will call and/or text message students in the event of an emergency on campus (or in the surrounding area).

L. Relationships between Faculty/Staff and Students
Otis College of Art and Design prohibits all faculty and staff members, including graduate teaching assistants and others involved in teaching activities, from engaging in or pursuing dating, sexual, or intimate relationships with students in which the faculty/staff member is in a position of actual or apparent authority with respect to the student’s educational activities. This includes, but is not limited to, those students whom they currently, or may in the future, instruct, mentor, evaluate, supervise, advise, or exercise other forms of professional responsibilities towards, such as allocating resources, selecting students for scholarships and awards, and providing recommendations or references. Dating, sexual, or intimate relationships with students covered by this policy include consensual relationships.
Any faculty/staff who is or has been involved in a consensual relationship with a student must promptly report this fact to his or her supervisor. The supervisor will then review and see if the College can arrange that the individual in authority does not evaluate or participate in discussions and decisions that affect the compensation, evaluation, employment conditions, instruction, and/or academic status of the student involved. Any person who believes that a faculty/staff is involved in a consensual relationship with a student under his or her direct authority or supervision is required to report the relationship to Student Affairs, the Provost’s Office, or Human Resources.

Consequences
Violation of this policy will lead to disciplinary action, up to and including termination. The College considers the existence or pursuit of a dating, sexual, or intimate relationship under the circumstances described above to be a breach of professional ethics. This policy applies to all Otis employees, temporary/interim employees, independent contractors, and external vendors.

Purpose
The purpose of this policy is to create and maintain a professional learning and work environment that is free from unlawful discrimination, harassment, and exploitation. This policy recognizes that there is often an inherent inequity in dating, sexual, or intimate relationships between faculty/staff and students. Such relationships often result in perceptions of favoritism or bias that undermine academic achievements or decisions affecting students. In addition, the College has a policy against discrimination and harassment including, without limitation, sexual harassment. Dating, sexual, or intimate relationships between faculty/staff and students may result in claims of sexual harassment and questions about the voluntariness of the relationship. Please refer to College policies on Harassment, Sexual Harassment, Hazing, and Non-Retaliation for details.

M. Reporting an Incident, Accident, or Injury
Whenever a student is the victim of injury, theft, or vandalism incident (either on campus or on a field trip), the Associate Director of Pre-College Programs and the Summer of Art office should be notified immediately. The Summer of Art office is in Ahmanson Hall, Room 208 and can be reached at 310.665.6864. It is critical that an Incident Report is filed to document any injury, theft, or vandalism incident, both for the victim’s sake and school records. Access to the online form is at http://www.otis.edu/student_affairs/incident_report/student_incident.php.

In the event of serious injury, call the paramedics immediately by dialing 911. For injuries of a less serious nature, first aid kits are located on each floor of the Goldsmith Campus, the Fashion Design location, and graduate studios. Your timely assistance and cooperation will allow the College to become more responsive to emergencies and better able to establish procedures that ensure a safe and secure environment.

N. Safety Tips
Although the College believes the area surrounding the Otis Goldsmith campus is relatively safe, please be cautious and aware of your surroundings and act prudently.
1. There is safety in numbers. Walk in groups or use the buddy system, especially after dark.
2. Walk briskly and know your destination. If you see a person or persons who look suspicious, change your path and cross the street.
3. Walk in well-lighted and well-trafficked areas. Avoid shortcuts that take you through alleys, past heavy foliage, or other places someone might be hiding.
4. Do not carry large amounts of cash. Do not wear expensive jewelry that draws attention to you. Carry bags, purses or valuable equipment such as cameras and computers close to your body or keep out of sight.
5. Vehicles parked on the street can present an easy opportunity for thieves and vandals. Remove your car stereo or its faceplate if possible. Keep valuables out of sight in a locked trunk or, better yet, leave them at home.
Whenever you live in an urban environment, you need to establish a file with pertinent information that will help you if you are the victim of a crime. Your file should include:

- credit card numbers and toll-free numbers to report lost or stolen cards
- telephone number for your insurance agent
- your license plate and vehicle identification numbers, in case your car is stolen
- your driver’s license number, in case your wallet is stolen
- an extra set of keys
- your bank account numbers and the customer service number for your bank, in case checks are lost or stolen

Keep this file in a secure place other than your home or car.
VIII. Sexual Harassment

A. Sexual Assault
Otis College of Art and Design prohibits rape, acquaintance rape, and sexual assault.

Sexual assault is a violation of the College’s Code of Conduct, as well as a violation of the law. In an effort to reduce the risk of sexual assault occurring among its students, the College provides awareness and prevention programming. These outreach efforts are coordinated by Student Counseling Services. For information, call 310.846.2639.

In the event that a sexual assault does occur, the College takes the matter very seriously. A student who is found to have committed sexual assault on or off campus is subject to immediate suspension or dismissal from Otis. If a student is accused of sexual assault s/he is subject to disciplinary action in accordance with the stated code of conduct in the Otis student handbook. A student wishing to officially report such an incident may do so by contacting the Dean of Student Affairs 310.665.6960 or security at 310.665.6965. Anyone with knowledge about a sexual assault is encouraged to report it immediately. If you are sexually assaulted it is important that you do as follows:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, let a security guard know if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support to assist you in the crisis.
3. If you are on campus go to Student Counseling Services located in Ahmanson Hall, first floor. Contact information for counseling services is 310.846.2639, or call Dr. Fred Barnes, Director of Counseling Services, at 818.522.0796.
4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 72 hours, is important. The Santa Monica Rape Treatment Center will arrange for a specific medical examination at no charge. To preserve evidence, it is best that you do not bathe, shower, douche, or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.
5. Even after the immediate crisis has passed, consider seeking support from Student Counseling Services at Otis or the Santa Monica Rape Treatment Center or the Valley Trauma Center.
6. Contact the Dean of Student Affairs at 310.665.6961 if you need assistance with College-related concerns.

Santa Monica–UCLA Medical Center
1250 Sixteenth Street
Santa Monica, CA 90404
310.319.4000

Valley Trauma Center
7116 Sophia Ave.
Van Nuys, CA 91406
818.756.5330
www.valleytraumacenter.org

Legal Definitions
Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is unable to give consent freely. Many rapes are committed by someone the victim knows, such as a date or friend.

Under California law, rape is sexual intercourse against the will of the victim that can occur under a variety of circumstances, including the following:

- Where the victim is prevented from resisting due to alcohol or drugs;
- Where the assailant uses physical force or the threat of force to overpower and control the victim;
- Where the victim fears that she or he or another will be injured if the victim does not submit;
- Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant;
• Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant;
• Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person;
• Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim; and
• Where the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”

Consent involves explicit communications and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. Consent can be revoked at any time for any reason. Consent is active, not passive. Lack of resistance, physical or verbal, does not imply consent, nor does silence, in and of itself, imply consent. Consent must be given for every act and for every time that the act occurs, regardless of history, past behaviors, or reputation. **In order to give effective consent in California, one must be of legal age (18).** Consent cannot be procured by use of pressure, manipulation, compelling threats, intimidating behavior, substances and/or force, nor can it be given if an individual is mentally or physically incapacitated by alcohol or other drug use, unconsciousness, mental disability, sleep, and/or involuntary physical restraint. Intoxication does not excuse behavior that violates this policy.

Even though these definitions are similar to those contained in the California Penal Code, an act that might not violate or be prosecuted under such laws may still violate this policy.

**Other Sexual Assaults**
Besides rape, other sexual assault crimes include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

**B. Sexual and Other Unlawful Harassment Policy**
The College is committed to maintaining a learning environment that is free from sexual and other unlawful harassment. Harassment is any conduct, on or off campus, directed toward an individual based on sex, sexual orientation, race, religion, color, national origin, pregnancy, physical or mental disability, age or any other basis protected by federal, state or local law that is sufficiently severe or pervasive to alter or interfere with an individual’s academic performance, or that creates an intimidating, hostile or offensive educational or living environment.

All members of the College community, especially officers, faculty, and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual and other unlawful harassment.

For the purposes of this policy, the following are considered forms of sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

• Submissions to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, academic status, or progress.
• Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
• The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment, as judged by a reasonable person.
Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may occur between members of the same or opposite sex. Further, harassment based on a person’s sex is not limited to instances involving sexual behavior. Harassment on the basis of sex may occur without sexual advances or sexual overtones when conduct is directed at individuals because of their sex. This is often referred to as sex or gender harassment and is in violation of this policy.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member, or staff member should be brought to the immediate attention of the Director of Human Resources. Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of the Dean of Student Affairs. The College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment but feels it would not be appropriate to raise such issues with the Director of Human Resources or the Dean of Student Affairs, the student may inquire or complain to any Department Chair or any officer of the College at the level of vice president or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings up to and including immediate termination from employment or dismissal from the College.

Retaliation against any individual for seeking assistance or bringing a harassment complaint through the processes described in this policy is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious separate offense.

Accusations of sexual and other unlawful harassment typically have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of harassment must be made in good faith and not out of malice. Knowingly making a false allegation of harassment, whether under the informal or formal procedures of this policy, is itself a violation of this policy and a basis for disciplinary action. Failure to prove a claim of harassment is not the equivalent of making a knowingly false accusation.

C. Sex Offenders
In accordance to the “campus sex crimes prevention act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy act of 1974, Otis College of Art and Design is providing a link to the California State Sex Offender Registry. All sex offenders are required to register in the state of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student. See http://meganslaw.ca.gov.

In addition to the above notice to the state of California, all sex offenders are required to deliver written notice of their status as a sex offender to the College’s Dean of Student Affairs no later than three (3) business days prior to their enrollment on the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the Otis community, and may be considered by the College for enrollment and discipline purposes.
IX. Housing Program

A. Office of Student Affairs
The Office of Student Affairs maintains a student center with recreational equipment as well as a half basketball court. The Coordinator of Residence Life and Housing organizes weekend activities for Summer of Art students participating in housing. In the past, activities included variety shows, beach trips, museum visits, amusement parks, and musical performances.

The Office of Student Affairs is located on the 1st floor in Ahmanson Hall (behind the security desk). They can be reached at 310.665.6960.

1. Resident Staff
Coordinator of Residence Life and Housing – The Coordinator of Residence Life and Housing is the on-site point person in charge of the Resident Assistant staff. During non-business hours, questions and concerns regarding the Summer of Art Housing Program should be directed to the Coordinator.

Resident Assistants (RA) – In general, there is approximately one Resident Assistant hired for every three students. The Resident Assistant performs the following functions:
- Provides leadership and serves as an appropriate role model for student residents.
- Creates and participates in recreational and social activities: plans and implements a minimum of three activities.
- Creates an environment conducive to studying.
- Responds to emergencies, enforces regulations, and documents misconduct.
- Provides peer counseling as trained.
- Provides resource and referral information as trained.
- Assists in the maintenance of a safe and secure environment.
- Provides on-duty (specific assignments with contact hours) and on-call (remain on grounds and make rounds) supervision of student residents seven (7) days a week.
- Monitors curfew.
- Inspects rooms at move-in and move-out.
- Other duties as assigned by the Coordinator of Residence Life and Housing.

i. Resident Assistance Coverage
Resident Assistant staff members reside in each apartment unit with Summer of Art students and provide routine checks.

ii. Coordinator of Residence Life and Housing Phone
During the regular class hours, please contact the Coordinator of Residence Life and Housing at 310.846.2648, within the Office of Student Affairs. After class, in the event of an emergency, please contact the Coordinator of Residence Life and Housing's cell phone at 310.497.0578.

2. Programming
Living in the Summer of Art Housing Program offers a unique opportunity to participate in activities. Resident Assistants organize programs for residents during their stay. Some of the past programs have included: pizza parties, movie nights, trips to museums, beach trips, dances, and performing acts brought to campus.
i. Activities
On-site and off-site activities/field trips are organized during weekend hours to provide extracurricular and social events for Summer of Art students participating in housing. Past events have included trips to Venice beach, the Getty museum, and local amusement parks. Weekend Field Trip waiver forms are provided to all students, prior to attending the program, and must be completed and signed by a parent or legal guardian. All students participating in Housing are required to attend the Saturday field trips.

ii. Free Time Policy
Parents/guardians of students who stay in housing should be aware that students have free-time with no direct supervision on weekdays from 8:00am to 9:00am, during the one-hour lunch break, and 4:00pm to 10:00pm. They also have free-time from 8:00am to 10:00pm on Saturdays and Sundays. Students living in housing are required to attend the Saturday field trips (times of these trips vary), where supervision is limited.

Parents/guardians and students are required to affirm their knowledge and acceptance of these policies and rules. A statement relaying the policies and rules must be signed by a parent/guardian and the applicant before Check-in.

3. Resources
The College is adjacent to a municipal park that provides a public pool, baseball diamonds, golf course and driving range, and tennis courts.

B. Third Party Off-Campus Housing
Playa Del Oro Apartments
Playa Del Oro Apartments is located approximately two blocks from Otis College of Art and Design’s Goldsmith Campus. Playa Del Oro Apartments is owned and managed by Decron Properties.

Student move-in date is Sunday, July 6, 2014 between 9:00am and 5:00pm.
Student move-out date is Saturday, August 2, 2014 by 12:00 NOON.

1. Cable and Internet Access
Playa Del Oro Apartments is equipped with cable access, as well as internet access in each apartment (students will be required to provide their own wired or wireless connection equipment).

2. Emergencies
In the event of an emergency, the Coordinator of Residence Life and Housing must be notified immediately.

3. Laundry Facilities
Each unit at Playa Del Oro Apartments has a washer and dryer located within the unit; therefore, students will be permitted to use the laundry without additional charge. Students will need to provide their own laundry detergent, fabric softener, etc.

4. Mail Service
Playa Del Oro Apartments does not provide mail service; however, once space has been reserved and confirmed, the student's residential address will be provided and available so that letters and packages can be mailed.
5. What To Do If You Are Locked Out of Your Apartment
If you leave your key in your room or lose/misplace your key, please notify your RA and/or the Office of Student Affairs so that a replacement key can be issued.

C. Student Housing Rules and Policies
1. Compliance with Student Housing Program Rules and Policies and Student Code of Conduct
All students residing in the Playa Del Oro Apartments are required to abide by the Student Housing Program Rules and Policies, student housing contract requirements, and the Student Code of Conduct at all times. Students found in violation of this policy will be subject to immediate removal from the program.

Please refer to the Summer of Art Student Code of Conduct.

2. Courtesy Hours
Courtesy Hours are observed 24 hours a day, 7 days a week. These courtesy hours are in effect to accommodate other guests of the Apartments, as well as other Summer of Art residents.

3. Curfew
Each day, after classes conclude at 4:00pm, all housing students have “free time” until curfew. All students of the Summer of Art Housing Program will be required to be in their rooms each night prior to 10:00pm. Any student who violates the 10:00pm curfew may be removed from Summer of Art Housing.

4. Drop Cloths
Residents are encouraged to use drop cloths when completing school projects so that damage does not occur.

5. Harassment
Otis and the Playa Del Oro Apartments maintain a zero tolerance policy for harassment. Any harassment or abusive act to self, staff, Apartment representatives and guests, or Summer of Art residents, may result in immediate removal from the program.

Please refer to the Summer of Art Student Code of Conduct.

6. Incense/Candles
Open flames are a fire hazard. There is absolutely no burning of incense or candles inside the Apartments.

7. Leave Waivers/Overnight Leave
Summer of Art housing is provided through a third party for the convenience of Summer of Art participants and families. Students participating in Summer of Art housing are afforded the opportunity to experience learning outside of the classroom. As part of the learning experience, the staff plan and implement various co-curricular and extra-curricular activities for participants that allow for education, interaction, and enjoyment. The co-curricular and extra-curricular activities are an integral part of the housing experience; therefore, Summer of Art housing participants are expected to participate in such. To this regard, Summer of Art Leave Waivers are set aside for students and families who have previously planned commitments during the duration of the program and in the event of an emergency.

Summer of Art leave waivers may not be used for students to leave the housing program every week or every weekend and cannot be used as an extension of curfew. Summer of Art leave waivers must be turned in no less than three (3) business days prior to the requested leave. Any form turned in less than
three (3) business days prior to the requested leave will not be approved. There will be no exceptions made. In case of emergency, please contact the Summer of Art Office. If you need to request a Leave Waiver form prior to the start of Summer of Art contact the Summer of Art office at 310.665.6864 or soa@otis.edu.

8. Morning Attendance
In the event that a resident student is absent from class, a courtesy call will be placed to parent/guardian.

9. Pets
No Pets are allowed, regardless of type and size.

10. Quiet Hours
Quiet Hours are observed between the hours of 10:00pm and 8:00am.

11. Smoking
By California State Law, smoking is prohibited inside any public building. In addition, by law, the legal smoking age is 18 years of age. Summer of Art Housing policy prohibits smoking.

Please refer to the Summer of Art Student Code of Conduct.

12. Sports in Hallways and Rooms
Absolutely no sports shall be played in the hallways or rooms of the Apartment building. This policy is in place to respect the Apartment and to keep damage to a minimum.

13. Throwing Objects from Windows
Throwing anything out of a window is dangerous, destructive, and is not allowed.

14. Vandalism
Vandalism is prohibited. Apartment furniture may not be rearranged. Rooms must remain in their initial standardized configuration throughout the program. The Summer of Art Housing Program is a guest of the Playa Del Oro Apartments and is expected to keep the facility in excellent condition. If damages occur in your Playa Del Oro apartment unit while attending the Summer of Art program, all roommates will be held accountable for such damages.

15. Violence
Otis and the Playa Del Oro Apartments maintain a zero tolerance policy for violence. Any threat of violence or abusive act to self, staff, Apartment representatives and guests, or Summer of Art residents, will result in immediate removal from the program.

16. Visitation
Summer of Art residents are responsible for their visitors and for visitor's compliance with housing policies. Absolutely no visitors are allowed in assigned apartments/rooms after 10:00pm.

Please refer to the Summer of Art Student Code of Conduct.

17. Zero Tolerance Policy
Otis maintains a zero tolerance policy for all illegal activity, including the possession or use of drugs, alcohol, or firearms, whether on or off the Otis campus. Students who are in violation of any Otis policies, rules, regulations, etc. or otherwise create an unsafe or unproductive situation or environment may be
disciplined by Otis at its sole and exclusive discretion. The discipline may include dismissal of the student from the program without any refund and/or the receipt of a grade of “F”.

All policies, especially with regard to curfew, visitors, and the code of conduct are clearly outlined to parents and students.

Please refer to the Summer of Art Student Code of Conduct.

Parents/guardians and students are required to affirm their knowledge and acceptance of these policies and rules. A statement relaying the policies and rules must be signed by a parent/guardian and the applicant before Check-in.

Please refer to the Summer of Art Student Code of Conduct.

D. Housing Items List

1. Apartment Amenities
The Playa Del Oro Apartments essentials include:
- Bedding that includes a bedspread, blanket, sheets, and pillows
- Television in living room
- Fully equipped kitchen
- Decorator accessories
- Dresser Drawers

2. Dress
- Old clothes and/or smock to protect your good clothing
- A pair of comfortable shoes
- Jacket, sweater, or sweatshirt (it can get chilly in the early morning and in the evening)
- Bathing suit, hat, sunglasses, sandals (if you plan to use the Apartment pool or go to the beach)

3. Optional items to bring with you:
- Reading light
- Fan (Note: the Apartments are air-conditioned)
- Skateboards, rollerblades, bicycles, or skates (these items are prohibited on the Otis campus)
- iPod/MP3 player
- Books/Magazines

4. Spending Money
Students should bring spending money for meals, activities, souvenirs, and personal items. Weekend field trips are planned for Summer of Art students who are participating in housing (transportation is provided). In most cases, Otis will cover admission charges to these field trips. Prior to arrival, students will receive a schedule of activities and detailed information regarding costs.

Students may need money to cover medical services and prescriptions if costs are not covered by a medical insurance plan or if a student does not have insurance.

There is an ATM Machine in the Café on campus, and nearby at the Kinecta Credit Union and Bank of America. There may be a surcharge for accessing accounts from other financial institutions.
5. Supplies
Students should come prepared with supplies on the first day of their Specialization and Foundation classes. (July 7 is the Creativity Orientation.) Supply lists will be emailed prior to the beginning of the program.

E. Housing Alternatives for Students Over 18 Years
If you are over 18 years and interested in housing, please contact the Office of Student Affairs at 310.846.2648 or mrichards@otis.edu for alternative housing options.
## XI. Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| February 14 | Summer of Art registration begins  
                      Housing registration begins |
| April 14  | Deadline to withdraw from housing (after this date, no housing refund)            |
| April 21  | Scholarship application deadline (no exceptions will be made)                      |
| April 25  | Deposit deadline (after April 25th, payment in full is required to register)      
                      Deadline for Early Enrollment Discount |
| May 26    | All balances due in full                                                          |
| May 30    | Housing registration ends                                                         
                      International Students’ deadline for all tuition and fees |
| June 27   | Deadline for registration                                                         |
| July 6    | Housing check-in, *from 8:00am – 5:00pm*                                          |
| July 7    | Classes begin: *All students check-in at 8:00am*                                  |
| July 9    | Last day to request partial refund; by 5:00pm                                      |
| July 14   | Last day to withdraw from program (no refund)                                      |
| August 1  | Classes end                                                                       
                      Final Exhibition: 2:00pm – 4:00pm |
| August 2  | Housing check-out, *no later than 12:00pm*                                        |
XII. How to get to Otis

The Goldsmith Campus is located across from Westchester Park at:
9045 Lincoln Blvd.
Los Angeles CA 90045

Orange County
San Diego Fwy 405 North to Century Fwy 105 West (to Airport). Exit at Sepulveda North (to Airport through tunnel, under LAX runway). Merge left on Lincoln Blvd (North), to 9045 Lincoln Blvd (on left, across from Westchester Park).

Santa Monica
Lincoln Blvd. South, to 9045 Lincoln Blvd. (on right, across from Westchester Park).

Glendale/Pasadena
Glendale Fwy 2 South to Golden State Fwy 5 South, to Harbor Fwy 110 South, to Century Fwy 105 West (to Airport). Exit at Sepulveda North (to Airport through tunnel, under LAX runway). Merge left on Lincoln Blvd. (North), to 9045 Lincoln Blvd. (on left across from Westchester Park).

Canoga Park/Woodland Hills
San Diego Fwy 405 South, to Century Fwy 105 West (to Airport). Exit at Sepulveda North (to Airport through tunnel, under LAX runway). Merge left on Lincoln Blvd. (North), to 9045 Lincoln Blvd. (on left, across from Westchester Park).

San Pedro/Long Beach
San Diego Fwy 405 North, to Century Fwy 105 West (to Airport). Exit Sepulveda North (to Airport through tunnel, under LAX runway). Merge left on Lincoln Blvd. (North), to 9045 Lincoln Blvd. (on left, across from Westchester Park).

Pomona/Ontario
San Bernardino Fwy 10 West, to harbor Fwy 110 South, to Century Fwy 105 West (to Airport). Exit at Sepulveda North (to Airport through tunnel, under LAX runway). Merge left on Lincoln Blvd. (North) to 9045 Lincoln Blvd. (on left, across from Westchester Park).
XIII. How to get to Otis California Market Center (Fashion Design)

The California Market Center is located at:
Fashion Department, 2nd Floor
110 East 9th Street
Los Angeles CA 90079

Fashion Students Please Note! Otis provides a courtesy shuttle from Otis' Goldsmith Campus to the California Market Center – Otis School of Fashion Design and back to the Goldsmith Campus on Tuesdays-Wednesdays-Thursdays. If students are being dropped off, please arrive on time. AM departure time is 8:15AM SHARP with classes beginning at 9:00am SHARP! Parent AM drop-off and PM pick-up is located at the La Tijera Blvd gate entrance. Students who miss the shuttle will need to take a taxi to the California Market Center – Otis School of Fashion Design Campus. Taxis may cost up to $45 for a one-way trip to the California Market Center. On the first day of classes, students are directed to the AM and PM pick-up location(s.) Daily bus attendance is taken. Otis College of Art and Design does not pay for individual student parking at the California Market Center. Monthly parking is available at the California Market Center for $30 with Otis I.D. Please call the Summer of Art office at 310.665.6864 for further instructions.

California Market Center is bounded by Main Street, Los Angeles Street, 9th Street, and Olympic Blvd. Please direct all questions regarding the Summer of Art College Prep program to 310.665.6864. The Fashion Office will refer all inquiries back to Summer of Art.

From the Westside
10 Fwy (east towards Downtown LA). Exit at Grand Ave. (Go down ramp and pass through 4 traffic lights). At fifth light, turn left onto Main St., to Olympic Blvd. (California Market is on the right side of Main St. at Olympic).

From Long Beach/South Bay
110 Fwy North (to Downtown LA). In Downtown, exit at 9th St (East) to Main St. (California Market is on the corner of 9th St. and Main St.)

From San Fernando Valley and Hollywood
101 Fwy South (to Downtown LA). In Downtown, follow signs for San Bernardino/Santa Ana. Take exit for Los Angeles St., just under Broadway. Turn right on Los Angeles St., to 9th St. (California Market is on the right side of Los Angeles St. at 9th St.).

From East of Downtown/San Gabriel Valley
Take the 10, 60, or 5 Fwy to the 10 Fwy West. In Downtown LA, exit at Los Angeles St. Turn right (North) on Los Angeles St. Go to Olympic Blvd. (California Market is on the left).
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Distance from Main Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Hotel</td>
<td>8639 Lincoln Boulevard</td>
<td>(1 block from main campus)</td>
<td>310.645.0400</td>
</tr>
<tr>
<td>Inn At Playa Del Rey</td>
<td>435 Culver Boulevard</td>
<td>(1.5 miles away)</td>
<td>310.574.1920</td>
</tr>
<tr>
<td>Radisson Hotel</td>
<td>6225 W Century Boulevard</td>
<td>(1.54 miles away)</td>
<td>310.670.9000</td>
</tr>
<tr>
<td>Courtyard by Marriott</td>
<td>6161 W Century Boulevard</td>
<td>(1.63 miles away)</td>
<td>310.649.1400</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>8620 Airport Boulevard</td>
<td>(1.81 miles away)</td>
<td>310.645.7700</td>
</tr>
<tr>
<td>Crowne Plaza Hotel</td>
<td>5985 W Century Boulevard</td>
<td>(1.83 miles away)</td>
<td>310.642.7500</td>
</tr>
<tr>
<td>Super 8</td>
<td>9250 Airport Boulevard</td>
<td>(1.83 miles away)</td>
<td>310.670.2900</td>
</tr>
<tr>
<td>Renaissance LA Hotel</td>
<td>9620 Airport Boulevard</td>
<td>(1.88 miles away)</td>
<td>310.337.2800</td>
</tr>
<tr>
<td>Sheraton Gateway</td>
<td>6101 W Century Boulevard</td>
<td>(1.89 miles away)</td>
<td>310.642.1111</td>
</tr>
<tr>
<td>Embassy Suites</td>
<td>9801 Airport Boulevard</td>
<td>(1.9 miles away)</td>
<td>310.215.1000</td>
</tr>
<tr>
<td>Hilton</td>
<td>5711 W Century Boulevard</td>
<td>(1.9 miles away)</td>
<td>310.215.1000</td>
</tr>
<tr>
<td>Embassy Suites</td>
<td>1440 E Imperial Avenue</td>
<td>(2.0 miles away)</td>
<td>310.640.3600</td>
</tr>
</tbody>
</table>
XV. Contact Information

Otis Continuing Education and Pre-College Programs, Summer of Art Office
Goldsmith Campus in the Ahmanson Hall Building, 2nd Floor, Room 208
   Inez Bush, Associate Director of Pre-College Programs and Professional Development for Teachers
   Direct line and Voicemail: 310.665.6864 Fax: 310.665.6854
   Email: soa@otis.edu Office hours: Monday – Friday 8:30am to 5:00pm

Office of Records and Registration (Transcript Requests)
Goldsmith Campus in the Ahmanson Hall Building, 2nd Floor, Room 206
   Direct line: 310.665.6950 Fax: 310.665.6956
   Email: otisreg@otis.edu Office hours: Monday – Friday 8:30am to 5:00pm

Office of Residence Life and Housing (Off-Campus Housing), Coordinator of Residence Life and Housing
Goldsmith Campus in the Ahmanson Hall Building, Lower Level (B02)
   Direct line and Voicemail: 310.846.2648 Fax: 310.665.6964
   Email: mrichards@otis.edu Office hours: Monday – Friday 8:30am to 5:00pm
   In the event of an emergency after class, the Coordinator of Residence Life and Housing can be reached by cell phone at 310.497.0578.

Otis Main Campus Operator 310.665.6800; 800.527.OTIS
Otis Main Campus Security 310.665.6965

THE EMERGENCY NUMBER IS: 1 888.751.7523
## IN AN EMERGENCY

**CALL 911**
**CALL SECURITY DESK (310) 665-6965**
**FOLLOW DIRECTIONS** from emergency response personnel

### EARTHQUAKE | EVACUATE |
---|---|
Duck, Cover, Hold under a table/desk or against an inside wall—not a doorway
Check yourself and others for injuries
Evacuate the building. Do not use elevators!
Assemble at the designated meeting place
Be prepared for aftershocks

### FIRE / EXPLOSION | EVACUATE |
---|---|
Activate the nearest fire alarm
Call 911
Call Campus Security (310) 665-6965
Evacuate the building. Do not use elevators!
Assemble at the designated meeting place

### HAZARDOUS MATERIALS RELEASE | EVACUATE |
---|---|
Call 911
Call Campus Security (310) 665-6965
Evacuate and secure the area
Limit access to authorized personnel

### POWER/UTILITY OUTAGE | SHELTER IN PLACE |
---|---|
Remain calm and assist others
Move cautiously and retrieve a flashlight
Turn off computers and other voltage-sensitive equipment
Proceed to a lighted area

### SUSPICIOUS PERSON/OBJECT | SHELTER IN PLACE |
---|---|
Do not confront the person or touch the object
Call 911
Call Campus Security (310) 665-6965
Be prepared to evacuate the area

### ELEVATOR MALFUNCTION | SHELTER IN PLACE |
---|---|
Remain calm and assist others
Activate the elevator alarm
Use the elevator phone to contact the elevator company
Call Campus Security (310) 665-6965
Call Facilities Management (310) 665-6872

## PROCEDURES

### EVACUATION
Use the nearest available exit
Do not use elevators!
Take personal belongings
Assist others
Follow directions from emergency response personnel
Assemble at the designated meeting place

### SHELTER IN PLACE
Stay in the building
Close and lock windows and doors
Move away from windows
Do not use elevators!
Call Campus Security (310) 665-6965
Follow directions from emergency response personnel

**OTIS** Otis College of Art and Design