



UNIVERSITY CENTER

RESIDENT HANDBOOK 2018-2019

Updated 7/23/2018

EVEREST CAMPUS CENTRAL
A DIVISION OF PEAK CAMPUS



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UNIVERSITY CENTER RESIDENT HANDBOOK

Welcome to the University Center Chicago! You've come to the right place! The University Center (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), American Academy of Art (AAA), Roosevelt University (RU), and other Chicagoland universities, referred to hereinafter as master tenants, who are serious about their academic success. Additionally, there are a number of Robert Morris University (RMU) and American Academy of Art students also residing within the UC community. The UC presents an opportunity for you to surround yourself with the space, security, convenience and amenities that will support your educational goals. It also offers an opportunity to embrace the city around you.

In order to fully benefit from the rich cultural diversity of the UC community, it is important for all community members to respect new ideas, demonstrate tolerance and have an open mind. Our primary purpose is to maintain 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 very special community, where respect for the rights of others is your responsibility. We hope you will choose to be an active participant in a cooperative effort by residents and staff to accomplish this central goal.

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 may result in a wide range of sanctions including removal from the UC community. While every effort has been made to provide residents with complete and accurate information, UC Management reserves the right to change, amend, modify or revoke any policy or procedure contained in this document, with or without notice. UC Management will attempt to provide notice to residents of any such changes when made. In the event of a question, final interpretation of the policies and procedures applicable to UC is the responsibility of the Executive Director in consultation with the Dean of Students from each of the participating institutions.

Note: Any professional position named herein (i.e., Executive Director, Directors, Dean of Students, or Vice President, etc.) may appoint a designee as necessary to provide coverage or appropriate delegation of responsibility.



STATEMENT ON COMMUNITY LIVING

University Center is an exciting place to live, especially when each resident assumes his or her share of community responsibility. UC residents come from many areas of the city, state, country and world. All are in the midst of academic pursuits at the undergraduate, graduate or professional levels. In this unique community, residents are rich in knowledge and diversity. UC encourages interaction among residents to make the most of this cooperative and interactive learning opportunity.

With so many residents living in such close proximity to each other, conflicts of various types are common and possible. Residents are encouraged to get to know suitemates, apartment-mates and neighbors to facilitate a quick and amicable resolution to conflicts that may occur. Understanding different individual lifestyles forms the foundation of a mutually respectful environment for everyone.

Within any environment, reasonable limits and community standards must be established. Policies within the UC community have been established in the interest of residents (and all others who visit or work within the building), for the preservation of the facilities for future generations and to comply with health, safety and other regulatory expectations.

Therefore, the staff of UC:

- is concerned with the rights and safety of all residents, visitors and employees
- limits the physical alterations and use of the facilities by residents
- establishes reasonable limits on activities and behavior
- enacts policies to achieve these purposes and to comply with local, state and federal fire, safety, health and code requirements

Living within such a vibrant, academic community is indeed enriching, but also necessitates compromise between individual and community needs. **When these needs are in conflict with each other, the needs of the community take precedence.**

Therefore, UC strives to provide residents with an environment that is conducive to studying and sleeping, especially during established quiet hours, as well as a clean and safe environment in which to live.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

University Center complies with the FERPA Act of 1974. FERPA essentially protects the rights to privacy of anyone over the age of 18 years old for nondirectory information maintained in educational records. This includes any and all activity they may be involved in, including behavioral, conduct and employment records. All documentation and resident records are maintained as property of Peak Campus and are not releasable or available for general viewing to anyone other than authorities representing resident institutions. Documentation and records may only be released or viewed after written permission from a resident's institution or designee is received. The FERPA policy of each resident's school shall apply to all resident records. Additionally, UC Management will not disclose any information other than directory information about any resident without written or authorized consent, unless otherwise required by law.

Concealed Carry Weapons Policy

Peak Campus manages University Center Chicago for the use and benefit of its constituent institutions of higher education and to facilitate and further their respective educational missions. Pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations, Peak Campus and University Center adopts the following policy:

The carrying or possession of any type of weapon or firearm on the premises of the University Center is strictly and absolutely prohibited. This prohibition expressly includes those persons licensed to carry concealed handguns (other than those who are active law enforcement and credentialed retired law enforcement persons). Any person violating this policy will be required to leave the University Center premises immediately. Any resident, employee or guest found to be in violation of this policy will be subject to discipline, including expulsion from the University Center. Employees of retail tenants are prohibited to carry any type of weapon or firearm in public service areas at University Center. No University Center security officer or staff member has authority to grant verbal exceptions to this policy. For purposes of this policy "weapon" is broadly defined and includes, without limitation, ammunition, explosives, clubs or illegal knives, paintball guns, projectile launchers, BB guns/pistols, facsimile weapons and fireworks. This policy supplements that which is stated in the student handbook pertaining to firearms and weapons in general.

UC Administration works to ensure that all members of the residential community feel safe when they are in our facilities. If you should come across a situation where you sense there is an immediate threat to public safety, you should call 911.



If you believe an individual is carrying a weapon, but is not acting in a threatening manner, you should call University Center Security at (312) 924-8911.

TITLE IX

In compliance with Title IX of the Education Amendments of 1972 (Title IX), the University Center prohibits discrimination in all educational programs and activities on the basis of sex. Programs and activities under Title IX include: academic programs, admissions, athletics, recruitment, financial aid, housing and employment, amongst others. Title IX also prohibits sexual harassment, sexual misconduct, and any activity which includes sexual violence. It also includes domestic, dating and stalking issues.

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

source: http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

Title IX is there to protect college students from discrimination of any kind based on sex. This extends, of course, to those who are victims of sexual assault and sexual misconduct.

To file a complaint of sexual harassment or sexual assault, or if you have questions, concerns or a complaint related to Title IX, please contact the Title IX Coordinator of your respective institution.

The University Center supports all Title IX efforts of the master tenants and other institutions and does not condone any activity that demeans in any way any resident. All efforts to report and facilitate any investigation according to resident institution precedent will be conducted.

Columbia College Chicago's Title IX Coordinator

Janely Rivera

Director of Equity Issues & Title IX

623 South Wabash Avenue, Suite 315B

Chicago, IL 60605

312-369-6343

jrivera@colum.edu

DePaul University's primary Title IX Compliance Officer

Dr. Ashley Knight

Title IX Coordinator

Student Affairs

Phone: 773-325-7290



Office Hours: 9:00 am to 5:00 pm

aknight@depaul.edu

titleixcoordinator@depaul.edu

Robert Morris University Compliance Officer

Angela Jordan

Vice President of Student Affairs

401 S. State Street

Chicago, IL 60605 312 312-935-2002

ajordan@robertmorris.edu

Roosevelt University Compliance Officer

Alice Jones

Title IX Coordinator

Auditorium Building, Room 204

312-341-2051

Ajones90@roosevelt.edu

THE CLERY ACT: CRIME STATISTICS REPORTING

University Center staff will report all felonies and serious misdemeanors that are reported or observed to the Chicago Police Department (CPD). For lesser misdemeanors, victims are encouraged and assisted by the UC staff to report the crime to the CPD. All known crimes occurring within the premises or within a reasonably contiguous geographic area shall be reported by UC staff to each member school to be included in its crime statistics report, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20, U.S.C. 1092(f).

UC staff is committed to safety and security within the University Center community.

To report a crime or an emergency in or near University Center contact 911 or 312-924-8911 (UC Security).

Additional information about reporting crimes and emergencies at your school may be found at your respective university's website.



UNIVERSITY CENTER STAFF

UC staff provides a variety of services and referrals to help residents maximize their academic and living experiences. UC staff will assist residents during their transition, respond to emergencies and are available to meet with residents during specified business hours. All other times, a resident should contact the 24-hour Security Desk at (312) 924-8911.

Resident Advisors (RA)

The RAs are live-in student staff committed to promoting the personal and academic success of our residents and our community. Their primary purpose is to manage an environment conducive to sleep and study. They create community through leadership, programming and policy enforcement. They are the residents' primary source for information, resource, problem solving and support. RAs help organize social, educational and cultural events for residents, monitor and report any institutional facility-related concerns and help provide additional office hour coverage. They are responsible for inspecting common areas and conducting periodic room inspections and resident interviews as directed and with appropriate notice. They report to one of the Residence Education Coordinators.

Residence Education Coordinators (REC)

The RECs are live-in professional staff who report to the Director of Residence Life and supervise the paraprofessional staff. The RECs have responsibility for a community building for 500 – 600 residents on various floors. Each REC serves in the on-call rotation for emergency response.

Resident Activities and Program Coordinator (RAPC)

The Program Coordinator is a live-in professional staff member who reports to the Assistant Director of Resident Life. The RAPC is responsible for the supervision of the Resident Service Desk Area (RSD), coordinating the programming series (ticket, wellness, craft, international/ graduate, service), advising the University Center Resident Council (UCRC) and implementing the community development and programming module for University Center. The RAPC serves in the on-call rotation for emergency response.

Assistant Director of Residence Life (ADRL)

The ADRL is a live-in professional staff member, who reports to the Director of Residence Life and is responsible for supervising the RAPC, Resident Service Desk staff and facilities, overseeing the conduct process, community programming, assessment, and leadership. The ADRL serves in the on-call rotation for emergency response.



Directors

The management staff supervises all other employees and contractors in the building. The team consists of the Director of Residence Life, Director of Facilities, Director of Conference Services and the Executive Director. Each Director reports to the Executive Director. The Director of Residence Life is a live-in staff member and serves in the on-call rotation for emergency response.

Management Office Staff

The Management Office, located on the second floor, is open Monday through Friday from 8am to 5pm 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, and to potentially reserve meeting rooms.

Additional Building Staff

Conference Chicago Staff

Event planning and scheduling of meeting rooms is coordinated by the sales and operation staff of the Conference Center within UC. Their offices are located on the second floor of the UC and access may be obtained through the glass doors located to the left of the lobby as you enter the building.

Custodial Staff

Reporting to the Director of Facilities, the custodial staff is responsible for the cleaning and upkeep of all common areas within the building including, but not limited to, the lobby, hallways, lounges, Music Practice Rooms and recreational spaces.

Engineering & Maintenance Staff

Reporting to the Director of Facilities, the engineering staff is responsible for the maintenance of all mechanical and electrical equipment in the building and is responsible for the completion of all resident work orders.

Security Staff

Reporting to the Director of Facilities, the security staff participates in maintaining a secure environment for all who live, work and visit the building. Security staff monitor and oversee building access 24 hours a day and can be reached at ext. 8911 or (312) 924-8911.



Student Staff

Resident employment opportunities are available throughout the building at the Resident Services Desk (RSD), Mail Room, Conference Center, “@theCaf” and Management Office. If interested, please come to the Management Office for an application.

BUILDING AMENITIES

UC consists of 18 floors. Student residences are located on floors 3 through 18. The Mail Room, Conference Center, Center Dining, Resident Services Desk (RSD), Computer Lab, Fitness Center, Multimedia Room (MMR), Private Dining Room (PDR), main Laundry Room, Music Practice Rooms, and Management Office are located on the second floor. Several retail operations are housed on the first floor. The third floor includes the Great Room with access to the Garden Terrace.

Access

UC is not a public facility. Other than the first (1st) floor retail spaces and non-resident dining entrance, access to the building is restricted exclusively to residents, building employees, contractors, authorized staff from member schools and registered guests. UC ID cards are provided to every resident and must be used every time upon entrance.

*This ID card also provides access to a resident's suite or apartment. Guests of residents must present a valid, government-issued photo identification in order to be signed into the UC. Guests are expected to present their guest pass each time they enter the UC, and return it to security upon exiting the building at the end of their stay. Guests must be escorted by their host/hostess at all times. Guests are expected to abide by all guest and resident policies at all times while in the UC. If any guest is found to be in violation of any policies at any time, they will be removed from the building immediately and banned for a minimum of two weeks. Re-entry into the UC is at the discretion of the Assistant Director of Residence Life after the proper appeal process has been followed.

** The UC ID is issued to the resident and is not to be shared with others to access the facility, or for any other purpose.*

Appliances

Each apartment is provided with a refrigerator/freezer, oven with stovetop, microwave, and dishwasher. Microwaves, ovens with stovetop and refrigerators are also provided in the social lounges (northwest corner) on each floor, for use by residents.



Bicycle Storage

A limited number of bicycles can be accommodated in a locked storage room adjacent to the first (1st) floor lobby. Storage will be provided on a first come, first served basis, for bicycles that are registered with the Management Office. Residents are responsible for providing and securing their own bike locks and nothing else may be left in this room. Bicycles, or bicycle like items, are prohibited anywhere else in the building. Each resident acknowledges that he/she will be solely responsible for theft or damage to any personal property placed in Bicycle Storage. As is the case with all personal property brought on to the premises, residents assume full responsibility for damages or losses of any kind. (See “Personal Property Insurance” on pg. 17.) Bicycles left after residents move out will be handled as abandoned property.

Computer Centers

The Computer Center is located on the second floor by the Resident Services Desk (RSD). There are PCs and a MAC available for resident use. Additionally, there is a black and white printer that can be used. Residents are asked to bring their own paper.

Digital Media Labs are located on the 11th and 12th floors. Residents are able to receive access cards and supplies for the Digital Media Labs at the Resident Services Desk.

Residents using any computers or printing systems at UC are required to adhere to all Building Technology Policies.

Conference Center & Meeting Rooms

The UC Conference Center is located on the second floor, but main access is only via the conference entrance on the north side of the building’s first floor lobby. Conference and meeting room space is primarily used by outside groups for a fee. Residents interested in group study, programs, discussions and similar events may also reserve these rooms. Residents can book conference rooms for a nominal fee when available. Outside rental will take priority over resident use.

Contact the Management Office for details.

Dining Center (@the Caf)

@the Caf is located on the second floor and provides a quality dining experience for residents and their guests by focusing on variety, convenience and nutrition. There is a cost to enter the area for any non-resident. From a specific dietary needs station, comfort options, home-baked specialties, to the Outtakes convenience area offering grab-n-go items, residents can enjoy a great dining experience without leaving the building.



All residents in suite-style accommodations are required to participate in either the standard (up to 15 meals per week) or basic (up to 10 meals per week) UC Dining Plan. Residents in apartments may either purchase a meal plan (150 meals per academic year) or individual meals. The Standard and Basic Meal Plans provide meals while each student's classes are in session during the academic year (approximately 32 weeks). A limited number of nonresidents from member and affiliated schools also use Center Dining via a separate secured entrance.

Our Center Dining Team also provides outstanding catering services within the UC community, from our own Private Dining Room for a family reunion, to catered meetings and seminars, to a reception on the Garden Terrace. Please see a Center Dining Service Manager for more information.

Fitness Center

The Fitness Center is located on the north end of the second floor. Checking in with one's ID at the Resident Services Desk (RSD) provides access to the Fitness Center and Dance Studio, and also allows residents to utilize any of the following services; Pool, Ping Pong, Games, Vacuums, and Music Practice Rooms.

The facility is furnished with high-tech cardiovascular equipment and is for the exclusive use of UC residents and their guests. Resident hosts must accompany their guests at all times, and guests will be required to provide their guest ID to utilize the Fitness Center. All residents who enter the Fitness Center agree to follow the rules and regulations posted therein. Any reported or observed abuse or mishandling of any equipment, such as repeated slamming or dropping of weights, could result in disciplinary sanctioning, including being banned from the fitness center.

There is no supervision or staff monitoring the Fitness Center and those using the facility do so at their own risk. No food or loud music is allowed. Please report any problems with the equipment to Resident Services Desk (RSD).

Furnishings

Each resident is provided with a bed and twin, extra-long mattress. The bed is also loft-able, allowing for extra floor space below the bed, but only if ceiling height permits and an optional UC approved loft kit is utilized. Limited supplies of these loft kits are available for rental through the resident portal. Every resident is also provided with a study desk and chair. Drawers, shelves and adjustable clothes rods are built into a room closet for each occupant. Additional furnishings vary by unit type. Please report any furniture problems to the Management Office.

Heating and Air Conditioning

Central heating and air conditioning are provided to each unit at no additional cost. Residents may experience transitional times during the spring and fall where



heating and cooling are difficult to balance. Supplemental heating and/or air conditioning devices are prohibited. Residents need to be aware, especially during the winter months, to take precautions to avoid charges should windows be left open causing pipes to freeze and/or burst.

Laundry Room

The main Laundry Room is located on the second floor. The Laundry Room is accessible 24 hours a day. Machines run through the use of prepaid laundry cards available for purchase in the second (2nd) floor Laundry Room. A laundry card is provided free of charge when a resident moves in. Should a resident need an additional laundry card, the cost is \$5.00 and may be purchased in the Management Office. There is also a small laundry facility located on floors 15-18 respectively as an additional option to residents living on those floors. UC is not responsible for lost, stolen or damaged items. UC will not reimburse for any monetary value on a lost, stolen or damaged card. Any items left in the Laundry Room more than 24 hours will be stored for 30 days. After 30 days, all items will be donated to a local charity. Please report any issues or concerns with the Laundry Rooms to the Resident Services Desk.

Loading Dock

With advance permission from the Management Office, the loading dock at the rear of the building is available for loading and unloading on a limited basis.

Lounges

Many lounge areas are available throughout the building and include study and social lounges on each floor, 3rd floor terrace, 2nd floor clubhouse area, and the 1st floor lobby. Collaborative media lounges are located on the 8th, 9th, 14th, and 15th floors.

Removal of any lounge furniture is prohibited and may result in disciplinary action including financial responsibility. Residents may reserve study and social lounges by contacting the Management Office. Additionally, residents are responsible for maintaining a clean lounge after usage.

Mail Delivery

Upon move-in, each resident is issued a mailbox combination. To ensure correct delivery, please request that your unit number is clearly marked on all mail. Mail is delivered six days a week (except legal holidays) and distributed to mailboxes located on the second floor. Residents share a mailbox with their suite/apartment-mates. Hours of distribution will be posted, and residents with a package delivery



will receive a note and/or an e-mail to pick up their delivery from the Mail Room Desk or the Management Office. All mail should be addressed as follows:

(Name)

525 S. State Street # (Suite/Apartment Number)

Chicago, IL 60605

Once a resident moves out of UC, first-class mail will be forwarded for up to 30 days contingent upon the resident completing a forwarding address card. Please visit the Mail Room for instructions.

Recycling and Trash Removal

All units are provided recycling bins to allow participation in the single-stream recycling program. Trash receptacles are also provided for waste. Each floor is provided with recycling and trash containers in separate rooms near the elevators. All residents are expected to bring their trash and recycling material to the appropriate containers regularly. Trash is normally removed from the floors on a daily basis. Information is available to residents about proper preparation of recycling material.

Resident Services Desk (RSD)

The Resident Services Desk (RSD) is located on the 2nd floor and serves as a 24hour, 7-day-a-week resource for the University Center residents. (RSD may reduce hours during break periods). Through the RSD, residents of the University Center can gain access to the Fitness Center, Multimedia Room (MMR), Piano/Music Practice Rooms, Dance Studio, Shuffleboard, Air Hockey, Ping-Pong tables, pool tables, video game systems, board games and various other services.

Piano/Music Practice Rooms

Piano/Music Practice Rooms are available for residents at no additional charge. Because the practice rooms are shared, residents are expected to respect the rights and property of others. Use of any space may be limited for extensive periods of time (when others are waiting) or used for storage. A key to access a room is available at the Resident Services Desk (RSD) with UC ID. Specific policies, procedures and considerations are posted in the Music Practice Room area. Please see an RSD attendant for information regarding the reservation or access process.

Storage

Aside from space within the residential units, there is no additional storage available in the building. All bicycles must be removed from Bicycle Storage upon move out or it will be handled as abandoned property.



BUILDING & RESIDENT FIRE/LIFE SAFETY

In the event of an emergency, dial 9-911 from your room phone or 911 from your cell phone, for police, fire or ambulance. For non-emergency situations, call the Chicago Police Department at 311.

Your location is:

University Center of Chicago

525 South State Street

Floor # and Room #

Then alert UC security or the Management Office by dialing:

24-Hour UC security Ext. 8911 or (312) 924-8911

Management Office Ext. 8000 or (312) 924-8000

Emergency Telephone Numbers

The safety of residents and the building is always forefront in the minds of UC staff. Please become familiar with the safety features and procedures for our community before an emergency arises! We are pleased to have you as a resident, and hope that all residents will put forth the cooperative effort necessary to enhance the safety and security for everyone at UC. Special alerts, education and notices are posted throughout UC and near elevators.

Fire Safety

Due to the design of the building, it is rare that a facility-wide evacuation will take place. Instead, alarms will sound that alert residents and staff to the problem. Residents will be notified of specific instructions through the building's Public Address (PA) System. Residents will hear a series of numbers over the PA system during a fire emergency. The numbers indicate to the building staff where the device was activated. The key for those numbers may be found at the entrance to any stairwell on any floor.

The staff will then work with Emergency Personnel to ensure that the residents' safety is maintained. Fire drills are required to be conducted at a minimum of twice per year to ensure residents and guests are familiar with the fire safety procedures. Failure to evacuate during a fire drill, failure to follow the requests from staff, or an actual fire can be cause for disciplinary action.

Personal Safety

No matter where you live, certain precautions should be taken:

- Avoid walking alone after dark. Never hitchhike or accept a ride from someone you do not know.
- Do not interact with individuals soliciting food, money, cigarettes, etc.



- Contact the security office at your institution, or University Center security or any staff member if you are the victim/witness to an accident/attack in or around the building.
- There are duress buttons located throughout the building. They are blue mounted cases with red buttons inside that will alert the security desk immediately when pushed. The buttons may be found in several locations on the 2nd floor and at the stairwell entrances on every floor.
- Do not prop open any access doors (stairwell, outside entrance, etc.). Keep your suite and apartment entrance doors locked when you are not home. Only prop your suite/ apartment door when you are home and attentive, and during non-quiet hours.
- Egress doors on Congress and Harrison Streets are for emergency use only. Any person who uses or allows these doors to be accessed apart from an emergency will be reported to the Management Office and may be subject to disciplinary action.
- With the increase in popularity of online communities, such as Twitter, Instagram and Facebook, etc., University Center highly advises residents to limit the amount of personal information shared on websites. Including personal information such as address, cell phone number and class schedule could encourage incidents of stalking or harassment. While the desire to express individuality is understood, please be aware that possible negative consequences could occur with the inclusion of personal data on the Internet.
- Avoid listening to iPods and talking on the phone while outside. Stay attentive.

Property Safety

- Make a list of your personal property including identifying serial numbers and the name of the manufacturer.
- Record the number of all credit cards and bank accounts. Also, keep the phone numbers of these companies and banks so you can notify them if your cards or checks are lost or stolen.
- Keep money and valuables in a secure place. The UC offers personal safes for a minimal fee.
- Do not keep excess amounts of cash in your room.
- Be alert to the presence of strangers in non-public areas (all resident floors) and report their presence to the University Center Security Desk, the Management Office, and/or any staff member. Solicitors claiming to have authorization will have signed documentation on University Center letterhead and will present photo-identification upon request.
- Keep your suite/apartment locked whenever you leave, even if you intend to return momentarily.
- In the event that you are a victim of a theft, notify the University Center Security Desk or any staff member immediately. You may also contact the Chicago Police Department and the Security Office at your institution.



- Insist on seeing identification for any person you do not know seeking access to your room.
- Do not leave messages on your door or voicemail indicating when you are not in your room.
- Keep a list of emergency contacts on your person at all times.

Neither your institution nor University Center assumes responsibility for theft, damage or loss of money, valuables or personal property of any kind belonging to any resident or guest. You should check with your insurance provider regarding the extent of coverage under existing policies, which you may carry.

All residents are strongly encouraged to carry sufficient personal property or renter's insurance to afford the level of protection desired, if they are not already covered under any other personal/family policy.

Community Responsibility

It is important that all members of the community remember that, in conjunction with the protection afforded by University Center security, all residents share responsibility for the overall safety at University Center. Residents and staff are expected to promptly and accurately report any and all criminal acts, dangerous situations, or suspicious behavior.

HOUSING POLICIES AND PROCEDURES

Assignments

Room assignments and corresponding rates are based on full occupancy of each room, suite or apartment, which ranges from one to four residents. Residents who occupy space below the designed capacity of a living unit will be assigned additional roommates if available, or may be promptly moved to fill other vacancies to avoid additional housing charges. For more information, refer to the "consolidation" policy.

Management will not make assignments based upon race, sexual orientation, national origin, religion or ability. Management Office staff may assign and reassign residents to other accommodations within the building to conduct repairs and improvements that are otherwise necessary for the efficient operation and/or protection of people or of the premises.

Residents who wish to inquire about a room change are welcome to check with the Management Office. Generally, requests for room changes are not processed according to your respective institution's guidelines.



Unit Access or Right to Enter

The privacy of each resident's unit is genuinely respected. However, unscheduled entry into a unit is sometimes necessary and will occur in the following purposes:

- in response to requested or required facility services
- to perform fire, life and safety inspections
- in response to an apparent or perceived emergency or 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
- for confiscation of items contributing to the overall detriment to the surrounding community
- to assist law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure
- **The University Center reserves the right to perform full searches of the room/suite/apartment and personal belongings within 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 RA and/or DOC staff for persons, alcohol, illegal drugs and illegal or prohibited paraphernalia.**
- to show the unit to contractors or prospective residents

When appropriate, entry will be arranged in advance with one or more of the occupants when applicable. If reasonable arrangements are impractical or refused, non-emergency entry will occur with 24 hours posted notice.

A "Posted Notice" will generally be near floor elevators and/or other central locations when access is needed to many units on certain floors, or on specific suite/apartment entrance doors when access to only a few units may be required.

Please note that when residents submit work orders for their units, unless otherwise specified, such submittal is an invitation by the resident for service staff to enter and respond to the problem as soon as possible.

Care of Facilities

Residents are expected to maintain their units to high standards of cleanliness and exercise reasonable care for the facilities. Routine cleaning by residents in all units should include kitchen (in apartments) and bathroom appliances and fixtures, furniture, regular vacuuming of carpeted areas, and full cooperation with the building's pest control program.



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 written consent of UC Management Office. Residents must pay for any damage (less reasonable wear) within their units, including repainting, extraordinary cleaning costs and replacement for any missing items. Nothing may be placed in a manner that would block, mask or obscure a sprinkler head or smoke/heat detector. The removal of smoke/heat detectors is prohibited. If deemed necessary, residents may be charged for any work completed.

Check-in and Check-out Procedures

At check-in, each resident is issued a closet and/or bedroom door key, and a mailbox combination (which can be obtained at the mailroom).

A Room Condition Report (RCR) form is also provided in an electronic format. It is the resident's responsibility to carefully examine his or her unit and its contents to indicate on the report the absence of any appliances or furnishings, to note any damage to the apartment and to describe the general condition of each room. The resident is expected to log into their online resident portal and complete the Room Condition Report (RCR) within 7 days of move-in.

Residents will not be held responsible for conditions, damages, or shortages that exist prior to the time he/she assumed occupancy, provided these items are noted in a timely fashion on the Room Condition Report (RCR).

Failure to return the completed form as indicated above could result in a resident's obligation to pay for damages regardless of whether they preceded his or her time of occupancy. If, at the time of move-out, damages have occurred, the resident is responsible for the cost and will be billed for the damages and/or missing items.

Before moving out, resident need to decide which check-out procedure is best suited for their needs: Express Checkout (checking out without an RA) or Standard Checkout.

- **Express check-out:** the resident should go to the Resident Services Desk
 - (RSD) after all belongings are removed from the unit and all areas have been cleaned. The resident will fill out the appropriate paperwork and turn in his/her closet/bedroom key and his/her UC ID.
- **Resident Advisor check-out procedure:** the resident is expected to schedule an appointment with a Resident Advisor (RA). The Resident Advisor (RA) will go through the entire unit with the resident and then collect the appropriate paperwork and closet/bedroom key and UC ID. In the event that it is not possible to complete an



Express check-out or the Standard check-out, please contact the 24-hour Security Desk before leaving. Note that moving out or being absent from UC or your unit does not affect your financial obligations as outlined in your Agreement with your institution of record or, with UC, in cases of non-member school residents.

All resident belongings must be removed from the apartment, the kitchen (where applicable) and bathroom cleaned, and furniture arranged as it was upon arrival, prior to check-out with staff. Additionally, all keys must be returned and the Checkout Paperwork must be signed and dated.

Each room will be inspected by the management staff members for damages and cleaning charges. If damages or cleaning issues are found, a fee will be assessed by the student's institution. All damages in common areas will be split equally between roommates, unless written notification by the responsible party is provided to their Resident Education Coordinator (REC) and/or Assignment Coordinator. Residents are held responsible for any changes in room condition (damages, missing items, etc.) which were not reported or did not exist at the time of move-in. All residents are given the opportunity to report pre-existing conditions to their room via the Room Condition Report (RCR) provided to them upon move-in.

Please note that private property left after vacating or upon the expiration of the Agreement will be considered abandoned and will be disposed of at the expense and risk of the resident, including bicycles left in the bike storage facility. Each resident must check out no later than noon on the last day of the term of his or her Agreement. Residents who do not move out by the end of the contract term may be assessed a \$150 per day/night holdover fee.

Failure to check out properly will result in a \$150 administrative fee for the improper move-out. All cleaning, painting and damage charges will reflect actual expenses. [No "fines" are involved.] Typically, should a bathroom shower/tub or kitchen appliance requires cleaning, an additional charge is assessed.

Consolidation

Rates listed on the Agreement are based on full occupancy in each unit. Therefore, any resident who does not have a full complement of roommates may be placed in "consolidation" if the institution is unable to fill the vacancy by a new or wait-listed applicant. If you do not have a full complement of roommates, the institution reserves the right to consolidate you and/or your unit with others in the same or similar situation, of the same gender and from the same school. *Should you fall under



consolidation, your home institution will notify you of your options and the consolidation procedures.

Summer students may have to consolidate and move into new spaces after the academic term residents have moved out. The consolidation process must be completed within four business days after the academic term end date.

Eligibility Requirements

Residents are expected to maintain eligibility at their institution of record during the academic year. Per Agreement eligibility requirements, residents who fail to maintain eligibility must inform their institution within 48 hours and are subject to cancellation charges. The exception to this rule is that residents do not need to be enrolled during the summer term as outlined by the resident's institution. Each Member School determines additional eligibility requirements. Neither UC, nor the resident's school of record, nor the resident has any obligation to renew the Agreement.

Excessive damages or any violation of UC policies, procedures, accepted community standards, or the Housing Agreement may result in a resident losing his/her eligibility for housing at UC. Students removed from UC through disciplinary action are subject to all normal cancellation charges and are not eligible to reapply to UC without written permission from the Director of Residence Life.

Length of Agreement

The dates of occupancy are specified in the Agreement that residents have signed. The length of all Agreements is binding. Rates cannot be adjusted for late arrival. Requests for extensions, if approved, will be at prevailing rates on a pro-rated basis. The Meal Plan provides access during the academic year while classes are in session for each resident. Hours of operation, effective dates of the Meal Plan, and days of operation will be provided upon move-in and posted at Center Dining.

Lockout Policy

A resident who is locked out of his/her unit, closet or individual bedroom may request lockout service at the Security Desk. This service is complementary the first three times. Beginning with the fourth (4th) lockout during residency, a service charge of \$50.00 will apply and each time thereafter. All lockout fees will be added to your student account. Failure to pay in a timely manner may result in additional fees and/or a restriction of privileges.



Lost Keys or Key Cards

Residents, who lose, misplace, or damage a key or key card will be responsible for full replacement cost for corresponding locks, new keys, and/or replacement of the card and reprogramming of the lock. The cost for replacing a lost card and reprogramming the unit lock is \$50.00. All charges will be added to your student account.

Meal Plan Cancellations

Meal Plans are for the entire length of the housing agreement. Residents requesting to cancel a required meal plan (including canceling housing, transferring to other campus housing or changing unit types to an apartment where a meal plan is not required) should refer to UC Meal Plan policies for process and/or fees. Residents may be responsible for meal plan charges through the end of the term and/or contract length and may be subject to a cancellation fee.

Release of Resident Information

Except for information required in the performance of the duties of UC Management or the resident's respective school, room assignment and roommate information will only be released in writing to assigned residents and their roommates, and when required by law.

All inquiries for directory information must be directed to the resident's respective school. In the event of an emergency, notification of a resident's emergency contact may occur based on the policies and procedures of his or her respective school (See FERPA Policy on pg. 6).

Room Change Requests

Requests for unit changes within the building may be submitted at any time by contacting your home institution. All room changes must be approved and authorized by the resident's institution.

No room changes may occur during the first two (2) weeks of a resident's academic term. There are no application or transfer fees for internal room changes. However, approval is not automatic and is at the discretion of the resident's institution.

Once a request has been granted, the resident's Housing Office will issue a letter with the details involving the move. If approved, there will be pro-rated charges for both the old and new assignments if official check-out to the old assignment has not occurred within 24 hours of receiving access to the new assignment.



Any cleaning, damage or replacement charges from the former (vacated) assignment will be charged to the transferring resident as well. Residents who move units without the approval of the Management Office will be charged a \$200 fee for illegal room change.

Work Orders

Work Orders may be submitted online at www.ucresidentservices.com. Click on “Place A Service Request” to login to your student portal and place a request.

Please be sure that the description of the issue is as detailed as reasonably possible. Your work orders will be completed with or without your presence as expeditiously as possible, and a note will be left for you in your room if you are not present during the service call.

Access to Resident Mailboxes

Resident mailboxes are operated under guidelines provided by the U.S. Postal Service. Therefore, only addressed mail sent through the U.S. Postal Service and communication from Management and official information from member schools may be placed in resident mailboxes. Materials from any individual or organization, student group, or company must be sent through U.S. mail and be properly addressed, including unit number. ***Tampering with any mail not belonging to you is a Federal offense and violators could be subject to prosecution by the U.S. Postal Service. In addition, persons responsible will be held accountable under the policies of the University Center.***

Smoking

Smoking of any substance is prohibited anywhere in and/or around the University Center, including the Terrace. This includes electronic devices or items used for smoking, or as substitutes to simulate smoking activity. Possession of hookahs, pipes, bongs and other smoking devices is prohibited.

Smoke-Free Environment

To help ensure a clean and healthy environment for everyone, and in compliance with the Chicago Indoor Air Ordinance, UC is a smoke-free community. The third floor Garden Terrace is also a smoke-free area. The Chicago Ordinance also prohibits smoking within 25 feet from the entrance/exit of the building, including the neighboring retail space entryways.

Screens

The removal of window screens or allowing any object to drop from a window.



Lofts

The use of lofts of any kind other than those provided by building management is prohibited except with prior, specific written consent of the Executive Director or their designee.

COMMUNITY STANDARDS & POLICIES

Quiet Hours Policy

To ensure an environment conducive to living and learning, quiet hours on all floors are:

Sunday – Thursday 10:00pm – 9:00am

Friday – Saturday Midnight – 9:00am

Although quiet hours are specific, 24-hour courtesy hours are always in effect on each floor. Courtesy hours imply that a reasonable effort be made by a resident to address any noise issue personally before staff should be expected to address it without such efforts being communicated. In addition, quiet hours will be extended or modified during Midterm and Final Exam periods for all institutions.

Quiet hours are posted throughout the building. During quiet hours, all residents and guests are expected to keep noise contained within their own units and in public spaces to a minimum. Residents and guests should take immediate corrective measures to minimize possible intrusions to others upon request by another resident or staff member. In addition, courtesy hours are always in effect. When a resident's activity disturbs neighbors, prompt and positive response to another resident's or staff member's request is required.

Alcohol Policy

Members of this academic community owe it to themselves and others to make educated decisions regarding the use of alcohol. All local, state, and federal laws concerning alcohol are in effect in the UC community.

- Residents and their guests are prohibited from exhibiting non-compliant or disruptive behavior under the influence of alcohol.
- Alcohol, as determined by staff, will be disposed of appropriately and immediately by the residents and or guests per instruction.
- Residents and their guests from Columbia College Chicago and Robert Morris University are not permitted to possess, consume, distribute or be in the presence of alcoholic beverages, regardless of age.
- Alcohol may be consumed in the privacy of a resident's unit/apartment when the door is closed and no one under 21 is present (including roommates under the age of 21, and CCC and RMU residents/guests). Additionally, if under the age of 21, no resident



can be in the presence, be in possession, or engaging in the consumption of any alcoholic beverages, including refrigerators, cabinets, etc.

- Only residents who are 21 or older, and not Columbia College or Robert Morris University residents and their guests, may bring alcoholic beverages into the building.
- Any and all alcoholic beverage containers must be closed upon entry and in any open areas.
- The transport of open containers of alcohol from one unit/apartment to another is prohibited.
- Empty alcohol containers are not permitted in UC as decoration or display.
- All bulk containers of alcohol, including kegs and other similar containers are prohibited.

Individual member institutions may have additional policies restricting the use of alcohol. Please refer to your Agreement for specific regulations that are enforced at University Center.

Drug Policy

Members of this academic community owe it to themselves and others to make educated decisions regarding recreational and prescription drug use. All local, state, and federal laws concerning drugs are in effect in UC community.

- Residents and their guests are prohibited from the use, possession, or distribution of any illegal or illicit substances or paraphernalia.
- Police will be contacted if any substance is observed or discovered that is suspected to be an illegal substance.
- Residents and their guests are prohibited from exhibiting non-compliant or disruptive behavior under the influence of drugs.
- Drugs and subsequent paraphernalia, as determined by staff, will be disposed of appropriately and immediately under the supervision of police or security personnel.
- Drug and smoking paraphernalia including, but not limited to, hookahs, pipes, bongs and other smoking devices, i.e. e-cigarette and non-vapor items while in use, are prohibited in University Center and may be disposed of upon confiscation.
- Use of prescription drugs for any purpose other than that for which legally issued or intended, or by anyone other than the prescribed user, is strictly prohibited and can be confiscated.

Individual member institutions may have additional policies restricting the use of drugs. Please refer to your Agreement for specific regulations that are enforced in UC.

Guest Policy

Hosting guests is a privilege extended to residents provided the listed guidelines are followed. These guidelines have been developed primarily to enhance building security



and safety, but also to honor the preferences of suite/apartment-mates. **No guests** are permitted in a resident's room, even **temporarily, without the consent of all suite/apartment-mates**. Residents are encouraged to talk with suite/apartment-mates and agree to guidelines for visitation by guests within the suite/apartment prior to any guests' arrival.

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.

***The University Center is a harassment free and non-discriminatory space. Requests made based on discriminatory or prejudicial factors will not be supported, and may not be enforced, at the discretion of residence life representatives and/or security staff.*

At all times, guests must present clear government-issued photo-identification, sign-in at the University Center Security Desk upon arrival and return their guest pass upon end of stay. **Guests must be escorted by their host at all times** throughout the building and may not use another's UC ID or guest pass to **access facilities**.

The registration of underage guests, with or without valid state issued ID, is subject to parental or guardian verification. Phone numbers or written permission and contact information will be necessary to ensure a smooth registration process for all involved.

During busy times, you may experience delays with the check-in process. The process is intended to help control building access to only those authorized to be in the building. *Your patience and cooperation are appreciated.*

Please keep in mind that residents are responsible for the conduct of their guests and will be held personally responsible for compliance with all policies and procedures by their guests. If you have any concerns about controlling the behavior of your guests, please contact UC security for assistance. **Hosting guests is a privilege, and UC Management reserves the right to revoke this privilege from any resident at any time.** Guests found unescorted or suspected of manipulating the guest registration system and/or in violation of any UC policies may be removed from the facility immediately, potentially banned permanently and may cause their host to lose their guest privileges.

In addition, hosts can be charged with any violations where their guests are involved or responsible.



The Management Office has additional information regarding extended and enhanced guest requests.

Room Capacity (not including residents)

Please refer to the following chart to determine the maximum number of allowable guests in each room type:

	Time	Quad Semi- Suite	Deluxe Double Suite	Private Room Suite	4 Bedroom Apt	2 Bedroom Apt	Studio Apt
Day Guests	9am – 12am	6	3	3	8	8	3
Overnight Guests	12am – 11:59pm	4	2	2	4	4	2

No resident may serve as host/hostess to more than four guests at any one time (three guests for residents in Studio Apartments). Overnight guests (defined as non-residents in room after midnight) may stay no longer than three nights in a fourteen day period before another overnight visit to the same or any other resident in the building, except with the prior written approval of UC Management. The Management Office has additional information regarding extended and enhanced guest requests.

No residents may provide access or use of any bed space for monetary gains.

Posting & Decorating Policy

- Walls – The use of nails, screws, etc. is prohibited. Residents may hang items on the walls using “Command” or other damage-free strips.
 - As with any in-unit damages, any repairs needed from the use of prohibited items will be billed to the student account by the resident’s respective university.
- Doors — Posting or applying any items to either side of building doors by persons other than UC Management or RA staff is prohibited.
- Dartboards — Because of the potential for serious damage to walls and doors, dartboards are prohibited.
- Posting — All postings must be approved and stamped in advance by UC Management and must be submitted to the UC Management on the second floor. Bulletin boards and white boards are provided in a few central locations throughout the building, and some are restricted exclusively for resident or staff use only.
- Bulletin Boards — Tampering with any bulletin board is prohibited.
- Windows — Nothing may be displayed on or in windows.



- Alterations — No changes may be made to the walls, doors, windows, ceilings or floors.

Approved Posting Procedures

UC is a restricted-access facility open only to residents and their guests, individuals conducting officially approved business, and those who are granted access for specific, limited purposes. Columbia College Chicago, DePaul University, Robert Morris University, Roosevelt University, or American Academy of Art individuals or groups, and non-profit organizations may place flyers or advertisements in the building in accordance with established guidelines and must be sanctioned by the institution by the logo of the sponsoring department. UC premises are “commercial-free zones”. Staff will remove materials that do not meet these guidelines, and will restrict further solicitation activities by those in violation.

Anyone interested in posting or leaving any materials in the building must always check with the Management Office and receive approval in advance. Bulletin Boards — postings are permitted on common area bulletin boards on the second floors only, provided:

- Residents must have permission by UC Management.
- There is only one posting per event per bulletin board
- The sponsoring individual or group’s name is clearly indicated on each posting
- All materials are posted with blue painter’s tape, or, where appropriate, thumb tacks or standard staples (no staple guns or nails)
- White boards outside resident rooms are for personal use only and not for solicitation for any business or organization in any manner

Public Literature Display Areas — materials may be left in limited quantities in public literature display areas, if prior approval is obtained from Management.

Departmental and organizational information flyers clearly identified from member schools may be left with UC Management for posting on common area bulletin boards on residential floors, provided sufficient notice is received in advance.

Prohibited Postings

- No one other than UC staff is permitted to place materials on, at or under resident room doors.
- UC staff will discard any materials that promote the use of alcohol, illegal drugs, or discrimination on the basis of race, gender, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation,



disability, military status or any other basis protected by federal, state or local law.

- UC staff will discard any materials located anywhere in the building except as described and approved above, including immediately outside the building or on sidewalks, and in addition to bulletin boards that are designated for a specific use.

Should physical damage result from any posting or behavior, or if unreasonable labor is required to fix or remove a posting, UC will bill the sponsoring individual, company or organization for associated costs. Those determined to have violated these guidelines or any other applicable UC policy, including but not limited to solicitation without prior permission, may be removed by building security and/or the Chicago Police Department if a non-resident. Such individual or organization will be subject to a trespass citation and may be prohibited from further entrance onto the premises.

Additional information regarding posting at UC should be addressed to the Office Coordinator, University Center, 525 South State Street, Chicago, IL 60605 Phone: (312) 924-8000.

Filming Requests

The UC or any locations within the building or in the immediate exterior cannot be used in a film without written approval by the Management Office. A Filming Request form is available in the Management Office. If filming is discovered and a form has not been submitted and approved, persons in violation could be subject to conduct sanctioning.

Harassment & Discrimination

UC is committed to taking action to prevent and eliminate all forms of harassment or discriminatory acts, including intimidating or coercive behaviors, and will respond to all reports of such behavior. Violators will be reported to the Executive Director, Director of Residence Life, and/or the Dean of Students at the resident's home institution or their designee for investigation according to federal, state and institutional standards. Forms of harassment and discrimination that will be considered violations are defined as;

Harassment: Any behavior (verbal, written, electronic or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person.



Discrimination: Unequal favorable or unfavorable treatment of an individual based on race, national origin, ethnicity, gender, age, disability, religion, sexual orientation, or any other basis protected by federal, state or local law.

Electronic harassment: A term referring to the use of electronic devices either through e-mail, texting, chat rooms and social media to harass, intimidate, discriminate, threaten or otherwise creates a hostile physical or electronic environment for another person.

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 in order 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 by someone who is incapacitated through sleep, drugs, alcohol, or certain physical or mental impairments
- That doesn't arise from coercion, force, incapacity, intimidation or threat
- Consent cannot be implied by the lack of a 'no' response

Sexual misconduct can also include sexual exploitation as defined by taking non-consensual advantage of another for the advantage or benefit of anyone other than the person being exploited. Sexual exploitation can include: nonconsensual video or audio taping of sexual activity, sharing of video, audio or pictures, observing someone or allowing another to observe someone who is partially or fully undressed or who is engaged in sexual activity when there is a reasonable expectation that they would not be observed.

UC seeks to provide residents with a community free of harassment, discrimination or assaulting behavior of any kind, against any person or group, based on race, religion, gender, sexual orientation, age, national origin, disability or any other basis protected by federal, state or local law, as well as an environment devoid of all forms of sexual harassment.



UC is committed to taking action to prevent and eliminate all forms of sexual or gender harassment or discriminatory acts, including coercive sexual behavior, and will respond to all reports of such behavior. Violations will be reported to the Executive Director, Director of Residence Life, and/or the Dean of Students at the resident's home institution for investigation.

If you believe an act of sexual misconduct has occurred, please report it immediately to one of the following resources:

- University Center Residence Life staff member (i.e. RA, REC) -
 - Please note there is a staff member available 24 hours a day.
- University Center Security (located in the main lobby area). Their extension is x8911
- Management Office (located on the 2nd floor across from the Mail Room)
- Your institution's Security/Public Safety Department:
 - Columbia College Chicago Public Safety: 312-369-1111
 - DePaul University Public Safety: 312-362-8400 (Loop) / 773-325-7777 (Lincoln Park)
 - Robert Morris University Security: 312-935-4100
 - Roosevelt University Campus Safety: 312-341-2020

The resident's school and/or law enforcement authorities will investigate all allegations of violation of this policy. UC residents alleged to have violated this sexual harassment and discrimination policy will be referred to their respective school for possible institutional action, in addition to any UC action.

Solicitation Policy

Solicitation of any kind is strictly prohibited. Anyone found to be engaging with residents or in University Center with this intent or exhibiting this type of behavior as deemed by management or staff will be asked to leave immediately.

Failure to cooperate with this directive will result in the police being contacted. Due to the large numbers of students in a single facility, many individuals, organizations and commercial entities have an interest in soliciting residents in the community. Policies regulating such solicitation are designed to ensure safety and protect the privacy of residents, especially in residential areas, while complying with legal parameters.

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.



Offensive Odors

An odor of significant intensity may become as disruptive to others as loud noise. Some examples of odors that may become offensive if strong include cleansers, perfume, air freshening spray or even large amounts of dirty laundry. When a strong odor can be identified to a particular unit, the resident(s) and/or guest(s) are expected to rectify the situation immediately if requested by staff or other residents. Any use of prohibitive substances that create an odor will also fall under this policy.

Pets

For health and sanitation reasons, no pets of any kind are allowed with the exception of animals that live under water and are restricted to tanks no larger than 20 gallons, or a certified service/assistance animal if required and approved in advance by the resident's home institution. Any and all damage caused by the keeping of pets that live in a tank or the use of an approved service/assistance animal is the responsibility of the resident(s).

Disruptive Behavior

Residents are prohibited from obstructing or disrupting University Center-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.

Weapons

Pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations, Peak Campus and University Center restricts the carrying or possession of any type of weapon or firearm on the premises of University Center. The use and/or possession of explosive devices or fireworks are not permitted in or on the University Center facility or property at any time. These items, as defined by management, are strictly prohibited from the UC facility and property, especially inherently dangerous instruments designed to cause injury or destruction. This includes BB, pellet, paintball and dart guns, bows and arrows, swords, martial arts tools & instruments, non-culinary knives and explosives both manufactured or hand made. Residents may not possess, display or use such items in or around the UC. Any instrument that may not normally be considered a weapon but is used in a manner that threatens the health or safety of any individual could be considered under this policy.

Presence

Being in the presence of any behavior that is in violation of any community standards or listed building policies.

Illegal Activity



Being involved in any activity or behavior that is illegal or criminal in nature.

Open Flame

Lighting or burning candles, incense or an open flame of any kind. It also includes possession of wax items with burnt wicks.

Smoking

Smoking of any substance is prohibited anywhere in and/or around the University Center, including the Terrace. This includes electronic devices or items used for smoking, or as substitutes to simulate smoking activity. Possession of hookahs, pipes, bongs and other smoking devices is prohibited.

Smoke-Free Environment

To help ensure a clean and healthy environment for everyone, and in compliance with the Chicago Indoor Air Ordinance, UC is a smoke-free community. The third floor Garden Terrace is also a smoke-free area. The Chicago Ordinance also prohibits smoking within 25 feet from the entrance/exit of the building, including the neighboring retail space entryways.

Flammable Materials

Violations include the intentional misuse of chemical or flammable substances; the use of smoking materials and/or devices, and flammable materials, such as lighters, matches, etc.

Dishonesty

Behaviors indicative of deception, fraud, the obstruction of truth, and the intentional misuse of documents or technology and building policies are prohibited.

Endangerment

Any action which, as a result, did or could have endangered the safety and well-being of self, others, or the property of the University Center.

Keys/Key Cards

Unauthorized possession or duplication of keys or key cards to UC property and the distribution of such keys to other persons who are not contractual possessors of said key or key card.

Intimidation

Violations include harassing, bullying, hazing, coercing, intimidating or demeaning conduct to others.



Emergency Services

Violations include interfering with the response of officials to emergency calls, making false claims resulting in the non-emergency usage of emergency services.

Self-Endangerment

Physical and/or mental abuse or self-endangerment is prohibited.

Vandalism/Theft

Unauthorized removal, use or possession of property belonging to University Center or others, or the destruction or damage to property belonging to University Center or others.

Screens

The removal of window screens or allowing any object to drop from a window.

Obscenity

Violations include lewd, indecent or obscene conduct or expression.

Skates, mobile-movement devices and Unauthorized Footwear

Use of in-line or roller skates, skateboards, unicycles, shoes with cleats anywhere in or on the premise, including the sidewalks around the building and the back-dock area is prohibited.

Hover boards, or self-propelled mobile/movement devices, are prohibited from the University Center. Any possession or use of said devices on University Center property will be a direct violation of the policy. Any device fitting into this category will be confiscated and disposed of when found. Any guest found using or in possession of a hover board or self-propelled mobile/movement device on the premises will be escorted from the building.

Corridors

Participation in games, sports, and unauthorized activity in the University Center hallways and corridors is prohibited.

Renting or Providing a Room/Space for Monetary Gain

At no time is a resident permitted to sub-lease, rent or otherwise provide their bed space for monetary gain. Authorizing usage through **Airbnb**, Couchsurfing, Craig's List, or any other means of inviting or allowing guests or non-residents to provide remuneration of any kind for their bed space is prohibited.



Loft

The use of lofts of any kind other than those provided by building management is prohibited except with prior, specific written consent of the Executive Director or their designee.

Reminders:

All prohibited items will be disposed upon confiscation. The following are prohibited:

- storage or presence of any type of bicycle, except for placement in the first floor (1st) Bicycle Storage Room.
- any electrical appliance without a clear "U.L." label, any appliance with an exposed heating element
- power outlet multipliers or extension cords with multiple plugs, with the exception of power strips with built-in circuit breakers (all microwaves and all other appliances that generate heat, including but not limited to curling irons, blow dryers, halogen lamps, coffee pots, toasters (suites only) and clothes irons, which must be plugged directly into an outlet and the not into an extension cords or power strip)
- any electrical appliance that is rated at more than 6 amps (or 700 watts).
- any electric, gas or charcoal grill, or any other cooking devices of any kind.
Exceptions permitted in the apartments include supplements to existing stoves/ovens, small U.L. listed appliances such as a sandwich press, microwave, or toaster
- liquid-filled furniture of any kind, including waterbeds. Gasoline engines and flammable liquids of any kind are prohibited
- cut trees or bushes of any kind
- toys or props simulating a weapon--exceptions could be given in writing by the Management Office during business hours
- hover boards, or self-propelled mobile/movement devices

Technology – Network Access Policy

Voice, data, video (television) and computer networking (including Internet) technology services available within UC are generally provided without charge for basic services. Upgraded services may be available for an additional charge.

The following items apply to all use of UC Technology Services.

Unauthorized uses of UC Technology Services (UCTS) include, but not limited to:

- interfering with the work of another resident or UC staff member
- illegal or criminal use of any kind
- unauthorized entry into a file, transfer of files or entry into a network



- accessing, creating, viewing, printing, storing, transmitting, disseminating, discriminatory information or data, or any information or data in violation of any other UC policies
- displaying or selling any information protected by law or subject to privilege or an expectation of privacy
- any use that infringes on anyone's copyright, trademark, service mark, trade name, trade secret, or any other intellectual property right by email, upload, download, posting or broadcasting or in any way viewed, printed, stored, transmitted, published, disseminated, displayed, or sold without the authorization of the owner
- any attempts to access any resources, features, contents or controls of the information technology services that are restricted, confidential, privileged, or that residents are otherwise not authorized to use
- any use that causes damage to, alters the operation, functions or design of, or impairs the efficient operation of the technology services or content or of any other computer system or network
- allowing persons who are not authorized by UC to access specific technology services to do so, whether by affirmative act (such as disclosing account information) or by omission (such as failing to log off)
- any use which would constitute an unauthorized use under, or otherwise violate, any policy of the school in which the user (or, if the user is the guest of a resident, in which the host resident) is enrolled
- any attempted use which would constitute an unauthorized use if accomplished successfully

UCTS requires that all residents maintain the latest updates (patches) for their respective operating system. For questions regarding this please contact UCTS. UCTS also requires anti-virus software (with automatic updates), and anti-ad ware (Spy-ware Removal) utilities to be present and to be updated regularly. In addition, UCTS recommends the use of a personal firewall, such as McAfee Personal Firewall, Norton Internet Securities, or another of your choice. This will serve as additional protection for you and your computer.

All UC residents are responsible for the protection of their computer(s) from viruses and other forms of mal-ware, and resolution of issues related to the invasion of the user's privacy and/or loss of data. UC Technology Services (UCTS) is not responsible for virus or ad-ware (spy-ware) infections. In addition, UCTS is not responsible for the remediation of such affected computers.



Network Access Policy

You own your computer and its software. Due to licensing restrictions UCTS cannot provide software in the event you don't have it available. UCTS does not warranty your computer or any loaded software.

UCTS intends to comply with the Digital Millennium Copyright Act of 1998, which was designed to protect copyrighted materials from theft. This legislation is available for review by clicking on the link provided following your first logon, or you can view it at <http://lcweb.loc.gov/copyright>. We highly recommend you take the time to review this information, as you are required to agree to its terms prior to accessing the Internet.

UCTS RESERVES THE RIGHT TO DISABLE THE NETWORK CONNECTION OF ANY COMPUTER THAT IS FOUND NOT TO COMPLY WITH THESE REQUIREMENTS.

Once disconnected, the network connection will only be restored upon compliance with the above requirements and clean virus and spyware scans can be verified.

Additional terms of use may be established by UC. UC retains the right to inspect, review, and destroy any electronic communications, files, data, or other materials created on, stored on, or sent to, from, or via UC Technology Services as necessary to monitor compliance with these terms of use and to maintain the efficient operation of the technology services. Consequently, users should not have any expectation of privacy with respect to such messages and files.

Users are responsible for their own usernames and the security of their passwords. Any intentional or negligent interference with normal operations of UC Technology Services or of any other system accessible through UC's systems is prohibited and is subject to criminal and civil action as well as disciplinary action.

In addition, residents are required to agree and abide by all SingleDigits AUPA (Acceptable Use Policy) to gain network access.

COMMUNITY STANDARDS ENFORCEMENT PROCEDURES

Statement of Purpose

The development of community standards for a compassionate, respectful, civil community of individuals is central to residential living. The preceding policies, procedures and community standards of conduct assist the creation of a residence



conducive to sleep, study and personal and educational development. The ability to effectively address unacceptable behaviors and conduct in an educationally-based residential setting provides recourse for students, staff and community members to participate in the maintenance of standards established for the community.

Each member of the community bears responsibility for their role in the creation of a compassionate, respectful and civil community. By voluntarily joining the UC community, each resident is expected to be in compliance with all policies, rules and procedures, and accepted community standards at UC. Additionally, each resident also remains accountable to the institutional policies, rules, procedures and standards of conduct of their institution of record at all times. Information about student responsibilities at member institutions may be found at the following links:

Columbia College Chicago

<http://students.colum.edu/media/docs/student-code-of-conduct.pdf>

DePaul University

<https://offices.depaul.edu/housing/resident-resources/Pages/guides.aspx>

Roosevelt University <http://www.roosevelt.edu/~media/Files/pdfs/policies/student-Handbook.ashx>

Robert Morris University <http://www.robertmorris.edu/studenthandbook>

Authority and Jurisdiction

University Center residents are responsible for their individual behavior, the behavior of their guests, and the collective development of the residential community. UC Staff is authorized to address concerns and violations through the enforcement of residential policies and procedures relative to UC premises, or that otherwise directly affect the University Center community and the pursuit of its goals - to create a positive living and learning environment for residents by providing resources, programs, services and facilities that promote and nurture educational achievement social development and service to others. Management has the authority to determine whether an act or circumstance, individually or collectively, adversely affects the interests of UC community. Additionally, Management may assign appropriate sanctions and/or take actions to appropriately address concerns and violations, including room and/or property inspections, confiscation and disposal of prohibited items and any policy violation.

Further, any resident suspected to be involved in unacceptable or prohibited behavior might also be subject to conduct proceedings at his or her individual school, and/or civil and criminal action. A resident's institution of record, as well as law enforcement personnel, if appropriate, may be informed of either alleged or determined incidents of violations of policy, procedures or accepted community standards.



University Center Management will contact a resident's institution and all associated institutions, when deemed necessary, of record for incidents involving dangerous behavior to self or others and criminal activity, as well as other incidents at the discretion of the staff or as requested by the institution.

While every effort will be made to provide residents with complete, accurate and timely information, UC Management reserves the rights to change, amend, modify or revoke any policy or procedure contained in this document, with or without notice. In the event of questions, final interpretation of the policies and procedures applicable to UC is the responsibility of the Executive Director in consultation with the Dean of Students from each of the participating schools, or their designee(s).

Enforcement Procedures

The Director of Residence Life (DRL), with primary support from the Conduct Administrator, is responsible for Community Standards Enforcement Procedures.

Processes utilized to address inappropriate behavior and violations of policies and procedures are not intended to replicate a court of law. Federal, state and local procedural rules do not apply. All decisions and actions are evaluated on the facts presented. However, the UC will render final decisions based on a "preponderance of evidence," or what would be considered 51% sure, or more likely than not.

Rules of common courtesy are followed at all times and meetings are not open to those not involved in the review process. Dates established in the procedures below may be adjusted to account for academic schedule, breaks or unforeseen scheduling conflicts at the discretion of the Conduct Administrator or their designee on the Residence Life Team (RLT).

While every effort will be made to honor the process, the DRL, in consultation with the Executive Director and the resident's home institution, reserves the right to take immediate and appropriate action outside these procedures to address situations and behaviors that are significantly disruptive to the community or pose an imminent threat to the safety of any individual or others including temporary removal of residents from the University Center community.

The following components comprise the process for review of reported concerns or violations:



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.

Assessment of UC Report Form

The Director of Residence Life (DRL), Conduct Administrator and/or a designated member of the residence life team will assess the UC Incident Report and the documented incident. Conflicts between residents may be addressed without formal action through assistance of a UC staff member. However, if the situation warrants, an investigation of the documented incident and the circumstances will continue. Additionally, UC Incident Reports may be forwarded to the institution of record of the individual named on the UC Incident Report at the discretion of UC staff or upon request of the appropriate institution.

Formal Notification

If formal notification of the individual(s) named on the UC Incident Report is deemed necessary, the Management Office will notify the individual(s) named on the UC Incident Report in writing. The notification may:

- Inform the individual of the policies and behavioral expectations that may have been violated, with no further action
- Inform the individual of the alleged inappropriate behavior with a written warning, and no further action needed at that time.
- Inform the individual of the report and any allegations, and request a formal meeting with the Conduct Administrator or the corresponding Residence Education Coordinator (REC) be scheduled. Failure to schedule this meeting as directed may result in a decision made in absentia (See "Sanctions" pg. 44).

Formal Meeting

The Conduct Administrator or Residence Education Coordinator (REC) will meet with the individual to discuss the documented behavior and provide an opportunity for the resident to share their side of the incident. Sanctioning will most likely occur at that time based on current and appropriate precedent, but in some instances, there may be more time needed to complete any questioning or investigation into the incident.

Sanctions

In all cases, the primary concern is to hold individuals accountable for their actions and to protect the welfare of the residents living in the University Center. Sanctions are designed to underscore the necessity for a change in behavior, with an educational



focus, even when incidents may be concerning or more severe. One or more of the following options are available for sanctioning:

- Formal Written Warning – outlines in writing expectations for future behavior
- Guest Privileges – restrictions on visitation privileges, including prohibition of hosting guests in the building for a specified period of time
- Educational Activities – activities directly related to gaining a better understanding of the issues related to the incident.
- Community Service Projects – activities directly related to gaining a better understanding of the issues related to the incident
- Financial Restitution – direct payment for damages to property
- Restricted Access – to specific areas, floors, dining center, resources of the community for a specified amount of time
- Housing Probation – defines a resident's status for a specified amount of time and stipulates that any further violations of community standards during such time will result in more severe sanctions, including removal from University Center
- Reassignment of Accommodations – student is relocated within the building for specified amount of time, or for the remainder of the Agreement term
- Suspension of Residency Privileges – temporary removal of the resident from the University Center
- Termination of the resident's housing agreement – permanent removal of a resident from University Center with the approval of the resident's institution.
- Denial of Eligibility – student is denied the ability to return as a resident to UC following the expiration of the current Agreement term
- Notification to Parents or Legal Guardians – notification to parents may occur if residents are under 18 years old when violations involve:
 - Illegal activity, including violation of the alcohol policy
 - Weapons or the use of objects as such
 - Destruction or damage to property belonging to others
 - Physical abuse or self-endangerment
 - Sexual harassment policy
 - Unauthorized removal, use or possession of property belonging to others
 - Sanctions that include (temporary or permanent) suspension or termination of accommodations at University Center

Notification to parents of residents 18 or older may occur in consultation with the Dean of Students in compliance with the institutional policy at the resident's institution of record.

Administrative Review

Once sanctioning has occurred, a resident does have the right to an appeal for any decisions of probation or higher. If a sanction is a Written Warnings or less, it is not an



appealable sanction. In that case, a resident is welcome to schedule a meeting with their current Residence Education Coordinator (REC) to discuss the matter further, but the sanctioning is not eligible to be altered.

Sanctions of Probation or higher may be appealed by submitting a request for appeal letter to the Director of Residence Life, or designee, within three business days of being informed of the rendered sanctioning. To qualify, the appeal must be based upon either of the following conditions:

- The sanctions are thought to be disproportionate to the offense
- New and significant information has become available which was not available before the original decision was rendered

The appeal request must explain, in detail, the reasons for the appeal. The Director of Residence Life, or designee, in consultation with the Executive Director will review requests and render a decision if the appeal merits an administrative review. The Executive Director may deny the request for an appeal should conditions not be met.

If the appeal is granted, the Executive Director will meet with the resident to review the basis for the appeal. At the discretion of the Executive Director, witnesses may be called. The resident may appoint a faculty member, staff member or student of his/her school, or a fellow UC community member, to attend the review as his/her silent observer. An observer must be approved by the Executive Director prior to the administrative review, and the Director of Residence Life may also be present during the review.

The Executive Director has the authority to:

- Allow additional time for further investigation at the discretion of the administrative reviewer
- Find the individual not responsible with recommended further action
- Find the individual responsible and either support current or assign new and different and appropriate sanction(s). Previous behavior/status and the seriousness of the infraction, along with the resident's home institution's precedent will be considered when assigning sanctions.

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 or not 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 University Center. Failure to complete or comply with any sanction or requirement within the designated time frame may result in additional action.

IMPORTANT NOTE: *While every effort will be made to honor the process, the Executive Director reserves the right to take immediate and appropriate action outside these procedures to address situations and behaviors that are significantly disruptive to the community or pose an imminent threat to the safety of the individual or others including temporary removal of residents from the University Center community.*

IMPORTANT PHONE NUMBERS

If additional information is needed, University Center staff is here to assist residents and answer any questions. In addition to University Center, schools are also available to assist residents. Please refer to the phone listings for further help.

UNIVERSITY CENTER

Management Office	312-924-8000
Technology Services	312-924-8004
Resident Services Desk	312-924-8411
Security Desk	312-924-8911
RA Resource Room	312-924-8013

COLUMBIA COLLEGE CHICAGO

Campus Card Office/U-Pass	312-369-7140
Campus Security	312.369.1111
College Advising	312-369-7645
Admissions Office	312-369-7130
Counseling Services	312-369-8700
Fitness Center	312-369-6920
Health Center	312-369-6830
Learning Studio	312-369-8130
Multicultural Affairs	312-369-7185
New Student Programming & Orientation	312-369-8675
Records Office	312-369-7228
Residence Life	312-369-7803



Student Employment	312-369-8521
Student Financial Services	866-705-0200
Student Engagement	312-369-6924

DEPAUL UNIVERSITY

Admissions	312-362-8300
DePaul Center	312-362-8376
ID Card Services Student Center	773-325-7466
Health Services	773-549-7757
Cultural Center	773-325-7759
Dean of Students Office	773-325-7290
DePaul Central	312-362-8610
Housing Office	773-325-7196
Office of Institutional Diversity & Equality	312-362-6872
Registrar	312-362-8610
Parking Services	773-325-7275
Fitness Center	773-325-4555
Women's Center	773-325-7558
Student Employment	312-362-5599
Technology Support Center	312-362-8765
Counseling Services (Loop)	312-362-6923
Counseling Services (Lincoln Park)	773-325-7779

ROOSEVELT UNIVERSITY

Admission	877-277-5978
Advising & Assessment Center	312-341-4340
Bookstore	312-341-3592
Campus Safety	312-341-2020
Career Services	312-341-3560
Center for Student Involvement (CSI)	312-341-2015
CTA U-Pass	312-341-2443
Counseling Center	312-341-3548
Registrar	312-341-3535
Residence Life	312-341-2005
Schaumburg Campus	847-619-7300
Study Abroad	312-341-3531
Technology Help (24 hours)	312-341-4357
Fitness Center	312-341-3528

ROBERT MORRIS



Admission	312-935-4400
Academic Advising	312-935-6250
Bookstore	312-935-4476
Career Services	312-935-4876
Library	312-935-2202
Security	312-935-4100
Housing	312-935-2020
Student Information (Registrars)	312-935-4150
Fitness Center	312-935-4250

AMERICAN ACADEMY OF ART

General	312-461-0600
Housing Coordinator	312-697-3138
Director of Admissions	312-461-0600 x129