



The University of the Arts



Residential Life
Handbook
2009-2010

From the Office of Residential Life



Fall 2009

Dear Residential Student,

Welcome to your Residential Community at the University of the Arts. This promises to be an amazing experience full of learning, growth, and a tremendous amount of fun! The Department of Residential Life and Housing is eagerly awaiting your arrival to campus.

The Residential Handbook is full of information that will aid you in your development while at the University of the Arts. From the What to Bring to What NOT to Bring section, the Campus Map and How to Live with a Roommate, this guide promises to give you a glimpse of what your college experience will be like.

Please read everything thoroughly, as the information will help you to make the best decisions while you are a student at the University of the Arts. The staff of Residential Life and Housing is looking forward to experiencing an amazing 2009-2010 academic year with you.

Have a great year,

Monique Hankerson,
Director of Student Housing

Danel L Joyce,
Director of Residential Programs

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CONTACT US!

Office of Residential Life
Phone: 215-717-6811
Fax: 215-875-5003
E-mail: reslife@uarts.edu

Amy Beal

Senior Secretary

The Senior Secretary provides administrative support for the Office of Residential Life. The secretary is responsible for supervising student employees, managing the mail and package facility and serves as the first point of contact for the office. Additionally, the senior secretary maintains student files and oversees damage billing.

215-717-6811

ambeal@uarts.edu

Monique Hankerson

Director of Student Housing

The Director of Student Housing is the liaison between the facilities department and the Department of Residential Life and is responsible for housing assignments, the housing lottery, while overseeing all room changes, supervising the Pre-College residential life staff and assisting in providing a quality living environment for all housing students.

215-717-6810

mhankerson@uarts.edu

Danel L Joyce

Director of Residential Programs

The Director of Residential Programs supervises and works closely with the Graduate Resident Coordinator Staff and the Resident Assistant Staff to provide a comprehensive living and learning environment that fosters the intellectual, physical, social, and emotional well-being of residents.

215-717-6812

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RESIDENCE HALL CALENDAR

Below you will find the residence hall opening and closing dates for the 2009-2010 academic year. Unfortunately, we cannot allow residents access to the residence halls outside any of these dates. This restriction means that belongings may not be dropped off prior to the initial move-in date and that residents must find other housing arrangements during winter break.

During the Thanksgiving and Spring Break Holidays, the Residence Halls will remain OPEN.

Thursday, August 27, 2009 Residence halls open for the Fall Term for new students

Monday, December 21, 2009 Residence halls close for Winter Break at 5PM

Thursday, January 14, 2010 Residence halls open for Spring Term

Saturday, May 15, 2010 Residence halls close at 12PM for summer break

THE RESIDENCE HALLS

The University has four student resident halls: Furness Hall, Juniper Hall, Pine Hall, and Spruce Hall. Each residential student is provided with a twin size bed, a dresser, a desk and a chair. Each apartment contains a bathroom, a kitchen equipped with a full size refrigerator, stove, cabinets and phone, internet, and is cable ready.

Furness Residence Hall

Furness is a four story, two wing building designed by renowned architect Frank Furness. All units are apartment style and range from studios to 2 bedrooms. All apartments are unique in layout and contain high ceilings and large windows. Units may be carpeted or have linoleum floors. Furness overlooks beautiful Arronson Courtyard. Residents of Furness have access to the landscaped courtyard that is home to various art sculptures throughout the year. Laundry facilities are located on the ground floor.

Pine Residence Hall

This ten-story residence hall has a variety of housing configurations: studio, one, and two bedroom units. Each apartment has abundant windows and either carpeting or hardwood floors. Laundry facilities are located on the basement level. Pine is located at the southwest corner of Fifteenth and Pine Streets.

Spruce Residence Hall

Spruce hall is the largest housing facility at the University of the Arts. Apartments range from small studios, large studios, and 1 bedroom units. Each apartment features a galley kitchen and either hardwood or carpeted floors. Laundry facilities are located on various floors. It is located on Spruce Street between Thirteenth and Twelfth Streets, around the corner from the UArts Bookstore.

Juniper Residence Hall

Juniper hall has one and two bedroom apartments, housing two or four students. Juniper kitchens feature a built in microwave and spacious countertops. Additionally, Juniper is air conditioned and carpeted. Laundry facilities are located on each floor.

SAFETY & SECURITY

Call Public Safety at **215-717-6666** in the event of an emergency.

The Residence Halls are staffed by Public Safety Officers 24 hours a day, seven days a week. All residents must show their UArts Student I.D. card with appropriate resident sticker to gain access to the hall. Residential students wishing to gain entrance to a resident hall they are not assigned to must be signed in as a guest by a student who is assigned to that building. See the guest policy for more information.

Safety and security is a top priority for staff in the residential halls. Students should also take precaution in the residence halls against personal property loss. Student's are encouraged to keep their apartment doors locked and dead bolted where applicable to protect personal property and avoid keeping large sums of cash or other valuables in the apartment.

The University of the Arts and the Office of Residential Life are not responsible for loss, theft, or damage to personal property. Students are strongly encouraged to purchase insurance coverage for all personal property in the residence halls. For some students current family homeowner's or rental insurance may provide this coverage. In the event of loss or theft in the residence halls, students should file a report with Public Safety at 215-717-6666.

DISABILITY SERVICES

Students who wish to request housing accommodations due to a documented disability must submit a Housing Accommodation Request Form, along with comprehensive documentation, to the Office of Disability Services and must comply with all Residential Life deadlines. Please refer to <http://www.uarts.edu/studentlife/disability.html> to download the Housing Accommodation Policy and Procedure and Housing Accommodation Request Forms. Please note that once documentation is approved, the Director of Disability Services does not make specific room assignments, but rather recommends accommodations to the director of Student Housing who makes room assignments. For further information, you may contact the Office of Disability Services at 215-717-6616.



MAIL & PACKAGES

Each apartment is assigned one mailbox in the residence hall. Your address for all United States Postal Service mail and packages is based on your apartment number and building of residence.

United States Postal Service (USPS) Mail

All mail and packages shipped via the USPS must be sent to the address below.
Please use the format listed below, as appropriate to your housing assignment.
Please use your full name as registered to the University, no nicknames please.

Furness Residence Hall
Your Full Name
Furness Residence Hall
Apt. XX
320 S. Broad Street
Philadelphia, PA 19102

Juniper Residence Hall
Your Full Name
Juniper Residence Hall
Apt #XXX
320 S. Broad Street
Philadelphia, PA 19102

Pine Residence Hall
Your Full Name
Pine Residence Hall
Apt. #XXX
320 S. Broad Street
Philadelphia, PA 19102

Spruce Residence Hall
Your Full Name
Spruce Residence Hall
Apt #XXX
320 S. Broad Street
Philadelphia, PA 19102

All Packages sent via Commercial or Private Couriers

* Please note the different street address and zip code
Items that are sent via a commercial carrier such as, FEDEX, UPS, DHL or any private courier service (such as flower deliveries or perishable item deliveries) should be sent to the following mailing address for residents.

Furness Residence Hall
Your Full Name
Furness Residence Hall
Apt. XX
1228 Spruce Street
Philadelphia, PA 19107

Juniper Residence Hall
Your Full Name
Juniper Residence Hall
Apt #XXX
1228 Spruce Street
Philadelphia, PA 19107

Pine Residence Hall
Your Full Name
Pine Residence Hall
Apt. #XXX
1228 Spruce Street
Philadelphia, PA 19107

Spruce Residence Hall
Your Full Name
Spruce Residence Hall
Apt #XXX
1228 Spruce Street
Philadelphia, PA 19107

* Perishable food should not be mailed to the Residence Halls.

Residential Life Package Room (located in Juniper Residence Hall)

Hours: Monday – Friday 9:30 am – 4:30 pm (closed on weekends)

RESIDENCE HALL MAINTENANCE

Each residence hall has maintenance staff from the Facilities Department to address maintenance needs. This department is supervised by the Director of Campus operations and Public Safety and the offices are located in Spruce Residence Hall. While the Office of Residential Life does not supervise the maintenance staff, the office does work closely with the Facilities Department to advocate for the needs of our residential students. For more information, please contact the Facilities Department directly at 215-717-6826.

Maintenance Requests

Non-Emergency Maintenance Requests

Students should call 215-717-6011, 24 hours a day, 7 days a week. A Public Safety Officer will log your request for service, and the Facilities staff member on duty will be contacted to respond as quickly as possible. When the repair work is complete, a Facilities staff member will contact the student who made the service request as a follow-up to help ensure quality control and “customer satisfaction.”

Emergency Maintenance Requests

Students should call 215-717-6666 for emergency maintenance 24 hours a day, 7 days a week. Students are also encouraged to notify the front desk of their Residence Hall and/or the Resident Assistant on duty for assistance.



DINING

The University has three venues on campus where students typically dine: The Cantina in Hamilton Hall and two express locations: The Terra Grab N Go in Terra Hall and The Anderson Café in Anderson Hall.

The Cantina is located in Hamilton Hall and is open weekdays from 7 am to 5 pm (4 pm on Fridays). For breakfast, it features general fair while lunch includes deli sandwiches and wraps, Southwest specialties like fajitas and tacos, homemade soups and daily comfort food specials like meatloaf and potatoes and ethnic specialties from around the globe. The Cantina also offers an array of beverages, ice creams, pizza, french fries, and other snack foods. Prices range from about \$4.00 for breakfast to about \$6.75 for lunch.

The Terra Grab N Go is located on the second floor of the Terra Building and the Anderson Café is located on the mezzanine floor of Anderson Hall. These express locations offer beverages, snacks and pre-wrapped sandwiches, salads, and side dishes prepared fresh daily in our academic buildings for student convenience.

FREEDOM PAY

FreedomPay is a student debit card that is connected to the UArts student ID card. Student's can use their UArts ID card at the register to pay for food and beverage or supplies at the locations below.

FreedomPay is not a UArts Company. All inquiries regarding your FreedomPay account must be made directly to FreedomPay. Visit FreedomPay online at myfreedompay.com or call 888-495-0222 to set up an account.

Food & Beverage

- The Cantina (Hamilton Hall)
- The Terra Grab N Go (Terra Hall)
- The Anderson Café (Anderson Hall)
- UArts campus vending machines
- Saladworks (224 S. 11th Street)
- Mamma Mia Pizzeria (1508 Spruce Street)
- Paolo's Pizza (1336 Pine Street)
- Dujour Market (440 S. Broad Street)
- King of Clubs (1315 Bainbridge Street)

Supplies

- UArts Bookstore (307 S. 13th Street)
- Utrecht Art Supply (301 S. Broad Street)
- Blick Art Materials (1330 Chestnut Street)
- Media Arts (both locations in Terra Hall)
- *Sculpture/Woodshop (Hamilton Hall)
- *Metals Resale (Anderson Hall)
- *Printmaking (Anderson Hall)
- *Industrial Design (Anderson Hall)
- *Craft/Wood (Anderson Hall)

**Locations that only accept FreedomPay for payment.*

WHAT TO BRING

We have compiled a list of items for your reference. Don't panic if you forget something, there are many stores in Philadelphia and it is easy to get whatever basics you might need. Additionally, you and your roommates may want to collaborate and plan for additional items once you have moved in.

Bedroom

- Bed linens (76x36 in)
- Blanket/bed spread
- Plastic mattress cover w/ a zipper
- Pillows
- Mattress pad or foam
- Alarm clock

Cleaning

- Broom/vacuum/mop
- Cleaning products
- Dish soap/Dish rack/sponges
- Laundry basket/bag
- Laundry detergent
- Trash can and liners

Kitchen

- Flatware/silverware
- Cooking utensils
- Pots and pans
- Glasses/cups/mugs
- Food Storage Items
- Coffee/tea pot
- Microwave (all dorms but Juniper)

Bathroom

- Towels/washcloths
- Personal toiletries
- Shower curtain and rings
- Floor bath mat
- Toilet tissue
- Shower Caddy

Miscellaneous

- Safe/lockbox for valuables
- Cards/board games
- First Aid Kit
- Medicine
- Clothes drying rack
- Sewing kit
- Bicycle/U lock for bike
- Clothing hangers
- Lamps
- Iron/ironing board
- Radio/stereo
- Television
- Area rugs
- Fan

WHAT NOT TO BRING

There are also certain items that are PROHIBITED in the residence halls. Please leave these at home as their possession violates university policy and certain local fire codes, and your housing contract.

- Air Conditioners
- Candles
- Incense
- Hookah
- Tattoo Equipment
- Pets or animals (except for small fish)
- Firearms
- Fireworks
- String lights
- Rope lights
- Christmas lights
- Empty Alcohol containers
- Halogen lamps
- Extension cords
- Alcohol
- Drugs
- Drug paraphernalia

YOUR RESIDENTIAL COMMUNITY

Living on campus is more than just a convenient place to take a break between classes or a space to simply sleep and eat. Residence hall living provides students with the opportunity to make connections with others, develop lifelong friendships and grow intellectually, socially and emotionally. Residents are encouraged to take advantage of the many opportunities to contribute and be a part of your residential community.

LIVING WITH A ROOMMATE

For some students, roommates/apartment mates may become close friends, but this does not have to be the case to have an advantageous living environment. Roommates who remain to one another “just a roommate” can live harmoniously and enjoy an environment that is mutually respectful and beneficial to academic pursuits. Residential Life encourages residents to communicate regularly and seek compromise to ensure a harmonious living environment for all occupants. Professional staff and student staff are available to residents to help negotiate living agreements and conflicts.

Roommate Bill of Rights and Responsibilities

As a resident, you have the following rights:

- 1. To read and study free from undue interference in one's room.*
- 2. To sleep without undue disturbance from noise, guests of roommate, etc.*
- 3. To expect that all roommate(s) will respect others personal belongings.*
- 4. To free access to bedroom and apartment without pressure from a roommate.*
- 5. To a safe and clean environment.*
- 6. To personal privacy.*
- 7. To host guests within the parameters of the guest policy.*
- 8. To be free from fear of intimidation, physical, and emotional harm.*
- 9. To expect a commitment from roommates to abide by agreed upon roommate agreement contract.*

As a resident, you have the following responsibilities:

- 1. To keep your door locked when you and your roommate(s) are not home.*
- 2. To set and observe quiet hours for your apartment.*
- 3. To communicate with your roommate(s) of your wishes and preferences for the apartment/room environment and to work through any differences you may have in a peaceful manner.*
- 4. To listen to your roommate(s) wishes and preferences for the apartment/room environment and to work through any differences you may have in a peaceful manner.*
- 5. To approach others in a non threatening and non aggressive manner, especially during confrontation.*
- 6. To examine your own behavior and responsibility when confronted by another and work to resolve conflict in a peaceful manner.*
- 7. To notify a Resident Assistant (RA), Graduate Resident Coordinator (GRC) or Residential Life Professional Staff of any concerns or issues in a timely manner.*
- 8. To work cooperatively with all Residential Life Staff in trying to resolve conflict or concern.*
- 9. To participate in community activities, floor meetings and to follow and enforce community standards and policies.*
- 10. To know and abide by the Student Code of Conduct, Residential Life Handbook, Housing Contract and all other university policies and processes.*
- 11. To recognize that discrimination on the basis of race, gender, religion, ability, national origin, age, or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.*

LIVING IN A SAFE CLEAN ENVIRONMENT

For many students this may be the first time you are responsible for taking care of your own apartment. Maintaining a safe, clean environment takes practice for some and effort for everyone. Residential Life recommends that all residents take care to create good communication surrounding cleaning expectations and schedules early in the semester.

An artist community demands student time, often outside of the apartment, it is important to schedule time for yourself to maintain a sanitary environment for personal hygiene and food storage and preparation.

Residential Life Staff inspects all apartments to ensure spaces are being adequately maintained for the safety of all residents. In most instances, students are notified prior to these inspections, but are also expected to maintain their apartments throughout the academic year.

General Apartment Safe, Clean Environment Expectations

- Personal items are stored appropriately, not strewn about the floor.
- Food items are kept off the floor and/or kept in closed secured containers.
- Dishes are cleaned daily.
- Trash is disposed of regularly and properly.
- Personal responsibility for bathroom cleanliness.
- Personal responsibility for reporting pest control needs to maintenance hotline.

RESIDENCE HALL STAFF

Graduate Resident Coordinator (GRC)

Graduate Resident Coordinators are professional live-in staff in each of the residence halls. They supervise and work closely with their respective Resident Assistant Staff to build strong student-artist communities through events, programs and individual relationships.

Resident Assistant (RA)

Resident Assistants are undergraduate students who live in the residence halls. They work to create a floor and building community that fosters student learning and engagement. They are the first point of contact for residents in seeking assistance and referrals.

Residential Peer Tutor (RPT)

Residential Peer Tutors are students that live in the residence hall and provide tutoring and academic support to students. In addition to scheduling tutoring appointments for their residents and commuters, the RPT's develop academic workshops and opportunities for learning.

GETTING INVOLVED IN YOUR COMMUNITY

Residence Hall Association (RHA)

Residence Hall Association is comprised of residential representatives from each of the four Residence Hall Councils of each residence hall. The Residence Hall Councils are made up of residential students who strive to provide additional activities and programs for students. The Hall Councils also serve to advocate for the specific needs and concerns of residential students. By participating in Hall Council, students have the opportunity to serve their community, create change and impact the university. At the beginning of Fall Semester, elections are held to establish Hall Council members. Talk to your RA or GRC for more information.

Student Clubs & Organizations

Managed by the Office of Student Development & Activities

African American Student Union (AASU) encourages the understanding and respect of diversity within the University community by hosting various events throughout the academic year. AASU strives to uphold the spirit of sisterhood and brotherhood through the excellence of pursuing artistic goals. AASU is open to all members of the University regardless of race, religion or creed.

Alpha Psi Omega is a theatre honor organization that promotes community service.

Gallery One is a student-run art gallery dedicated to providing students a space in which to show work, curate exhibitions and experiment. Gallery One offers students an arena for expression beyond the classroom and provides an added incentive for students to make work worthy of being shown to a greater public.

GBLT Student Union is our Gay, Bisexual, Lesbian, Transgender and advocate group that promotes education, acceptance and celebration of various cultures.

Global Exchange is committed to promoting intercultural and international understanding and awareness among UArts students of all backgrounds. It assists international students as they adjust to American culture at UArts as well as in Philadelphia and the United States. The organization also focuses on a forum to learn about the languages, customs and lifestyles of other cultures.

JewArts: The Foundation for Jewish Campus Life provides opportunities for Jewish students at more than 500 colleges and universities to explore and celebrate their Jewish identity.

Latino Student Union (LSU) stands to bring forth fellow students in an effort to establish a stronger and larger Latino foundation at The University of the Arts. LSU dedicates itself to educate and promote the arts among Hispanic Youth both inside and outside the University campus. LSU partakes in collaborative events within UArts to serve as a unifying force not only for different cultures but for the entire UArts Community

Pillar Records is the evolving record label project at the University.

Remedy is a student-driven green initiative that promotes how one can make choices for the longevity of our environment.

Student Council: The mission of the Student Council at The University of the Arts is to serve as the voice of the student body and to represent the student perspective within the governance structure of the University on topics impacting the student experience.

The Fifth Circle is the University's fencing club, brings students together who are interested in learning the sport of fencing. An experienced instructor teaches skills and techniques to novice through intermediate level fencers. Practices are biweekly and a tournament, open to fencers outside UArts, is held each semester.

RESIDENCE HALL POLICIES

Occupancy

- 1. If a resident's eligibility status changes during the length of the Housing Contract, the resident is expected to move out of the residence halls within forty-eight (48) hours.*
- 2. If an extension is required, the resident must submit the request in writing to the Office of Residential Life. Graduating seniors participating in the University commencement ceremonies will be allowed to remain in the residence halls until the date of commencement.*
- 3. The Room Condition Report (RCR) is a preliminary assessment of the condition of the assigned apartment verified by both the resident and the University.*
 - a. In order to officially check-in to University housing, the resident must complete a RCR.*
 - b. Failure to properly complete and return the RCR will result in the forfeiture of the right to contest damage assessments made by the University.*
- 4. In order to check-out of an assigned space in University housing, the resident must complete the following procedure. Failure to complete these steps properly may result in charges against the Dorm Damage Deposit.*
 - a. The resident must remove all personal belongings and trash as well as make a reasonable attempt to clean the apartment. Personal belongings remaining in the apartment following check-out will be removed and discarded by the University at a cost to the resident.*
 - b. The resident must return the key for the apartment door and mailbox, if applicable, to the Office of Residential Life.*
 - c. The resident must remove the on-campus student identification sticker on his/her University ID.*
 - d. The resident must sign the Resident Checkout Form or Express Checkout Form, acknowledging responsibility for the present condition of the apartment.*

Keys

- 1. In the case that the resident is no longer in possession of the apartment key, the lock mechanism for the apartment door will be replaced for security reasons. The resident will be charged \$65.00 for this replacement. A \$10.00 charge will be assessed for replacing the mail key.*
- 2. Failure to return the apartment key upon check-out will require the lock mechanism for the apartment door to be replaced for security reasons. The resident will be charged \$65.00 for this replacement.*
- 3. A \$15.00 fine will be charged to any resident student account who requires a member of the University staff to open the door to that resident's apartment.*
- 4. When a resident switches apartments they must return their old key within 72 hours or they will be charged \$65 for the lock replacement.*

University-Owned Furniture

- 1. All of the furniture and appliances provided by the University remain the property of the University throughout the resident's occupancy.*
- 2. The resident may not remove any University-owned furniture or appliances from the apartment.*
- 3. The resident may not remove any University-owned items from the common spaces within the residence hall.*
- 4. Failure to abide by the above restrictions may result in disciplinary action.*

Damage to Property & Damage Billing

- 1. The resident is individually responsible for any damage to the residence hall or University owned furniture beyond reasonable wear and tear. Damage that results from excess negligence or intentional act may also result in disciplinary action.*

2. All residents are equally responsible for damage to common areas in the residence halls in the event that the individual(s) directly responsible is not identified.
3. The resident may not make material alterations or additions to the apartment, residence hall or University owned furniture. This prohibition includes, but is not limited to, the use of nails, screws, bolts, or permanent adhesives. Removable or double-sided tapes or adhesives can be used and won't damage walls.
4. Residents are not permitted to build lofts or adjust university furniture into an unsafe position.

Student Status with regard to Housing Contract

1. Students who leave the University due to withdrawal, leave of absence, academic dismissal, or termination of the housing contract must contact the Office of Residential Life and are responsible for officially checking out of their housing assignment.
2. Students who are notified during Winter Break that they are being academically dismissed or students who choose not to return to the University during the break, must contact the Office of Residential Life and are responsible for officially checking out of their housing assignment. This check out process must occur no later than 72 hours prior to the Spring Semester Opening of the Residence Halls.
3. Students who are required to move to a new apartment or out of the residence halls due to a judicial sanction, must do so according to the timeline outlined in the sanction.
4. Students personal items that remain in an apartment more than 48 hours after the student has been re-assigned or removed from residence, become the property of the university and will be removed and disposed of by the University.
5. Failure to adhere to this policy and timelines may result in a fine for improper or late checkout.

Housing Accommodation Requests

1. Students who wish to request housing accommodations or adjustments must contact the Office of Disabilities at 215-717-6616. For more information, please refer to the following website <http://www.uarts.edu/studentlife/disability.html>

Empty Beds/Bedrooms

1. Residents assigned to a space that has unoccupied beds or bedrooms should expect another student to be assigned to these spaces at any time. Notification of a new roommate will be sent to students when possible; however this is not always the case.
2. Residents should not utilize unoccupied beds, furniture or space so that it will be available to an incoming student at any time.
3. All unoccupied spaces should be kept accessible and clean.

Temporary Housing

1. Students that are assigned to temporary or overflow spaces will be required to relocate to a permanent space once one is available.
2. Students will be notified of this status.

Fire Safety

1. The resident is required to exit the residence hall immediately in the case of a fire alarm and may not return to residence hall until instructed to do so by the University.
2. The resident may not:
 - a. intentionally cause a false fire alarm.
 - b. interfere with the proper functioning of the fire safety system.
 - c. tamper with the sprinkler, smoke detector or fire hose system.
 - d. misuse the chemical fire extinguishers.
 - e. place items on an active heating device.
3. The possession of any item that involves or could involve an open flame is

prohibited. These items include, but are not limited to candles, incense, sterno lamps and kerosene lamps.

- 4. The possession of any electrical device that the University deems a fire hazard is prohibited. These include but are not limited to, hot plates, string lights, halogen lamps, extension cords and live Christmas trees. Students must use power strips in lieu of extension cords.*
- 5. The hanging of tapestries, cloths or carpeting from the ceiling or walls of the apartment is prohibited.*
- 6. Failure to abide by the above fire safety guidelines may result in disciplinary action.*
- 7. Students may not smoke, pollute or linger on the fire escapes or stairwells as they provide an egress to the ground level in case of fire.*
- 8. There can be no obstructed path from bed to the front door.*

Health and Safety Inspections

- 1. The resident is responsible for keeping the apartment in a safe and healthy condition while residing in the apartment.*
- 2. The Office of Residential Life will perform regular inspections of the resident's apartment to ensure compliance with University standards of health and safe living practices. The dates and approximate times of these inspections will be communicated, of possible, to residents at least 48 hours in advance and will be conducted by 2 staff members from Residential Life.*
- 3. Violation of policies found will be documented and addressed through the judicial process.*
- 4. Residents who do not maintain a safe and healthy living environment will be subject to disciplinary action and/or additional fines.*

ID Policy

- 1. The resident must display a valid, University-issued ID card with the appropriate residential student sticker to gain access to the residence halls. The resident must enter the residence halls only through the main entrance at which the Public Safety security station is located.*
- 2. The resident may not intentionally provide another person his/her ID card for the purpose of that other individual gaining access to the residence hall.*
- 3. Failure to abide by the above policies may result in disciplinary action.*

Residence Hall Guest Policy

- 1. A guest is defined as any person not assigned to the resident host's room.*
- 2. Resident hosts must sign in their guest(s) following proper procedure at the front desk of the resident hall.*
- 3. Resident hosts may not have more than three (3) guests signed in at any given time.*
- 4. Each guest is required to leave a photo identification card at the front desk while in the building. The guest(s) ID card(s) must remain at the desk until the guest(s) vacate the building.*
- 5. It is the responsibility of the host to inform the guest of the photo ID requirement. Acceptable forms of photo ID include: driver's license, non-driver's license, school ID, or passport. No other forms of ID will be accepted.*
- 6. Guests without ID will not be allowed access into the hall, except in emergencies. (See emergency ID section.)*
- 7. Resident hosts must escort their guest(s) at all times within the building.*
- 8. The host is responsible for signing their guests in and out of the residence hall.*
- 9. Resident hosts are responsible for their guest's actions. A guest may not occupy a resident host's room when the host is not present.*
- 10. A resident may not pressure a roommate to tolerate the presence of a guest. All guests to a room are subject to the agreement of all room residents.*
- 11. The presence of guests must not restrict free access for assigned residents to all common spaces and any private space they may have or create any situation that infringes on the need of roommates to remain undisturbed.*

12. Any student wishing to visit a hall other than the hall to which she/he is assigned must be signed in as a guest by a resident of that hall.
13. Students may not sign in or sign out guest(s) for other residential students.
14. No guest, regardless of age, may bring alcoholic beverages in the residence halls.

Residence Hall Overnight Guest Policy

1. An Overnight Guest is defined as any person not assigned to the resident host's room that is signed in between 2:00A.M. and 7:00A.M.
2. Residents may not have more than six (6) overnight guest occurrences per calendar month without the permission of the Graduate Resident Coordinator (GRC) or Residential Life designee.
3. Violations of this policy will be subject to disciplinary action.

Emergency Guest ID Policy

1. Immediate family members who come to visit and do not have proper ID can be issued an emergency ID by the Public Safety Officer at the front desk.
2. Requests from non-family members without ID who request building access will be handled on a case-by-case basis by the Public Safety Officer at the desk and residence hall staff on duty. Emergency IDs will only be issued when non-admittance to the residence halls could impact a person's safety.
3. Emergency IDs will not be issued to guests simply because they forget proper identification.

Exceptions to the Guest & Overnight Guest Policy

1. Residents may request an exception to the limited number of three (3) guests or the six (6) overnight guest occurrences to the Graduate Resident Coordinator.
2. Request Forms for exceptions can be obtained at the front desk of the Residence Hall.
3. All requests should be submitted 48 hours prior to the date requested.

Alcohol Policy

1. Alcohol is strictly prohibited in the residence halls regardless of student age.
 - a. A resident in possession of alcohol will be considered in violation of the alcohol policy, which may result in disciplinary action.
 - b. A resident found to be or to have been in the presence of alcohol will be considered in violation of the alcohol policy, which may result in disciplinary action.
 - c. Any empty alcohol bottles or cans found to be or to have been in the resident's possession or apartment will be considered a violation of the alcohol policy.
 - d. Disciplinary action for alcohol policy violations shall include, but not be limited to, a \$250.00 fine, an educational sanction and disciplinary probation.

Drug Policy

1. The possession of, use and/or sale of drugs or drug paraphernalia is strictly prohibited in the residence halls in accordance with University policy.
2. A resident found to be selling drugs or to have been selling drugs or having the intent to sell, will be subject to the termination of the housing contract and expulsion from the University.
3. Intent to sell is defined as possession of what is perceived by University staff to be beyond a level of personal use. Possession of trafficking paraphernalia such as scales and multiple containers will also be considered indicative of trafficking.
4. A resident hosting a guest found to be or to have been using illegal drugs will be subject to disciplinary action including, but not limited to, losing their guest privileges for a prescribed period of time or loss of housing privileges and also to being placed on final probation.
5. A resident found to be in possession of or to have been in possession of illegal drugs or drug paraphernalia will be subject to disciplinary action including, but

not limited to, the termination of the housing contract, a \$450.00 fine, judicial probation and dismissal from the residence halls.

- 6. A resident found to be or to have been present where illegal drugs were found and/or in use shall include, but not limited to, a \$200.00 fine and being placed on judicial probation.*
- 7. If the University determines that illegal drugs were present in a resident hall space, the resident is subject to disciplinary action.*
- 8. If the university has gained knowledge or has determined that a resident is intoxicated or under the influence of an illegal substance while on campus, the student will receive a disciplinary hearing and if found in violation of the policy, will be subject to disciplinary action.*

Smoking Policy

- 1. Smoking is prohibited in all areas of the residence halls.*
- 2. Students found smoking in their apartments, hallways, roofs, stairwells, cat walks, and/or balconies will be in violation of the smoking policy and will be subject to disciplinary action.*
- 3. Any used cigarettes, ashtrays, and/or ashes will be considered a violation of the smoking policy.*

Bag Check Policy

- 1. Residents are subject to bag checks by Public Safety Officers and Residential Life Staff if circumstances warrant.*
- 2. Residents who are non-compliant with bag check requests may be subject to disciplinary action and/or not permitted to enter the building.*

Confiscation Policy

- 1. The Office of Residential Life reserves the right to remove any item from a student apartment that is a prohibited item and/or violates university policy or compromises student health or safety. Residents will be held accountable through the judicial process and the item in question may or may not be returned to the student.*

Prohibited Area Policy

- 1. Residents may not access the roof of any residence hall.*
- 2. Residents may not access the balconies of any residence hall.*
- 3. Residents may not loiter in the stairwells.*

Prohibited Item Policy

- 1. The following items are prohibited in the residence halls:*

<i>Air Conditioners</i>	<i>Holiday lights</i>
<i>Open flames of any kind</i>	<i>String lights</i>
<i>Candles</i>	<i>Rope lights</i>
<i>Incense</i>	<i>Waterbeds</i>
<i>Hookah</i>	<i>Live Christmas trees</i>
<i>Halogen lamps</i>	<i>Flammable decorations</i>
<i>Extension cords</i>	<i>Fireworks</i>
<i>Tattoo equipment</i>	

Projectile Policy

- 1. Residents may not be involved in defenestration, the act of causing an object to fall out of a window. This includes, but is not limited to trash, ashes, cigarette butts or other items.*

Pet Policy

1. *Pets of any kind are not permitted in the residence halls, except for fish*
2. *The maximum size for an aquarium is 15 gallons.*
3. *Failure to abide by the above restriction will result in a \$25.00 fine for each day the pet remains in the residence hall.*

Physical Activity/Sport Policy

1. *The resident may not participate in any physical activity or recreation that poses a threat to the safety of the residence hall facilities while in a residence hall. These activities include, but are not limited to, skateboarding, roller-blading, roller-skating, bike riding, and throwing objects.*
2. *Failure to abide by the above prohibitions may result in disciplinary action.*

Noise Policy

1. *All noise must be kept at a moderate level.*
2. *Use of percussion instruments is not permitted in the residence halls.*
3. *Courtesy Hours are in effect at all times, when a resident must lower the level of noise being created upon another resident's request.*
4. *Quiet Hours are in effect 24 hours a day during Final Examination, Critique and Jury Weeks.*
5. *All residents are expected to act in a conscientious fashion regarding noise levels that respects others including neighbors of the university.*
6. *Failure to abide by the above guidelines will result in disciplinary action.*

Weapons Policy

1. *Residents may not possess, carry or use any item that the University feels could be used as a weapon. These items include, but are not limited to, firearms, fireworks, munitions, air guns, throwing stars, swords, brass knuckles, knives, axes, and harmful chemicals.*
2. *Weapons used as props, whether real or otherwise, are not permitted in the residence halls.*

Failure to Comply Policy

1. *Residents are expected to comply with appropriate directives of University officials. This includes, but is not limited to, furnishing identification, and/or showing respect towards public safety officers, residential life staff, and other university officials.*

Behavioral Contract Policy

1. *Residents may be required to adhere to behavioral contracts should circumstances warrant such a contract. Behavioral contracts are developed by the Graduate Resident Coordinator and Directors of Residential Programs and Student Housing.*
2. *These contracts may require students to meet regularly with staff members in the Division of Student Affairs and/or follow behavioral expectations while living in residence.*
3. *Failure to adhere to the terms of the agreement may result in the termination of the housing contract without refund.*

Disciplinary Policy

The University reserves the right to impose disciplinary action upon the resident in the case the resident has violated the policies and procedures of the University as set forth in this contract or other documents and publications. The measures of disciplinary action shall include, but not be limited to, the following:

1. *The issuance of letters of warning.*
2. *The scheduling of mandatory disciplinary meetings with University administrators.*
3. *The imposition of monetary fines upon the resident, which will be applied from*

- the resident's student account with the University.*
- 4. The revocation of the privilege to host an overnight guest.*
 - 5. The confiscation of prohibited items.*
 - 6. The relocation of the assigned housing space.*
 - 7. Probation.*
 - 8. The termination of this contract and dismissal from the residence halls.*
 - 9. Expulsion from the University.*

The University retains the right to adopt additional policies and procedures that are needed for the maintenance of a safe and healthy residential experience for all residents during the length of the Housing Contract. The university will make reasonable efforts to inform residents of change to University policy or procedure. For complete information of judicial sanctions, please refer to the UArts Student Handbook.

Recycling

- 1. The University of the Arts participates in single stream recycling. This means that recycling and trash are mixed together and later separated at a plant.*
- 2. Residential students should rest assured that their recyclable items will be recycled.*

STUDENT CODE OF CONDUCT

(For more information, please reference the Student Handbook)

Prohibited behavior at the University of the Arts includes, but is not limited to the following:

- 1. Academic dishonesty or misconduct including, but not limited to, cheating and plagiarism;*
- 2. Non-academic dishonesty, including, but not limited to, theft, attempted theft, possession of stolen property, forgery, and falsification of information provided to any University official;*
- 3. Conduct which threatens the physical or psychological health and/or safety of any person (including the person committing the act) or the sanctity of the campus, including, but not limited to, physical or sexual assault;*
- 4. Damage to public, private, personal or University property;*
- 5. Violation of policies as described in the Student Handbook, the Course Catalog, the UArts Housing Contract and all other rules governing University facilities, programs and services;*
- 6. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures. Other University activities or activities authorized to take place on University property;*
- 7. Disorderly conduct including acts which breach the peace;*
- 8. Non-compliance with the directions of University or civil authorities performing official duties, including failure to give proper identification when requested and repeated unexcused non-attendance of classes;*
- 9. Violation of a student's rights or privileges and verbal or written harassment, discrimination, abuse and/or disrespect of any person; and*
- 10. Violation of statutes, laws, ordinances and/or regulations of the City of Philadelphia, Commonwealth of Pennsylvania (or other states, when applicable) and the United States of America.*

ALL STUDENTS SHOULD KNOW & ABIDE BY THE UArts STUDENT HANDBOOK FOUND ONLINE.



1 Anderson Hall

4 Furness Hall

7 Merriam Theater

10 Pine Residence Hall

2 Arts Bank

5 Gershman 'Y'

8 Terra Building

11 Juniper Residence Hall

3 Chambers Wylie Church

6 Hamilton Hall

9 U Arts Dance Theater

12 Spruce Residence Hall

UArts CAMPUS MAP

THE UARTS NEIGHBORHOOD

The Residence Halls have the great advantage of being nestled in the heart of a vibrant and diverse neighborhood. Here is a list of just a few of the businesses found in the area.

Banks

Citizens Bank	1417 Chestnut St.
TD Bank	121 S. Broad St.
PNC	1511 Walnut St.
Royal Bank	30 S. 15th St.
Wachovia	123 S. Broad St.

Supermarkets

Super Fresh Supermarket	1001 South Street
Whole Foods	929 South St
Acme	1400 E. Passyunk Ave.
Great Scot's Rittenhouse Market	1733 Spruce St.
South Square Market	2221 South St.
Trader Joe's	2121 Market St

Food on the Go

Bellevue Food Court	Broad and Walnut Streets
Paolo's Pizza	1336 Pine Street
Mamma Mia Pizzeria	1508 Spruce Street
Pine Street Pizza	1138 Pine St.

Drug Stores/Pharmacy/Post Office

Rite Aid Pharmacy	215 South Broad Street
CVS	15th and Spruce Street
Walgreen's	16th and JKF Blvd.
Walgreen's	901 Market St.
CVS	1424 Chestnut St.
Post Office Land Title Building	100 S. Broad St.

Restaurants

Marathon Grill	121 S. 16th St
Pietro's Coal Oven Pizza	1714 Walnut St.
Little Pete's Diner	219 S. 17th St.
Hard Rock Café	1113 Market St.
Dujor	440 S Broad St

Art/Office Supplies

UArts Bookstore	307 S. 13th Street
Utrecht Art Supplies	301 S. Broad Street
Blick Art Supplies	1330 Chestnut Street
Staples Office Supplies	1500 Chestnut Street

Coffee Shops

Cosi Coffee Bar	235 South 15th Street
Starbucks Coffee Shop	337 South Broad Street
Last Drop Coffee House	1300 Pine Street

GETTING AROUND

The following is a list of transportation services in and around the city.

SEPTA (various bus, subway, and train lines)

215-580-7800
www.septa.org

- Suburban Train Station- 16th & JFK Blvd
- Market East Train Station- 13th & Market St.
- 30th & Market Street Station

New Jersey Transit

215-569-3752
www.njtransit.com

PATCO High Speed Line to New Jersey via Center City

www.patco.com

Greyhound Bus Station- 1001 Filbert Street

215-931-4075
www.greyhound.com

Amtrak- 30th & Market Street

1-800-USA-RAIL
www.amtrak.com

Philadelphia International Airport

215-685-0333
www.phl.org

Cab Companies

Capital Cabs 215-235-2200

Crescent Cabs 215-365-3500

Victory Cabs 215-225-5000

HOUSING FOR SOPHOMORE YEAR AND BEYOND

ON CAMPUS

While new freshmen students are guaranteed housing (as long as they deposit by published deadline), returning students are not guaranteed housing for the following year. Returning students may participate in the Housing Lottery to achieve eligibility for housing in the next academic year.

Students will have a 3-week period in which they can declare their intentions (sign up) to participate in the housing lottery. Students will then receive notification of a randomly selected number through their UArts E-mail account, which determines their eligibility for housing during the following year. Students who randomly receive a lottery number will have the opportunity to select roommates and an apartment in upper class housing on room selection night. Roommates must have a qualifying lottery number. Failure to attend room selection night will result in the forfeiture of your lottery number and housing status.

Students who do not receive a lottery number will be randomly assigned to the waiting list. Waiting list students will be notified bi-weekly of their status. After being notified of an available space, students will have a limited number of days to accept the assignment and submit their housing reservation deposit.

OFF CAMPUS

Due to the limited amount of on campus housing for the sophomore year and beyond students live off campus and will receive assistance from the Universities Residential Life office via a series of Off-Campus housing seminars. These seminars aid students in the process of searching for apartments off campus by having members of the University community and private realtors provide key information. Students will also be able to access an Off-Campus Housing Guide, which lists apartment complexes, realtors, websites, etc.

STORAGE COMPANY

21st Century Storage
3503 North B St.
Philadelphia Pa 19134
215-423-4000
infoph@21css.com
Philadelphia's First Green Storage Unit

Off-Campus Housing Facebook Page

Log-in to your Facebook.com account or follow the steps to create one

Use the toolbar to search for "UArts Off Campus Housing".

It is the first and only group to appear in the results.

Peruse the discussion topics for listings, helpful information, or place a roommate ad.

You can also use the Facebook application Marketplace (developed by Oodle). Use the toolbar to search for the application. This is Facebook's version of Craigslist.org. Search under apartments for rent or roommate ads.



THE UNIVERSITY
OF THE ARTS

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