



The Office of Student Affairs
Department of Residence Life & Housing

**School-Sponsored Housing
Student Handbook**

Spring 2011

Dear Residential Student:

Hello and welcome to The Art Institute of Dallas and school-sponsored housing! We are so glad you have chosen to live with us. We are committed to facilitating a positive experience for your higher education. It is our hope that by being a part of school-sponsored housing, you will find an environment that is both functional and comfortable.

The Housing Handbook has been developed to provide you with a guide as you begin your housing experience and to provide a resource for your future needs.

Again, welcome and let us know if you need anything.

Sincerely,

The AiDallas Residence Life and Housing Team

Residential Life Standards

It is our goal in Residence Life and Housing to enhance the out-of-classroom experience for residential students at The Art Institute of Dallas (AiDallas). We strive to build community among the residential students. Since we do not have a complex of our own, we also must maintain a positive relationship with the non-student residents at our housing complex. Our members represent a variety of different ages, genders, religions, nationalities, life philosophies, interests, and abilities. We want to provide a comfortable atmosphere for people of all backgrounds to learn and grow.

It is the mission of Residence Life and Housing to ensure that every AiDallas student:

- Lives in a clean, well-kept; safe and secure facility and is provided a community environment free from intimidation, physical and emotional harm
- Experiences academic achievement outside the classroom
- Is offered a place where they can meet other students and establish relationships

Helpful Housing Contacts

Student Affairs/Residence Life & Housing

Sean Harvey
Residence Life Coordinator
469.587.1371
214.717.1480
sharvey@aii.edu

April Chatham
Dean of Student Affairs
469.587.1409
achatham@aii.edu

The Art Institute of Dallas Security Team

AiDallas Security Manager
Office: 469.587.1245
Cell: 214.684.2825
cinsco@aii.edu

Security Desks
4th floor: 469.587.3220

Security Cell Phone
214.684.2825

The Avery <http://www.averydallas.com/>

Building 1

8910 Southwestern Drive
Dallas, TX 75214

Building 2

9020 Southwestern Drive
Dallas, TX 75214

Building 5

9120 Southwestern Drive
Dallas, TX 75214

Main Office
1-800-600-2135

After Hours - Emergency Maintenance
1-800-600-2135
(During Office Hours – Contact your RA)

Resident Assistants

Molly Winkler
214.218.9504

Shernay Wormley
214.815.5332

Nick Deschenes
214.218.9505

Annie Barrientos
214.218.9390

Megan Knoebel
214.218.9502

La'Urone Jones
214.212.9311

Avery Courtesy Officers

1. Call the Main Office Number 214-265-7421
2. Select the Courtesy Officer Option
3. Leave a message that includes:
 - a. STUDENT NAME
 - b. APARTMENT NUMBER (Identify it as an Art Institute Apartment)
 - c. TELEPHONE NUMBER
 - d. BRIEF DESCRIPTION OF ISSUE
4. The courtesy officer will call back to confirm receipt of the issue
5. The courtesy officer will call Sean back as necessary

The Art Institute of Dallas

Main Number: 214.692.8080
www.aid.edu

Dallas Police/Ambulance/Fire Emergency
Dallas Police – Non Emergency
Doctor Referral Service
Dental Referral Service
DART (*Schedule Information*) or www.dart.org
Southwestern Bell Telephone or att.sbc.com
Time Warner Cable – timewarnercable.com

911
311
214.879.3099
1.800.DENTIST
214.979.1111
1.800.205.6268
972.742.5892

Residence Life Facility

The Avery

8910 Southwestern Drive
Dallas, TX 75214
214-265-7421

MAILING ADDRESS

Building 1- 8910 Southwestern Blvd APT # Dallas, TX 75214

Building 2- 9020 Southwestern Blvd APT # Dallas, TX 75214

Building 3- 9030 Southwestern Blvd APT # Dallas, TX 75214

Building 4- 9110 Southwestern Blvd APT # Dallas, TX 75214

Building 5- 9120 Southwestern Blvd APT # Dallas, TX 75214

Building 6- 9130 Southwestern Blvd APT # Dallas, TX 75214

DIRECTIONS

From AiDallas Campus:

Go RIGHT on Park Lane – Go to the light at Greenville Ave – Turn RIGHT on Greenville Ave - Take Greenville to the light at SOUTHWESTERN Drive – Turn LEFT – Take Southwestern to Skillman-

THE AVERY will be across Skillman on the right.

From 75 North:

Exit Caruth Haven

Make a right on Caruth Haven-Take Caruth Haven to Southwestern Blvd

Take a left Southwestern Blvd and travel for about 3 miles to Skillman-

THE AVERY will be across Skillman on the right.

From 75 South:

Exit Caruth Haven

Make a left on Caruth Haven-Take Caruth Haven to Southwestern Blvd

Take a left Southwestern Blvd and travel for about 3 miles to Skillman-

THE AVERY will be across Skillman on the right.

Dart Bus



The bus that runs directly to campus is #502- The bus stop is outside of the Avery on Skillman. Bus #502 will drop students off in front of the campus on Park Lane. The total commute is 12 minutes and does not include transfers.

The fare is \$4.00 per day for unlimited riding.

A monthly-unlimited riding pass is \$65.00.

The bus runs an average of every 15 minutes.

The first pick up time is 4:33am and the last drop off is at 11:59pm

Rules and Guidelines

These rules and guidelines are subject to reasonable changes by The Art Institute of Dallas or by the management of the apartment complex.

The Art Institute of Dallas reserves the right of its employees to enter any unit at any time:

- To deal with an emergency
- To conduct an inspection
- To enforce rules and regulations
- For any other reasonable purpose

THE ART INSTITUTE OF DALLAS ASKS THAT YOU ADHERE TO THE FOLLOWING:

GUEST POLICY

Please be aware that unauthorized guests or former housing students who have been terminated from classes or school-sponsored housing may not enter the apartment under ANY circumstances. If the Dean of Student Affairs/Asst. Dean of Student Affairs or a Residence Life & Housing staff member find that you are hosting a terminated student (or ANY unapproved guest), you will be subject to charges and eviction from housing (repeat violators will be subject to termination from school). Your guest will be turned into the Dallas Police Department and pursued for Criminal Trespassing. Students are held accountable for the actions of their guests. Students are to accompany their guest(s) at all times and never leave guests unattended.

NOISE

Each student and his/her guests must show consideration for the rights of all other persons residing in their apartment as well as other residents in the complex. Excessive noise and loud music in apartments, hallways, or outside areas are not permitted at any time.

WALLS

Students are asked to use only small picture hooks or nails when decorating their apartments. Please, NO large nails, screws, or adhesive hangers. **PLEASE DO**

NOT HANG OR DISPLAY ANYTHING THAT COULD BE OFFENSIVE TO OTHERS (i.e. lewd or obscene material)

PETS

Pets, of any kind, are **NOT PERMITTED** in the apartment units at any time. There is no babysitting of friend's pets when they are out of town. If you are caught with a pet at any time you will be assessed a \$250.00 damage fine.

MAINTENANCE

Each student is responsible for the proper maintenance of his/her apartment as provided in the Housing License Agreement. Students must **PROMPTLY** notify their RA regarding and maintenance concerns. Students are held liable for any damage incurred during their lease period and will be billed accordingly.

INSPECTIONS

The Housing Department will conduct inspections every even week and as necessary to determine the general condition of the apartment units and its furnishings. Each student is responsible for keeping his or her apartment clean and sanitary. Any member of Residence Life Team can conduct surprise inspections if deemed necessary. Refer to the inspection checklist on page 12 for inspection procedures and fines.

FURNITURE AND APPLIANCES

Students are responsible for the care of the furniture provided, which means if damage occurs, the student may be responsible for repair or replacement.

COMMUNITY RULES

Students are to observe all community rules as designated and posted by the Apartment Complex. A snapshot of the Community Rules for The Avery is provided in the following pages...

TRASH RECEPTACLES

Trash receptacles are provided for student use. Never place garbage on your patio or balcony. It is the responsibility of each student to keep the premises clean and sanitary.

HARM TO PERSON(S)

In the event a student causes injury to another student, it will be at the discretion of the Director and/or her representative as to what action will be taken. The incident will also be reported to the Dean of Student Affairs/Asst. Dean of Student Affairs, Vice President of Academic Affairs, and the President of AiDallas, which could result in the student being placed on Conduct Probation or expulsion (*see The Art Institute of Dallas Student Handbook for detail*).

KEYS AND ACCESS CARDS

Each student is provided a key to his or her assigned apartment, a gate fob and an entrance/access fob. In addition, at least one mailbox key is provided for

each unit. Students who have vehicles will be given one gate remote access card. In the event a student terminates from school-sponsored housing, he/she is responsible for returning their key and gate remote card.

Note Charges: \$25 for a replacement key

\$100 for a replacement gate access fob or entrance/access fob

\$175 to change a lock

NO FLAMES

Students are not allowed to have any open flames. Students are not allowed to utilize the fireplace in the unit, and are not allowed to burn incense, candles, kerosene lamp. Students are not allowed to utilize or store any form of a grill (Gas or Propane) on their patio or in their unit. A violation of this policy will result in a \$250 fine.

APARTMENT UNIT DAMAGE

In the event damage is done to the housing unit, ALL students residing in the unit will be held responsible for the cost of repair or replacement. The ONLY exception is if the student who caused the damage comes forward and takes full responsibility.

CHANGING APARTMENTS

Students may not, at any time, change apartments while in school-sponsored housing, without prior approval by the Housing Department. Keep in mind that you may be asked to relocate, at any time, to another unit should consolidation be necessary.

CAR WASHING

Car washing is not permitted in the apartment complex.

TELEPHONES

Students who choose to have telephone service in their name are responsible for all charges incurred, which includes providing your own telephone. Students are encouraged to obtain local service only and to use a calling card. **Time Warner Cable/Internet is the local provider for The Avery complex.**

LOCKS

Students are prohibited from adding locks, changing, or in any way altering locks installed on the exterior and interior doors of the apartment unit. **DO NOT** lock the bedroom or bathroom doors when being away from your unit.

STORAGE

AiDallas does not have the facilities to store a student's belongings after a required move-out. Any property left will be discarded.

ACADEMIC STATUS REQUIRED

In order for a student to remain in school-sponsored housing, he/she must be registered and/or attending classes at AiDallas. In the event a student withdraws from school or does not register in a timely manner, they may be removed from housing. Exceptions will be on a case-by-case basis.

RENTER'S INSURANCE

It is highly recommended that students obtain renter's insurance. Usually renters insurance is offered by any large insurance company. If applicable, it is a good idea to check with the provider used by parents/guardians.

Disciplinary Procedures

The Art Institute of Dallas upholds policy violations concerning housing rules and regulations. **Each student is responsible for his/her own actions.** All students must comply with the policies made by the Department of Residence Life and Housing.

The following procedures outline the process of addressing charges against students for having violated one or more sections of the Conduct Code. They are intended to provide fairness and the right to *due process* in an efficient and timely manner. Should it be necessary to have a conduct hearing, the student(s) will meet with the Dean of Student Affairs or the Asst. Dean of Student Affairs or their designee.

COMPLAINT

Any student, housing personnel, or apartment complex management can submit a complaint for student misconduct. The complaint must be submitted in writing to the Director of Housing. Complaints must be submitted, as soon as possible after the alleged violation occurs.

Student Submitting Complaint

Student must submit a typed statement with information that includes dates, times, and incident details.

Housing staff must do the following after witnessing a violation:

- Fill out a detailed AiDallas Incident Report
- Submit Original to the Residence Life Coordinator
- Submit Copy to the Director of Housing and Dean of Student Affairs/Asst. Dean of Student Affairs

- Criminal Activity must also be reported to the AiDallas Security Manager

The Director of Residence Life and Housing and Dean of Student Affairs/Asst. Dean of Student Affairs shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose disciplinary action for such violations.

- An official letter will be given to the student(s) involved in the incident, with a request for the student(s) to meet with him/her by a specified date.
- A copy of the letter will be submitted to the Dean/Asst. of Student Affairs
- Upon meeting with student(s), the administrators will determine the necessary action to be taken. Should the student(s) be placed on housing probation, the option to appeal the decision may be submitted in writing to the Dean/Asst. Dean of Student Affairs.
- The Dean/Asst. Dean of Student Affairs will schedule an appeal hearing once he/she has received a request in writing from the student(s).
- The decision made by the Dean/Asst. of Student Affairs is final.

Residence Life and Housing will not disclose the name of the person submitting the complaint to the accused student(s), unless it is determined that circumstances warrant disclosure.

The Assistant Dean/Dean of Student Affairs may impose a sanction for violations of the student conduct policy. The sanctions may vary depending on the severity of the offense. AiDallas reserves the right to impose the most severe discipline if it is determined the incident warrants the action. The judicial hearing officer will complete a judicial sanction form. The following are some examples of the possible outcomes of the student conduct process:

WARNING

There are two types of warnings, verbal and written. A verbal warning is the lesser severe of the two. A written warning tells documents that the behavior is unacceptable and explains that the next course of action will be conduct probation.

HOUSING PROBATION

Housing Rule Violation

In the event the student(s) has already received a written warning, the next step will be housing probation. The student(s) will have the option to appeal the decision.

Major Housing Rule Violation

In the event that the incident involves violating a *major* housing rule, the student(s) will not receive a written warning, but will be placed on probation immediately. The student(s) will be notified of probation in the judicial hearing through the judicial sanction form. The probationary term will be determined by the Dean/Asst. Dean of Student Affairs.

REMOVAL FROM SCHOOL-SPONSORED HOUSING

In the event the student(s) has been placed on Housing Probation, the next step is removal from school-sponsored housing. The student(s) involved in the incident will be given written notification of removal. Student(s) will not be eligible for school-sponsored housing at any time in the future.

PROCEDURES FOR REMOVING A STUDENT FROM HOUSING

The procedures concerning an official complaint must be followed prior to consideration of removal. The extent to which removal will occur is at the sole discretion of the Director of Residence Life and Housing and/or the Dean/Asst. Dean of Student Affairs.

- Once the complaint process is completed and housing probation is not suitable for the incident, the decision for removal from housing will be made.
- The student(s) will be provided official notification of removal and a copy will be submitted to the Asst/Dean of Student Affairs and the Vice President of Academic Affairs.
 - Student(s) will be given 48 hours from receipt of official notification to remove belongings and vacate the premises.
 - Student(s) are required to clean the housing unit and return keys and gate access to the RA/Housing Office immediately following move out.
 - Housing personnel will inspect the housing unit to assess damage and the estimated cost will be charged to the student(s).
 - Student(s) under a current Housing License Agreement will be charged a fee for breaking the agreement, will forfeit their deposit, and will be held financially responsible for remainder of quarter housing costs.
 - In the event the Apartment Community Management requests immediate eviction, the student(s) will not have the option of appeal through AiDallas. The appeal would have to be made directly to the Apartment Management.

VIOLATIONS OF LAW

In the event a student(s) engages in criminal activity involving the housing unit and/or complex, an Incident Report will be submitted to the AiDallas Security Manager. The Security Manager will investigate the incident and make an official report to the police department.

DOCUMENTATION

The Assistant Dean of Student Affairs maintains a file on each student placed in school-sponsored housing. All documentation concerning a student is placed in his/her file.

The Dean of Student Affairs maintains a file on each student who has been involved in student misconduct.

The Security Manager maintains accurate records of all incidents of illegal activity occurring on campus and in school-sponsored housing.

Any student terminated from School-Sponsored Housing is not permitted to return to the premises for any reason unless approved by the Dean or Asst. Dean of Student Affairs. If the student is found on property, criminal trespassing charges will be filed through the Dallas Police Department.

**The Art Institute of Dallas *expects*
that each student will take
responsibility for his/her own
*actions.***

Housing Policies

Violation of the following rules will result in HOUSING PROBATION and/or possible immediate removal from School-Sponsored Housing!

Alcohol is strictly prohibited

Regardless of age, students may not possess, consume or store alcoholic beverages of any kind in housing units or on complex premises. Students may not use empty bottles of alcohol as decoration in the apartments. The penalty for a violation of this policy could result in immediate eviction from Student Housing, charges for the current quarter and a move-out fee of two months rent.

Illegal drugs are strictly prohibited

Students may not participate, in any way, in the possession, use or sale of illegal drugs of any kind. Being under the influence of illegal drugs is prohibited in the housing units and complex premises. Drug paraphernalia is prohibited! At the discretion of AiDallas personnel, the incident will be reported to the Narcotics Department of the Dallas Police Department. NOTE: In the event that a student is found to have illegal drugs and/or paraphernalia, you will be reported to the Dean/Asst. Dean of Student Affairs and the VP of Academic Affairs for possible conduct probation or suspension from school. The penalty for a violation of this policy is could result in immediate eviction from Student Housing, charges for the current quarter and a move-out fee of two months rent.

No smoking in the housing units

Students may smoke on their patio area or outside only. **ALL cigarette butts must be thrown in the trash, not thrown on the ground or over the balcony or patio area. If found smoking inside the apartment, the student(s) will be assessed \$250.**

Flammable objects are not allowed

This includes incense, candles, kerosene lamps, and any other flammable materials.

*A violation of this policy will result in a \$250 fine.

Weapons are strictly prohibited

Students may not have weapons in their housing units or on apartment community premises. Students may not have anything that looks like a weapon (toy guns and etc) The penalty for a violation of this policy could result in immediate eviction from Student Housing, charges for the current quarter and a move-out fee of two months rent.

The Guest Policy is as follows:

- Overnight guests are not allowed at any time without prior approval from Housing personnel. Housing students must complete a guest request form and obtain approval BEFORE his/her guest arrives
- For violation of this policy and for guests that stay beyond the 3 day/2 night rule; disciplinary action will be taken in addition to a charge of \$100 per night per guest.
- Guests may visit (students MUST be with their guest(s) at all times) during the following hours without notifying the Housing Department:

Sunday-Thursday	10:00am-11:00pm
Friday-Saturday	10:00am-1:00am

NEVER GIVE YOUR KEYS TO ANYONE!

The Avery Community Policies

Patios, Windows & Doors

Patios/Balconies must be kept neat and orderly – they are not to be used as trash or storage areas. No sign of any kind may be hung from any window or door, which makes it visible from the exterior of the building.

NO alterations to the apartment will be permitted. Hanging of draperies is not permitted without prior permission from the Residence Life department.

Window screens may not be removed (for safety reasons).

Do not hang towels, laundry, or any other articles from the patio railings or the windows.

Trash

All trash must be placed inside the dumpsters ONLY! **DO NOT** place trash outside your door, in the breezeway or on the patio/balcony. You will be charged a fine of \$50 for each offense.

Please dispose of trash and/or cigarette butts in the receptacles provided by management, located throughout the community and amenities.

Noise

All audio equipment must be played at a reasonable level. Excessive noise is not permitted inside or outside the apartment.

If there is a complaint concerning a neighbor, please report it immediately to the Department of Residence Life & Housing.

Cars parked in the parking lot must be operable and must have up-to-date inspection stickers and license tags; otherwise, cars will be towed at the owner's expense. Car repairs may not be performed on the property.

Swimming Pool & Spa

The Swimming Pools & Spa hours are 10am-10pm Monday through Sunday. Lifeguards are not provided- swim at your own risk. Glass is not permitted- use paper and plastic containers only. Only proper swimming attire is allowed. A swimsuit "cover-up" should be worn to and from the pool. Cutoffs may not be worn in the pool. Respect others by keeping noise to a minimum, covering pool furniture when using it, leaving pool furniture in pool areas, disposing of trash properly and keeping pool gates closed.

Fitness Room

Attendants are not provided- Use the fitness room at your own risk. Management is not responsible for accidents or injuries. Do not use, adjust, or operate fitness equipment beyond your physical limitations. Respect others by keeping noise to a minimum and by disposing of trash properly.

Business Center

The business center is provided for all residents to use during the hours of 6am-12am. The property is not responsible for any data, files or programs lost or damaged on computers. No software may be loaded on business center computers. No inappropriate, offensive or pornographic images or files may be viewed or loaded onto the business center computers at any time.

Package Delivery

The leasing office will accept packages from the postal service, UPS or overnight express services. Upon pick-up, the leasing staff will ask for identification before releasing packages and students will be asked to sign a package log. In the event that the number of packages becomes too great for adequate storage in the leasing office, staff may deliver the packages and place them inside the apartment units.

These rules apply to the residents and their guests. Violations of these rules will entitle the owner to terminate the resident's right to occupancy.

Towing Enforced

If your vehicle is in violation in one or more ways outlined below, it may be towed. Students should contact the management of the apartment complex to make arrangements to resolve the problem if your car is towed.

- Vehicle license plates have expired
- Vehicle inspection sticker has expired
- Vehicle has been left unattended with a flat or is left on jacks or blocks
- Vehicle is inoperable or dismantled
- Vehicle is parked in a fire lane
- Vehicle is parked by a fire hydrant
- Vehicle is double parked or parked in non-designated covered parking
- Vehicle is parked blocking a dumpster
- Visitors parked in areas not designated for visitors

VEHICLES WILL NOT BE RETURNED "FREE OF CHARGE" FOR ANY REASON. If any of these violations occur, the vehicle will be towed at the expense and liability of the owner

Housing Inspection Checklist

It is important to recognize that your housing unit is, in essence, your home while you are attending the Art Institute of Dallas. Take pride in your environment! These are some cleaning tasks that will help in keeping things clean day to day, as well as, preparing for Housing Inspections. THESE ARE THE EXPECTATIONS FOR INSPECTION!

- Set up a schedule so that cleaning tasks are equally divided
- Clean and Sanitize your unit weekly
 - Clean bathrooms and kitchen
 - (Scrub toilet, sink, and tub
 - (Sweep and Mop floor
 - (Clean counter tops
 - (Throw away garbage
 - Sweep and Mop tile floors
 - (Use broom or vacuum floor
 - (Use mop and cleaner
 - Vacuum carpet
 - (Check out vacuum from one of the RAs
 - Clean bedrooms and common areas (dust, organize, etc.)
 - (Make beds
 - (Pick up items off floor and put away
 - (Dust furniture
 - (Throw away garbage
 - (Vacuum Floor (check out vacuum from one of the RAs)
- Keep belongings stored in their proper place
- Throw away garbage often (will prevent problems with bugs)
- Report Maintenance Problems IMMEDIATELY!
- Clean out oven and refrigerator at least once a month
- Take pride in your HOME!

The above items are important to the overall well being of each student. If a student is in need of help obtaining necessary cleaning supplies, the Housing Department will provide assistance.

REMEMBER: The Housing Department wants each student to feel comfortable and at home. Please contact us if you are having any difficulties with your living environment.

POLICY CONCERNING CONDITION OF HOUSING UNITS

In the event that Housing staff enter your unit for an announced or unannounced inspection and your housing unit is not clean, each student will be fined \$75 for a "failed" inspection. The apartment will be subjected to a follow-up inspection.

FOLLOW-UP INSPECTION

The housing staff may perform a follow-up inspection 48 hours after the "failed" inspection. After this period if the infraction has not been remedied at that time, then the student will be issued a second fine and the student may be removed from the school-sponsored housing program. In the event the student is asked to leave housing, all damages to the unit will be charged to the student, as well as, a \$150.00 cleaning charge.

Please be sure to clean your apartments on a regular basis.



PLEASE BE REMINDED!

Former AiDallas Housing students who have been TERMINATED from classes or School-Sponsored Housing MAY NOT enter your apartment under ANY circumstances!

If the **Dean of Student Affairs** or a **Residence Life & Housing** staff member find that you are hosting a terminated student (or **ANY** unapproved guest), **YOU** will be subject to termination from school (repeat violators will be subject to termination from school). **YOUR GUEST** will be turned into the Dallas Police Department and pursued for Criminal Trespassing.

If you have any questions or if you see or hear of **ANY** suspicious activity, please report to the **Dean of Student Affairs and/or Department of Residence Life & Housing**. Your name will remain strictly confidential.

For questions about this notice, please call any member of the Student Affairs team

AiDallas Residence Life & Housing

Your safety and security is a huge concern for The Art Institute of Dallas. We want to take this time to remind you that although there are things that happen that are outside of your control, you do have a responsibility in making smart decisions about your safety by taking precautionary measures and staying alert!

Please read the following tips and be sure to read the reminder about unauthorized guests on the other side of this flyer. You will be held accountable for behaving properly and in accordance with The Art Institute of Dallas student conduct and housing policies. Take control of your decisions and be responsible!

School-Sponsored Housing Safety Tips

VEHICLE SAFETY

- Remove valuable items such as stereo faceplates, kits, video equipment, portfolios, AiDallas ID badges, etc.
- Call Courtesy Patrol if you would like an escort.
- If there are suspicious characters in the parking lot that arouse your concern, stay in your car and drive away from the area. If you are entering the parking lot from the apartment, go back quickly into the building and lock the door behind you. In both cases, let the Courtesy Patrol, your RA or Residence Life & Housing staff member know about it immediately.
- Do not loiter in the parking lot. When going to your car, have your keys ready in your hand with the correct key next to your index finger, which will enable you to enter your vehicle quickly. In addition, keys can be used as a weapon to poke an attacker in the face in order to defend yourself, if necessary.
- Always check the inside of your vehicle through the car windows before entering.
- Always leave your automobile locked.
- Be aware of your surroundings.

APARTMENT SAFETY

- Stay alert when entering your apartment. Do not talk on your cell phone or look preoccupied when walking toward your apartment. Criminals look for a weak target and are more likely to pass up someone who appears focused, aware and strong.
- DO NOT allow any unapproved guest into your apartment.
- Be present with your approved guests at ALL times. Guests must be formally approved through the Department of Residence Life & Housing.
- DO NOT give your key to anyone.
- Lock your doors and windows.
- DO NOT allow strangers into your apartment.
- Report bad lighting or overgrown shrubbery to your RA. You are never being too fussy when it comes to your safety.
- When you arrive home, if you believe a crime may have occurred, do not enter. The criminal(s) may still be in the apartment. Use a cell phone or a neighbor's telephone and call the police and then your RA.
- If a crime has occurred, use a cell phone or a neighbor's telephone to call the police. **DO NOT** touch anything or clean up until the police have inspected the apartment or vehicle for evidence.
- Write down the descriptions of any suspicious people and the license number of any suspicious vehicles.
- You should also keep a list of all your valuables, in case a crime does occur.

- IF YOU SEE A CRIME BEING COMMITTED, IMMEDIATELY CALL THE POLICE **BEFORE** CALLING YOUR RA!

The Housing Department would like to ask that you **RESPECT** your housing units, and the apartment community. We work hard to provide quality housing for you while you attend The Art Institute of Dallas. Please contact your Residence Life Coordinator, Student Resident Assistant, or the Assistant Dean/Dean of Student Affairs in the event that you need anything.

Thanks again and WELCOME to School-Sponsored Housing provided by The Art Institute of Dallas!