

DCAD

DELAWARE COLLEGE OF ART AND DESIGN

STUDENT HOUSING HANDBOOK

REVISED

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Delaware College of Art and Design Student Housing Handbook

Introduction

This handbook outlines the rules and regulations pertaining to students living in college-sponsored housing. These rules and regulations are intended to ensure the safety, health, and welfare of all residents. All residents should become familiar with these regulations and abide by them. The Acknowledgment Form at the back of this handbook must be signed and returned to DCAD along with the required security deposit before moving into DCAD Housing.

Accommodations

Currently, DCAD is able to accommodate students in two locations. The first is located at 707 N. King Street, and the second at 521 N. King Street (The Saville). Units vary in sizes from doubles (two-person rooms) to quads (four-person rooms). Each unit has a private bathroom. Units in The Saville have kitchens.

Each resident is provided with a twin bed with mattress (regular length), a drawing table, and a stool. These items will be located in each unit at the time of move in. The same inventory with the correct label is expected to be in the unit at the time of move out. Students are not permitted to alter, remove, or store the furniture provided by the College. Students will be charged a replacement fee for furniture missing from their assigned unit.

Students are responsible for providing their own linens, lamps, and furniture not already mentioned above. A suggested list of items to bring is included in each student's housing packet.

Each building maintains a centralized laundry facility on the main floor. Laundry fees are included in the cost of housing. Students may not utilize and/or install laundry equipment outside of these centralized facilities.

Housing Handbook Period

This handbook is valid from Saturday August 25th 2018 through Saturday December 15th 2018. Housing accommodations are eligible to be renewed each semester by filling out a housing intention form. Residents will be asked to agree to the terms set forth in the current housing handbook each semester that they reside in campus housing.

Cost of Housing

The cost per semester to reside on campus is \$4,090. This is the same price for all types of rooms: doubles, triples, and quads. Students must pay their housing costs to the Bursar in two (2) installments, one (1) at the beginning of each semester. Students on a tuition payment plan may include their housing costs in the same plan.

Eligibility

To live in college-sponsored housing, a student must be registered for a minimum of twelve (12) degree credits for any given semester. Enrolled students must maintain a twelve-credit load throughout the semester unless the College advises the student to reduce her or his course load due to academic concerns.

Resident Assistants and Staff

Resident Assistants (RAs) are on-site in each building. There is one (1) DCAD Staff Member living on property. These individuals oversee the general well-being of the students to make sure that DCAD housing and student conduct policies are observed. RAs and other staff are empowered to complete incident reports for any behavior that violates the policies and regulations at DCAD. An incident report remains in a student's file permanently.

If there are any difficulties, problems, maintenance concerns or questions regarding housing issues, students should contact a Resident Assistant or the Assistant Director of Student Services. DCAD staff is available to discuss roommate or personal issues in a confidential and helpful manner.

Policies

It is the policy of the Delaware College of Art and Design to provide a safe and secure environment for student residents. In order to do so, it is important that all residents support and participate in all safety and security programs. Appropriate rules and regulations are in place now, and will be adopted in the future, in order to provide a safe and secure environment. It is expected that all residents comply with established rules and regulations and the laws of the State of Delaware.

DCAD reserves the right to terminate, at its discretion, any housing assignment for violations of policies, procedures, rules and regulations. Immediate eviction or expulsion may be initiated for serious infractions that endanger the health, safety, or security of the residents or the facility. Such termination does not entitle the student to any refund of housing costs or deposits already paid. Students who are administratively evicted from any building or expelled from the College are not permitted on DCAD property.

All students are to abide by the policies, procedures, and terms and conditions that are outlined within the Housing Handbook as well as the Student Conduct Handbook.

DCAD is a drug, smoke, and alcohol free campus regardless of age. Please refer to the Student Conduct Handbook for a complete list and definitions of all of DCAD's policies.

Quiet Hours

DCAD housing facilities observe mandatory quiet hours in the evenings to allow the residential community as a whole to have time to work and sleep without disturbances. See the Student Conduct Handbook for more information. Quiet hours are to be observed during the following times:

Sunday – Thursday	10 PM – 8 AM
Friday – Saturday	12AM – 10 AM

Appliances

The units in The Saville are currently equipped with the major kitchen appliances allowed (refrigerator, stove, oven, and microwave oven). Please refrain from bringing any other major appliances.

Students residing in 707 N. King Street are permitted to bring a mini-refrigerator (no larger than 3.2 cubic feet) and a low power microwave (no larger than 1000 watts). Only one of these appliances is permitted per room.

Slotted toasters and coffee makers are permitted in both buildings. Any small appliance brought into the building must be UL approved and have the factory-installed tag left on them for verification.

Toaster Ovens, hot plates, and other grilling devices (ie. George Forman grills) with exposed heating surfaces are not permitted.

The Office of Student Services reserves the right to deny the use of any electrical appliance if they feel there are safety concerns over the use of said appliance.

Key FOB Access

Each student is issued an electronic FOB key with a microchip inside. This FOB serves as your key into each of the residence halls and your individual room, and as your meal plan card. Students are required to keep their key on their person at all times. Students may never lend, give away, trade, or share their room key with anyone including family, friends, guests, or fellow students.

Security

Students should not allow anyone into any building at any time, unless they are their personal guests and are willing to take responsibility for that person's actions while in the building. Students should be conscious to not hold the door for people to enter the building behind them.

Students are to exit buildings through the main entrances and not through any emergency exit except in the case of an emergency.

At no time are students permitted to prop open an exterior door. Such behavior puts all residents at risk. Unauthorized individuals propping doors open are subject to disciplinary actions and any associated costs (i.e.: theft, damage, etc.).

One student in each unit will be issued a mailbox key. It is that student's responsibility to check for mail each day.

If a student becomes locked out of their individual unit, they are to see their roommate(s), Resident Assistant, the Assistant Director of Student Services, or the Director of Student Services. Reoccurring lock outs will be recorded and charged against their housing security deposit at the end of the year (\$7 per lockout).

Security Deposits

A \$200 (all students enrolled prior to fall 2018, \$350) refundable security deposit is due prior to moving into the unit. Prior to move-in, the housing deposit secures the student's housing slot until the building is filled to capacity. Once the facility is full, a waiting list will be created. The housing deposit holds the student's position for a housing assignment in the order that they are received.

Deposits for housing are refundable until May 1st prior to fall enrollment and until December 1st prior to spring enrollment. After those dates, DCAD will retain the housing deposit if the student decides to not attend school or live in housing.

Once the student moves in, the housing deposit acts as a security deposit and the deposit is held throughout the term of the student's residence in campus housing. It is used to pay damages in excess of normal wear and tear.

For those students planning to remain on campus for the following academic year, security deposits will be retained and carried over for the second year. If damages are applied to the account after the first academic year, students will be required to replenish the security deposit up to \$200 (all students enrolled prior to fall 2018, \$350) before the second academic year begins. Students will receive a list of charges to the account after each year they reside in housing.

For those students graduating or not living in college-sponsored housing the following year, deposits will be refunded within ninety (90) days after move-out, less any damages incurred or outstanding charges.

Security deposits will not be refunded if the student terminates his or her lease before the ending date stated in the lease or if the student is expelled from the student housing for behavioral or academic reasons.

Refund Policy

Students living in campus housing will receive a refund of housing costs paid for the semester based on the following schedule:

<u>Time of Withdrawal</u>	<u>% of Housing Costs Refunded</u>
Change prior to Start of Classes	100%
Change during First Week	85%
Change during Second Week	70%
Change during Third Week	50%
Change after Third Week	0%

In the case of withdrawal due to illness or other extenuating circumstances, a student may request permission to be released from his or her housing agreement. The requests should be made in writing to the Director of Student Services.

Housing costs do not include the housing security deposit. DCAD reserves the right to not refund the housing security deposit due to early withdraws.

Condition Reports and Inspections

Students will be asked to turn in one (1) Move-In-Condition Report per unit within the first week of occupation. Condition reports should be turned into the appropriate RA.

Students will be asked to turn in one (1) Move-Out-Condition Report per unit upon vacating the unit. Condition reports should be turned into the appropriate RA.

Students will be asked to turn in one (1) Mattress Condition Report per the student's specifically assigned mattress. Condition reports should be turned into the appropriate RA.

Periodic inspections will be made of the unit and condition of the items within each unit. The Director of Student Services will conduct the inspection with the help of the RA and/or the Assistant Director of Student Services. Condition reports will also be recorded during these inspections and kept on file. Students should plan on inspections occurring at least once per month and during winter break. Notice may or may not be given before inspections take place.

Common Areas – Behavior and Damage

In the spirit of maintaining a positive, healthy living environment it is important to be mindful of your behavior in common areas. Student residents are expected to refrain from making excessive noise or roughhousing in hallways and common areas. Messes made in common areas should be cleaned up in a timely manner. Trash chutes in the Saville and outside trash receptacles in the 707 are available for trash disposal. No trash should be left in any common area of the building.

Emergency exits are located throughout the building and are clearly marked. The exit at The Saville leading to the Historical Society property is *NOT* to be used as a regular entrance and/or exit door for

the building. Violators of this policy will receive an incident report that will remain on their student file and may face disciplinary action and/or fines.

Students are not permitted to yell, hang out of, climb on, or sit on the ledge of any window or ledge in the building. Only designated doorways are to be used to enter and exit the building. Students are not permitted to use windows or first floor garden (patios) in The Saville as a means of obtaining access to or from the building.

In the event that damage to the common areas results in repair costs that cannot be linked to particular individuals, the cost of the repair will be evenly divided amongst all residents. This includes trash left in the hallways, pulling fire alarms, damaging lights, removing fixtures, breaking windows, removing items from the common areas, tampering with fire safety equipment or the elevator, graffiti or any other damage caused to common areas of the building.

Bicycles

Bicycle storage is located in the Saville adjacent to the elevator. Bicycle damage caused in hallways or rooms will be billed accordingly to the student(s) responsible.

Damages and Repair Charges

Damage and repair charges are as follows and will be billed against a student's security deposit. These charges are for damages beyond normal wear and tear:

Excessive Cleaning	\$100.
Refrigerator Cleaning	\$50.
Microwave Cleaning	\$50.
Kitchen Cleaning	\$100.
Bathroom Cleaning	\$100.
Badly Stained Carpet	\$200.
Paint in Sinks	\$50.
Trash Removal	\$150.
Excessive push pin damage	\$50.
Holes in walls	\$95.
Lost/ missing keys	See schedule listed in keys section under security.
Furniture Removal	\$200 + Cost of Contract Service to Dispose of furniture
Broken window/ blinds	Cost of repair determined at time of service
Broken smoke detectors	Cost of repair determined at time of service
Other damage	Assessed at time of repair

DCAD reserves the right to alter fees associated with damage as deemed necessary. Any disputes on housing charges should be brought to the attention of the Director of Student Services. Appealing any decision made by the Director of Student Services regarding damage charges must be done in writing and submitted to the President of the College.

All furniture present in the student room upon arrival must remain in the space for the duration of the year. Students who remove or exchange DCAD provided furniture without explicit permission from the college will be charged a missing furniture and replacement fee.

All students living in a unit are responsible for move-out procedures, removing trash and extra furniture from the unit, and cleaning. It is up to the residents to arrange these details with their roommates. DCAD will not be responsible for determining which resident is responsible for specific items and/or household chores. Therefore, all residents in a unit are subject to the fees listed above. It is recommended that students cover the floor (carpeting, wood and/or vinyl floors) and walls when working with paints and other materials that stain. Students may want to consider purchasing area rugs or scraps of vinyl flooring to place in common work areas. Writing, drawing, or painting on any wall or surface in the room is prohibited.

Holes in the walls and ceiling are not permitted. Students should not affix anything to the walls with nails or screws. Likewise, precaution should be taken when using any material, like tape or glue that removes paint from the walls. Students should purchase other forms of adhesives that do not damage the walls.

Bunk beds are not permitted to be stacked more than two (2) beds high. Anyone found endangering the safety of students in this manner will receive an incident report to remain in their student file and will be responsible for any accident costs associated with an incident. Pins to stack the beds are available in the Office of Student Services.

Cleanliness

Cleanliness and upkeep of units are the shared responsibility of both the student and DCAD. The following student guidelines have been established:

- Agree not to damage rooms / unit contents.
- Maintain cleanliness standards; empty garbage, dust, vacuum, sweep floors, clean bathrooms.
- Maintain room / unit safety; no excess storage, no overloading of circuitry, report fire safety equipment malfunctioning.
- Do not keep unwrapped food on counters, tables, floors, or furniture.
- Report maintenance repairs using the online system on the DCAD website.

Failure to maintain these cleanliness standards is a hazard to student health and safety and the integrity of the facilities allocated to students for living space. As such, students who do not uphold these standards will be cited with an incident report and processed through the student conduct system.

DCAD does not offer cleaning services for student rooms during the school year. Student rooms are cleaned prior to arrival and after the school year has ended. It is the student's responsibility to take care of their spaces and prevent unhealthy room conditions due to excessive trash or filth while they occupy their space. We highly recommend that each student bathroom is cleaned thoroughly once a week to prevent buildup of dirt and residue, especially in the tile grout, to prevent lasting damage and stains. A list of suggested cleaning products to bring to campus is included in your housing assignment packet.

Extermination

Routine extermination is conducted throughout the buildings. Units should be kept clean and free of crumbs and unwrapped food. Dishes should be done quickly after use and garbage emptied routinely. Exterminations are not optional. Exterminations combined with good cleanliness habits should prevent pest problems from developing in your unit.

Mail

Packages may be delivered to the Student Services Office as they will not fit in a standard mailbox. Student Services Staff will notify students that there is a package waiting for them to be picked up from the Office of Student Services. DCAD is not responsible for packages mailed to the residence halls. All Packages should be shipped to:

Student's Name
c/o Student Services
600 N. Market Street
Wilmington, DE 19801

Under no circumstances are students allowed to retrieve another student's mail. Doing so shall be considered theft and processed through the judicial system.

All other mail (regular-sized envelopes) should be mailed directly to your unit. Students must remove their school address from any recurring mail and online purchases prior to their departure in the Spring. Mail that arrives for a student after they have moved out will be returned to the sender. Your unit address is dependent on which building you live in:

Student's Name
Saville Building
521 N. King Street
Unit # _____
Wilmington, DE 19801

Student's Name
707 N. King St.
Unit # _____
Wilmington, DE 19801

Cable, Phone Service, and Internet Service

DCAD does not provide cable, phone, or internet services in individual units. Students are responsible for connecting and canceling these services in their unit. DCAD does not take responsibility for any verbal or written agreements made between students and/or their parents for the shared payment of such services. Attachment of satellite dishes to the buildings is prohibited.

- Local cable service is provided by Comcast Cable.
- Local phone service is provided by Comcast Cable.
- DSL or cable modem internet access can be arranged through Comcast.

The purchase and safety of any associated electronic equipment is the responsibility of the student. The best way to sign-up for Comcast is to call 1800 Comcast and/or review the information provided at Check-in. Student's should not sign up before receiving their key and checking into their room.

Meal Plans

All students residing in college-sponsored housing are required to take part in the meal plan program.

During the Fall 2018 and Spring 2019 semesters:

- All Students residing in 707 N. King Street and 521 N King Street will be required to take part in the Platinum 19 Meal Plan, which provides 19 meals per week during both the fall and spring semesters.
- Commuter students may purchase a meal plan of their choice or none at all.

Students will be sent a Meal Plan Contract along with their enrollment information, and are required to return the contract with their selection. The contract will list the cost of each plan and the general guidelines. The Office of Student Services will share all completed contracts with CulinArt (the meal service provider), the Financial Aid Office and the Bursar's Office.

Parking

It is highly recommended that residential students leave their car at home. There is plenty of public transportation in the City of Wilmington, including train and bus service.

The DCAD parking lot is reserved for faculty and staff use only. Under no circumstances are students permitted to park in the lot behind DCAD. Violators are subject to towing and fines and this policy will be strictly enforced.

Students living in college-sponsored housing can obtain a student parking sticker from the City of Wilmington for approximately \$100 per six (6) months. To obtain a parking sticker, students need to show proof of enrollment at DCAD (such as a course schedule), vehicle registration, and driver's license. Permits can be obtained at the City County Building located at 800 N. French Street, Wilmington, DE.

DCAD is not responsible for any vehicle fines incurred by the student for parking in unauthorized areas or for any theft or damage to a student's vehicle.

Maintenance

Maintenance issues should be filed online through the DCAD website's Current Students page and reported to a Resident Assistant. Should you be unable to reach an RA in the event of an emergency, call the emergency phone at 302-521-1177 to reach professional staff members.

Maintenance requests are addressed by priority. Please allow at least three (3) days for non-emergency maintenance issues to be addressed. If your issue has not been resolved in three (3) days, please contact an RA.

Emergency maintenance, such as leaks, heating and cooling problems, major appliance issues, or plumbing concerns need to be reported immediately.

HVAC Systems

The 707 has a central HVAC system that determines whether to release hot or cold air based on outside air temperature. If this system is working on AC, all rooms will receive cold air. If the system is working on heat, all rooms will receive hot air. There is a fan control switch in each room that determines whether or not there is air being pushed out of your vents, but the temperature control will only influence the temperature of the room in the range of either AC or heat function.

To work your fan:

1. Be very quiet
2. Turn the fan dial or flip the fan switch slowly to each setting
3. Listen for the fan to turn on

Once the fan is on, either cold or hot air will pump into your room.

In the Saville, all units have individual HVAC systems on a central control. You must manually switch the control to AC, heat, or off depending on the temperature you desire.

Room Assignments

Room assignments are completed by the Office of Student Services during the summer. Each student will be notified with their housing and roommate assignments prior to move in.

Rooms are assigned based on priority, availability, roommate questionnaire, gender identity, and other special housing requests. While a student may make such request(s), DCAD reserves the right to place a student according to the accommodations available.

Under no circumstances should students change their assigned room without speaking first with their RA and with the Assistant Director of Student Services. Paperwork must be completed before a student is eligible to change rooms. Also, please note that mediation and conflict resolution tactics will be taken before allowing a student to change rooms. Room changes are infrequent and are a last resort.

If your request for a room change has been approved, you are responsible for ensuring that you follow proper move-in and move-out procedures for both apartments. The RAs will assist you with these tasks, and you will be asked to promptly return the keys to the unit you are vacating. Likewise, if one of your roommates changes during the course of the year, you will want to be sure to note any damage to the unit before and/or after your roommate moves in or out. You should report any inconsistencies to an RA when they conduct a move-in and/or move-out inspection of your apartment.

Open Bed Spaces

At any given time throughout the school year, there may be unoccupied/unassigned/open spaces within campus housing. Students assigned to a room with open space(s) are to keep the unassigned set(s) of furniture clean and empty. Unassigned spaces are designated as Emergency Spaces and may be filled at any time by the Student Services Office. Student Services staff will do regular checks of all unassigned spaces to ensure they remain open and available should a reassignment occur. Failure to maintain the unassigned space's availability may result in disciplinary action and/or fines. Students occupying an open space within their room may be fined up to the cost of housing for that semester.

Returning Students – Securing Housing

To secure housing for an additional term, students must attend a housing selection seminar. Seminars are advertised through email and will take place in the spring semester. Several seminars will be provided when classes are not in session. Students must also provide a housing deposit. Housing deposits from the previous year may be rolled over. During each seminar, students will be shown how to complete the housing selection process, and be advised of additional mandatory assignment days. During assignment days, students have the opportunity to indicate their roommate and room and/or building preferences.

Move-Out Procedures

Move-out procedures will be made available and information distributed well in advance. Move-out dates are listed at the end of this document.

Late fees will be assessed at the rate of \$100 per day for students who do not vacate the property by the posted move-out date. It is also imperative that students check-out properly. This involves scheduling an appointment with the an RA at least 48 hours in advance of their departure. Students failing to follow the move-out procedures will be subject to a \$100 improper check-out fee.

Final move-out inspections will be conducted only upon receipt of keys by the Student Services staff.

Semester Breaks

The Residence Halls are closed during all college breaks. All students must vacate student housing during these times. Students should make arrangements for housing during breaks. You should plan ahead and discuss any housing related issues with Student Services at least three (3) weeks prior to the start of a break. Breaks can be found at the end of this document and on the academic calendar.

Storage

There is no storage space available for students during their stay at DCAD. Storage companies are located in the immediate vicinity for students that require storage space.

Liability

DCAD is not liable for the belongings that students bring to or acquire during their stay in housing. DCAD recommends that students insure their personal property in the event of theft, fire, water damage, or any other unforeseen act. Information on personal property insurance is distributed to students at the beginning of the academic year. DCAD recommends that students keep their apartment doors locked at all times to protect against theft.

Medical and Learning Accommodations in Housing

DCAD has limited ability to offer single units. If a student requires a single unit or other housing accommodation, they must submit documentation from their attending physician explaining the condition and need for a single occupancy room. Accommodations will not be made prior to receiving the appropriate documentation. Once documentation is received, DCAD will make arrangements to support reasonable accommodations.

DCAD abides by ADA service animal requirements and Fair Housing emotional support animal regulations provided that proper documentation is given to the Student Services Office by a medical professional. Please contact the Student Services Office for more information.

Opening and Closing Dates

DCAD student housing is available during the Fall and Spring semesters while classes are in session. The Residence Halls are open to students for the following period:

First Year Students-	begins Saturday August 25 th , 2018 ends Tuesday April 30 th , 2019
Second Year Students-	begins Sunday August 26 th , 2018 ends Tuesday April 30 th , 2018*

*Graduating students may remain in their units through Graduation Day with no additional charges as a courtesy to those who live out of the area.

During this time, no visitors are allowed in the residence halls except to help move out belongings. Students utilizing this extension must vacate the building by 5pm on Graduation Day.

The Saville and 707 Residence Halls are closed during the following times:

Thanksgiving Break-	begins Wednesday November 21 st , 2018 ends Sunday November 25 th , 2018
Winter Break-	begins Saturday December 15 th , 2018 ends Sunday January 6 th , 2019
Spring Break-	begins Saturday March 9 th , 2019 ends Sunday March 17 th , 2019

All Residence Hall closures must be completed by 11AM on the day indicated. International students may request special accommodations at the Student Services Office.

RECEIPT AND ACKNOWLEDGMENT OF DCAD HOUSING HANDBOOK

I acknowledge that I have received a copy of the DCAD Student Housing Handbook and that I am responsible for the information contained therein. My signature indicates my agreement to abide by the standards put forth in this handbook and the Student Conduct Handbook as it pertains to on campus housing. This document is valid between August 25th and December 15th 2018.

Student's Printed Name

Student's Signature

Date