

# Guide to Campus Housing



# Our Mission

The Department of Housing & Residence Life facilitates holistic communities that support student growth, development and learning.

Our residence hall communities seek to provide spaces that offer a welcoming, inclusive, and safe living environment. Staff members are committed to offering courteous, professional and efficient service by providing opportunities to prepare residents for success both on campus and as global citizens.





# Our Values

- Education and preparation for a lifetime of learning.
- Integrity, honesty, personal responsibility, and ethical behavior
- Appreciation, respect and acceptance for diversity and inclusion
- Civic & social responsibility as a means toward good citizenship
- Comprehensive and user friendly online tools that enable residents to conduct housing related business quick and efficiently
- Opportunities for student artists to Live, Learn, and Grow



**Location:** Be a part of the energy and excitement of living in San Francisco! Live close to classes, campus dining, the library, fitness facilities, the pool and other university resources.



**Connection:** Connect and make lifelong friends and memories with student-artists from around the globe!



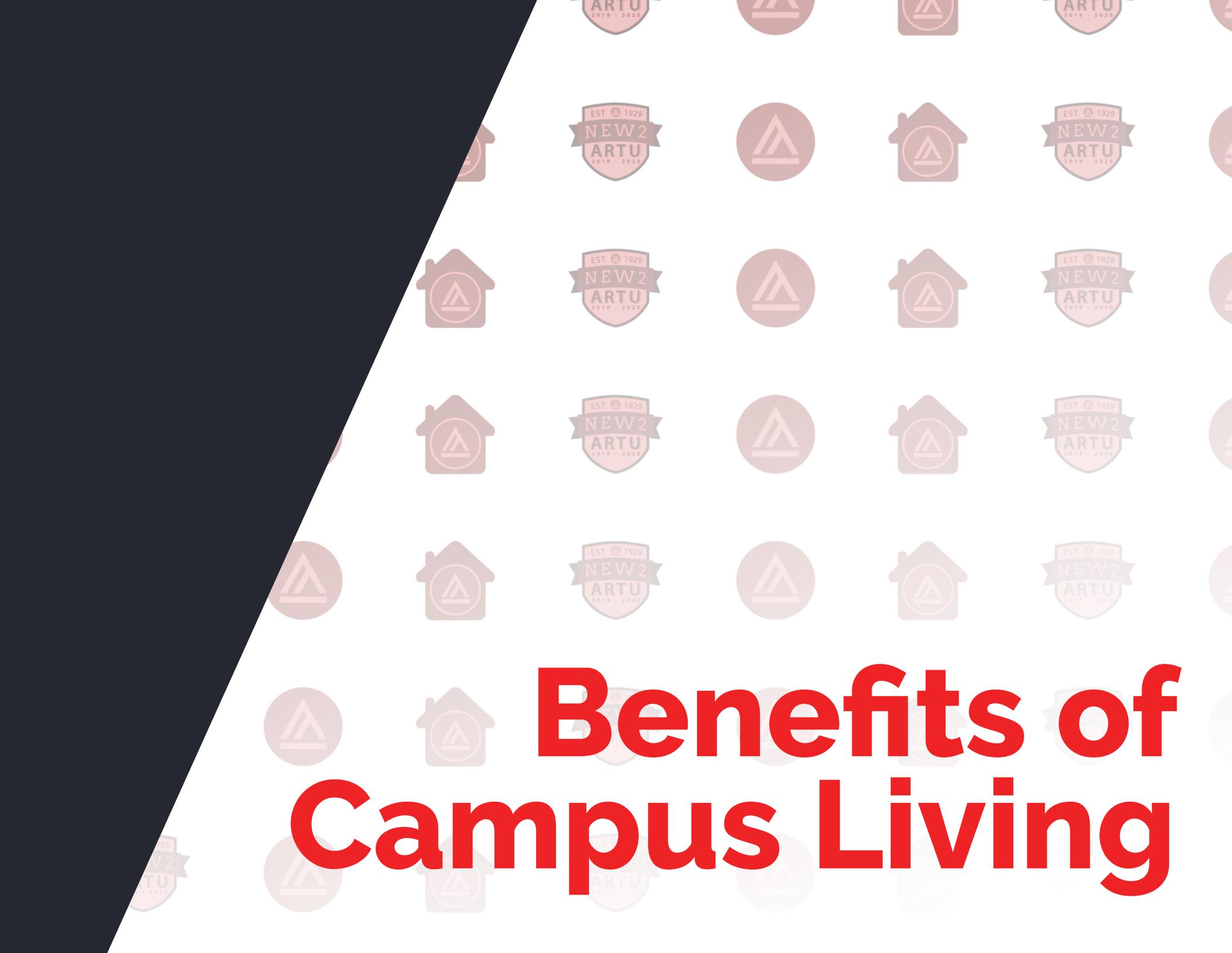
**Home Away from Home:** Our residence hall communities are staffed by highly trained professionals committed to your success and making your residence hall experience a home away from home. Our team members are available around the clock for your support.



**Academic Achievement:** Did you know that students who live in on-campus housing perform better academically than their peers who live off campus?



**Fun:** College is more than studying and creating great works of art, it should be fun and engaging. Our team of student resident assistants plan events and programs throughout the year to keep you engaged and entertained.

The background features a repeating pattern of three types of icons: a shield-shaped logo with 'ARTU' and '2019 - 2020', a circular logo with a stylized 'A', and a house-shaped logo with a stylized 'A'. A dark grey diagonal shape is on the left side.

# Benefits of Campus Living

# Meet Our Team!

Moving to a new community can be exciting and full of new experiences; our dedicated staff is here to help you transition to Academy of Art University.

## IN HALL TEAM

### **Resident Directors:**

Resident Directors (RDs) are full-time, in-hall, professional administrators who run the day-to-day operations of the residence halls. The RD of your building is one of many “go-to” staff members who are there to help you with your stay in campus housing. RDs lead a team of Resident Assistants within the halls in programming, facilities management, community development and accountability.

### **Senior Resident Assistants:**

Senior Resident Assistants (SRAs) are part-time student staff members who assist in the day-to-day activities of the residence halls. They assist, advise, and serve as a liaison between students and other members of the Academy of Art University community through community development, programming, peer advising, and role-modeling.

### **Resident Assistants:**

Resident Assistants (RAs) supplement and complement the process of formal education by enhancing the quality of life in the community through programming, personal growth and development opportunities, and accountability. RA's are an excellent resource if you have questions, concerns, or someone friendly to talk to.

## HOUSING OFFICE TEAM

### **Associate Vice President of Housing & Residence Life:**

The Associate Vice President of Housing & Residence Life (AVP) is responsible for the comprehensive administration of the residence life and housing operations experience at the University. The AVP provides leadership and direction to a team of dedicated housing professionals and directs and monitors the administrative, emergency, programming, and conduct concerns within the residence halls.

### **Assistant Director of Housing & Residence Life:**

The Assistant Director of Housing & Residence Life (AD) provides overall leadership for all housing operations functions at the University. The Assistant Director serves in the absence of the AVP of Housing & Residence Life.

### **Operations Staff:**

The Operations Staff is responsible for assisting students with a variety of questions in regards to their stay on campus ranging from housing assignments, meal plans, billing, etc.

# Housing Deposit

## How is My Deposit Used?

The \$500 deposit is applied to your account as a \$350 refundable deposit and a \$150 non-refundable Mandatory Building Maintenance fee (\$75 per semester). Any personal or common area damages, cleaning charges, lost keys, or conduct-related fines will be applied to the student's account and deducted from the housing deposit. It is the sole responsibility of the student to maintain a minimum of \$500 at the beginning of the fall semester and \$250 at the beginning of the spring and summer semesters. (New incoming students for the Spring or Summer semesters are required to have their deposit at \$500.)

Every week, each residential room on campus (floors and bathroom) is cleaned by our custodial team, in addition to the building common areas. It is important to maintain your personal space in good condition (no holes in walls, no damage to carpet/floors, no trash or other items left in your space upon check-out) in order to avoid additional cleaning and/or damage charges.

## Deposit Disputes & Refunds

At the end of each semester, students will receive detailed information about the charge dispute process and the dispute process deadline. This dispute process occurs once a semester for the previous semester's charges. Once appropriate charges have been applied to the student account, those students eligible for a deposit refund will receive their refund by check. For more information, contact Accounts Receivable at 415-618-6429.

\*\*Deposit refunds typically take 6-8 weeks for processing after charges have been assessed, and the dispute process deadline has passed.

For more information on the status of your refund, please contact Accounts Receivable at (800) 544 - 2787 or (415) 274 - 2200 (from outside the U.S.) or AR@academyart.edu.

# Housing Fees & Payments

## How Much Does Housing Cost?

Housing costs are determined based on the room type assigned. For the most up to date pricing information, please visit our website. Prices are subject to change without notice. Utilities (electric, water, heat, gas, trash, internet) are included. Please see "Costs" on the Department of Housing website for a complete list of rent prices (<http://www.academyart.edu/students/housing/housing-costs>).

## What is the LICENSE BREAKAGE FEE?

The Housing License Agreement (HLA) is a full academic year agreement (Fall and Spring semesters) or one semester (Spring Only, or Summer only). The Department of Housing & Residence Life does not offer Fall only housing license agreements. Students who cancel their housing application and license agreement after taking occupancy and before the end of the Housing License Agreement period will be charged a \$1,500 license breakage fee, and will be charged a pro rata amount for the time of occupancy starting from the scheduled move-in date and ending the date their check out is complete.

Permitted exceptions include:\*

- Students graduating at the end of the Fall semester
- Extreme financial hardship
- Extenuating medical circumstances
- Military duty since entering into this license agreement.

*\*Supporting documentation will be required for these types of requests.*

## How Can I Make a Payment?

We encourage you to pay online via your student self-service. Payments can also be made by check or money order please contact Accounts Receivable at (800) 544 - 2787 or (415) 274 - 2200 (from outside the U.S.) or [AR@academyart.edu](mailto:AR@academyart.edu).

## When is the payment due for Housing Fees?

All campus housing balances (including overdue charges) must be paid in full prior to move-in. Residents who are not paid in full will be unable to take occupancy of their housing assignment.

# Move In Day

## What is my Move In Date?

Our Move In Dates are advertised via the below locations...

- AcademyArt.edu - Housing is located under Campus & Athletics
- My.academyart.edu - Select Housing from the options at the top of the page.
- Housing Portal - <https://academyart.starrezhousing.com/StarRezPortal>.

In order to best accommodate all students moving into the residence halls and to guarantee the safety of our residents and community, you may move in on or after your designated day only.

## Where Do I Check In?

Go directly to your assigned residence hall IF:

- You have a confirmed room assignment
- You have paid your rent/meal plan entirely or have verified that Financial Aid will cover all or a portion of the balance (Verify this now to avoid move in delays!)
- Your Housing Deposit is at \$500; AND
- You have registered for full-time onsite classes.

## Please Keep in Mind:

There is no move-in assistance (rolling carts or handcarts) provided. Avoid unnecessary delays and plan on coming later in the morning or afternoon.

## Parking

Students and families who are utilizing cars for move in should be aware that there are parking garages in the area. It is advised that students unload their belongings at their building before seeking parking accommodations.

Visit the following link for information about parking locations in San Francisco: [sfpark.org](http://sfpark.org).

Academy of Art University does not provide parking for students. Students are encouraged not to bring a vehicle.

# Move In Process

## **When you arrive for check in:**

Contact a Housing Staff Member: As part of our check in process, you are required to contact either your Resident Director or Resident Assistant when you arrive at your Residence Hall.

On our designated move in days, the Residence Hall Staff will be onsite and ready to receive incoming Residents. If you are arriving after-hours or over the weekend you will need to contact the Resident Assistant on Duty in order to check in.

## **Check In Process:**

When you arrive a Housing staff member will escort you to your room assignment and provide you with keys.

## **Room Condition Form:**

Upon arrival to your room, the Housing Staff member will provide you with a Room Condition Form. This form is completed when you check in and when you check out in order to record the condition of the room. You should inspect your room thoroughly, confirm any existing damages or cleaning issues and ensure they are listed on your Room Condition form.

If you discover additional damage or cleaning issues not listed on the room condition form, you have 48 hours to notify your Resident Director of the issue in order to have it added to the room condition form. Any damage or cleaning issues not listed on the room condition form will be your responsibility and charged to your deposit following the end of the semester.

## **Receive your keys:**

After you have completed the room condition form, you will be provided with your keys. Depending on your residence hall, you may receive a key for your Room, Front Door, and/or Mailbox.

The keys may not be transferred, duplicated, or given to other individuals. Lost or Stolen keys must be reported immediately to your Resident Director. When a key is lost, the lock may be changed and new keys issued. Any student who loses their room key will be billed for the cost of all changes made, including but not limited to the full cost of a replacement key and the cost to install new room lock(s) and obtain the new key(s).

# My Assignment

## How do I view my housing assignment?

To view your room assignment, roommate details, and meal plan, visit the following website:

1. Go to <https://academyart.starrezhousing.com/StarRezPortal/>
2. Access your account by selecting "Student Log In" and following the directions for logging in.
3. Select "Application Status" in your Academic Year Application to view your building and room assignment.
4. Select "Application Status" in your Academic Year Application to view your roommates information. You can see your roommate(s) housing profile, and message your roommate(s) through the portal.\*
5. Select "Meal Plan Assignments" in your Academic Year Application to find the meal plan you have selected.

Please contact the Department of Housing and Residence Life at [housing@academyart.edu](mailto:housing@academyart.edu) if you cannot access your assignment information.

*\*If "Occupied Space" shows on your application status page, please note that your roommate has elected not to make their profile available to you.*

## How to understand your Room Assignment:

The lower case letter (a, b, c, d) refers to your bed space in the room (a/c = bottom bunk; b/d = top bunk).

Example: 101-a refers to the bottom bunk in room 101.

# Dining & Meal Plans

## Where are the cafeteria's located?

The full service cafeterias are located at...

- 620 Sutter (Clara Gil Stephens)
- 860 Sutter (International House)

The cafe kiosks are located at...

- 180 New Montgomery
- 625 Polk Street

## Meal Plan Required Buildings:

Residents living at the residence halls listed below are required to have a meal plan.

- 620 Sutter (Clara Gil Stephens)
- 655 Sutter (Howard Brodie)
- 860 Sutter (International House)
- 825 Sutter (The Commodore)
- 2550 Van Ness (The Da Vinci Villa)

## Meal Plan Options:

If you would like to review Meal Plan Pricing information, campus dining locations, and hours of operations, please visit:

<http://academyartdining.com/>

Meal Plan	Meals per Semester	Knight Kash per Semester
Platinum	323 Meals	\$100 Knight Kash
Gold	238 Meals	\$250 Knight Kash
Silver	170 Meals	\$350 Knight Kash

# Mail & Packages

## Receiving Mail:

Each residence hall has its own specific mail system. If your residence hall has its own designated mailbox per room, you will receive access via a mailbox key or combination lock code that will be provided to you at check in.

Please be advised that it is your responsibility to check your mail regularly.

As a reminder, Campus Housing cannot accept or sign for packages or mail on your behalf. We suggest that you ship packages to FedEx, UPS, or another location if you are unavailable for a scheduled delivery. Please also consider services (for a small fee) such as Amazon Lockers that provide safe locations where you can ship your packages if you are unable to have the items delivered to your building. Academy of Art University is not responsible for lost or stolen mail or packages.

Please do not ship packages or mail to your residence hall prior to checking in.

## How to Address Your Mail & Packages:

"YOUR NAME"  
"Building Address", # "Room Number"  
San Francisco, CA "Zip Code"

Ex. Jane Doe  
1916 Octavia St., #102  
San Francisco, CA 94109

## Residence Hall Addresses & Zip Codes:

Residence Hall	Address	Zip Code
Leonardo DaVinci	1080 Bush	94102
Frank Lloyd Wright	1153 Bush	94109
The Star	1727 Lombard	94123
John Singer Sargent	1900 Jackson	94109
Johannes Vermeer	736 Jones	94109
Coco Chanel	1916 Octavia	94109
Fritz Lang	560 Powell	94108
Da Vinci Villa	2550 Van Ness	94109
Howard Brodie	655 Sutter	94102
Edgar Degas	680 Sutter	94102
International House	860 Sutter	94102
Clara Gill Stephens	620 Sutter	94109
Commodore	825 Sutter	94109
Mary Cassatt	2209 Van Ness	94109

# What to & What Not to Bring

## What Furnishings are provided?

Housing provides each resident with the following basic furnishings:

- Twin XL Mattress
- Drafting Table
- Stool
- Wire Basket Drawer Unit
- Desk Lamp
- Closet Space or Armoire Unit

## What to Bring:

- Extra Long Twin (XL) sheets, comforters, and pillows
- Towels, toiletry items, toilet paper, shower shoes
- Hair dryer, iron, ironing board
- Hangers
- Laundry basket, laundry detergent
- Umbrella, first-aid items, flashlight
- Kitchen utensils and cookware, trash bags, eating utensils, plates/cups (if living in an apartment building)
- Mini-refrigerators are not allowed in most of the residence halls and is dependent on the building you are assigned to.
- School supplies – Refer to your class syllabus for class supply lists

Remember, there is limited storage space in each room, students should carefully choose what items to bring.

## Examples of Prohibited Items in the Residence Hall:

- Furniture not provided by the University
- Candles or Incense
- Motorized Bicycles or Motorized Scooters
- Hoverboards or Self Balancing Scooter Boards
- Halogen Lamps or lights that produce heat
- Space Heaters
- String Lights
- Weight Lifting Equipment

For a complete list of prohibited items, please review our Prohibited Items Policy (CP8: Prohibited Items) via the Housing License Agreement.

## Refrigerators

Students are only permitted to bring a mini-refrigerator for a room in which these appliances have not been provided by the university in the common areas or kitchens.

The following buildings are allowed 1 mini-refrigerator per unit...

- 620 Sutter (Clara Gil Stephens)
- 860 Sutter (International House)
- 825 Sutter (The Commodore)
- 2550 Van Ness (The Da Vinci Villa)

It's recommended that you coordinate with your roommate(s) before purchasing a mini refrigerator for your room.

# Important Contacts

## **Accounts Receivable**

AR@academyart.edu  
(415) 618 – 6429

## **Accessibility Resources**

Accessibility@academyart.edu  
(415) 618 – 3775

## **Campus Life**

CampusLife@academyart.edu

## **Campus Safety Communication Center**

(415) 618 – 3911

## **Financial Aid**

FinAid@academyart.edu  
(415) 618 - 6190

## **Housing Maintenance Hotline**

(415) 618 – 6592

## **Housing & Residence Life**

<https://academyart.starrezhousing.com/StarRezPortal/>  
Housing@academyart.edu  
(415) 618 – 6335

## **Industry & Career Development**

CareerDevelopment@academyart.edu

## **Veteran's Affairs**

VA@academyart.edu

# Campus Shuttles

Academy of Art University provides a private Courtesy Shuttle Service for all students with student ID badges. Courtesy shuttles provide free, reliable transportation between residence halls and academic buildings.

Each route is represented by a letter (A, B, C...). Route signage is clearly displayed on the front and sides of the shuttles.

Remember to plan ahead! Students are responsible for arriving at their courtesy shuttle stop on time. All students must show their ID badge upon boarding shuttles or at the request of the shuttle driver.

**Transportation Help Desk:** (415) 618-6370

**Send Suggestions & Non-Urgent Questions:** [transportation@academyart.edu](mailto:transportation@academyart.edu)

**Getting your schedule is as EASY as...**

**STEP ONE: Get Online!**

Access the Shuttle Schedule Online

<http://my.academyart.edu>

(Click on Courtesy Shuttle Service)

- at Lobby Computer Stations, or
- in Residence Computer Areas, or
- on Your Personal Computer

**STEP TWO: Choose Your Schedule!**

- Use Easy, Interactive Schedule, or
- Download a Printable .PDF of Entire Schedule, or
- Download Schedule to Your Smart Device

# Campus Safety & Security

## **Personal Safety**

The Department of Housing and Residence Life, along with Campus Safety & Security, takes the safety and security of each residence hall very seriously. Taking an active role in ensuring your safety includes: locking your doors every time you leave your room, storing your valuables in a discreet and hidden space within your room, walking around San Francisco with a friend/buddy or in groups, always being actively aware and knowledgeable of your immediate surroundings, obeying all city, state, and federal laws and ordinances, and working to be a conscientious neighbor to those individuals who live near and around the residence halls (i.e. don't smoke, loiter, or cause a loud disturbances in front of our neighbor's buildings).

It is not possible for any housing owner or manager to ensure "safety" or "security." Academy of Art University Department of Campus Safety & Security (CSS) provides safety services for Academy of Art University campus housing from time to time at their sole discretion. You should not assume their presence. We believe in the effectiveness of neighbors looking out for each other, and we encourage residents to get to know their neighbors. You must promptly report any incident of theft, vandalism, or unsafe conditions to Academy of Art University CSS and the Housing Department. Please call the Academy of Art University Campus Safety & Security at (415) 618-3911 for nonemergencies or 911 to report any criminal activity.

In accordance with the Crime Awareness and Campus Security Act of 1990, Academy of Art University publishes crime statistics each year.

## **Personal Security Awareness**

No security system is fail-safe. Even the best system can't prevent crime. Always proceed as if security systems don't exist since they are subject to malfunction, tampering and human error. We disclaim any express or implied warranties of security. The best safety measures are the ones you perform as a matter of common sense and habit.

## **Campus Cruisers**

Academy of Art University Department of Campus Safety & Security provides an escort service each evening for persons who may be walking alone on campus and who may need assistance. You may utilize this service by calling (415) 618-3911.

## Residence Hall Safety Tips

- Lock your doors and windows, even when you are present.
- Do not put your name, address or phone number on your key ring
- Immediately report lost or stolen keys to residence hall staff
- Dial 911 for emergencies. If an emergency arises call the appropriate governmental authorities first, and then call Campus Safety & Security
- Be aware of your personal items. Do not leave purses, wallets, laptops, and other valuables unattended in any of the community spaces
- Mark or engrave identification on valuable personal property
- Do not prop open any exterior entry door, the door to your room or allow non-residents to follow you into the building; this compromises not only your safety but the safety of the community
- Never let a stranger into your room or building. If a person/persons are loitering outside your residence hall or room, alert the Residence Hall Staff or Campus Safety immediately

## ARTU Alert System

A free campus safety text messaging service is available. This real-time alert will provide information regarding any emergencies or safety precautions that may affect the university and its surroundings.

## Safety in the City

- As an urban campus, it's important for students living in our residence halls to be aware of the possibility of crime that comes with living in a large city. Protect yourself, others and property by staying alert, safety-conscious and informed.
- Get to know your new city – research your area and discover any areas you may not want to visit at specific times
- Be aware of your surroundings
- Avoid wearing headphones or earphones when walking alone
- Avoid walking at night alone, travel with a friend or in groups
- Secure expensive items like wallets, cell phones, computers, and tablets in a concealed area on your person
- Never get into a stranger's vehicle
- If going out, always alert a roommate or friend to where you are going and what time you expect to return.

**To sign up, text: "EZARTU" to 415-534-3693.  
You will receive a text message back and you must reply "Y."  
\*\*Message and data rates may apply**

*Please note: Your information will not be shared with other parties. This service is free of spam, and you will only receive safety alerts from Academy of Art University. All students are encouraged to sign up for this service.*