

# Moving into Your New Home

## Frequently Asked Questions

### Will my suite assignment change?

Every effort has been made to meet your specific suite requests. Your suite assignment and suitemate contact information are enclosed in this packet. You are encouraged to spend some time talking to your suitemates prior to your arrival at CCS. Please keep in mind that due to many circumstances, **SUITE ASSIGNMENTS CAN CHANGE BEFORE MOVE IN**. When possible you will be informed of these changes, but remember nothing is final until everyone moves in.

### When do I move in?

It is very important that you arrive on your scheduled move in day, between 9am\* – 4pm:

New CCS Students (includes new transfers)	Sunday, August 25th
Returning CCS Students	Friday, August 30th

**\*please note: we will not begin early.**

We are unable to accommodate residents checking in at times other than their designated times as the move in process takes a considerable amount of coordination and time to properly process each resident. Also, the move in staff will be organizing other events during days and times not designated for move in, **thus no one will be available during undesignated hours for move in.**

Residents who arrive during undesignated times will be assessed a \$100.00 check in fee and cannot be guaranteed immediate move in (you will have to wait until someone is available) so please make the appropriate arrangements to arrive on your designated day between 9 am and 4 pm. Students who move in early will also be charged an additional \$100 per day until their designated move-in day. Students who do not check in within 48 hours of their scheduled time will be considered “no-shows” and will lose their space in housing.

There will be a mandatory meeting for residents only on the days of move-in.

Sunday, August 25 <sup>th</sup>	TC Residents at 7:00 pm. ACB Residents at 8:00 pm.
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Friday, August 30 <sup>th</sup>	ACB Residents at 6:00 pm. TC Residents at 7:00 pm.
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### What happens the day of move-in?

We will make every effort to make your check in and move in as simple as possible. In order to assist us, please note that check in begins at 9am. On move in day, please go to the building that you have been assigned:

### **ART CENTRE BUILDING:**

**Go to 201 E. Kirby, located in Cultural Center**

- Park in the oval at the Ford Campus.
- Get your picture taken and pick up your Student ID from Campus Safety prior to checking in.
- Complete meal plan contract (if applicable) and your medical history form.
- Collect your keys and final suite assignment.
- Unload all of your items in front of the ACB and move your car to the parking structure on campus. There are many people checking in at once and everyone's cooperation in moving cars away from the building as quickly as possible is appreciated.
- **If possible, bring a cart to haul your belongings.** Carts help make the move a little easier.

### **TAUBMAN CENTER:**

**The address for the Taubman Center is: 485 W. Milwaukee, located in the New Center. Please park in the parking lot in front of the Taubman Center, off of Cass Street.**

- The resident should come into the Taubman Center and go through the check-in process which includes getting your ID and access to your room, signing the meal plan contract, and submitting your medical history form.
- After the resident returns from check-in, then please pull into the drive off of Baltimore Street and unload all of your items quickly. Have one person stay with the items, while the other person parks the vehicle in the parking structure.
- Then, you can then begin moving your items to our freight elevator.
- **If possible, bring a cart to haul your belongings.** Carts help make the move a little easier.

### **What if I am coming from the Detroit Metro Airport?**

Transportation to CCS from Detroit Metro Airport is **recommended** through these two services.

- Metro Airport Taxi (taxi service) 1-800-745-5191 \$41 one way
- Checker Sedan (luxury sedan) 1-800-351-5466 \$55 one way

**Please note: costs are estimates, you should check with the company when calling.**

### **What is provided in each suite?**

#### **ART CENTRE BUILDING:**

- |  |                            |
|--|----------------------------|
| 1 standard size twin bed (per student) | 1 dresser (per student)    |
| 2 couches                              | 1 stove & 1 refrigerator   |
| 1 dining room table                    | 2 end tables               |
| 1 dining chair (per student)           | 1 nightstand (per bedroom) |
| 1 coffee table                         |                            |

### **TAUBMAN CENTER BUILDING:**

1 standard size twin bed (per student)	1 under bed units with two drawers
1 couch	and flat file storage or 1 dresser (per student)
1 coffee table	1 nightstand
1 wardrobes (with 1 drawer) or closet (per student)	Basic cable
Air conditioning	

**Your suite will be clean and in working order when you arrive. If there is something wrong when you move in, report it to the move in staff. It will then be reported to facilities who will take care of it the next business day unless it is an emergency. The suite may need a basic wipe down due to the fact that it has been sitting empty for the summer, so make sure your cleaning supplies are on top.**

### **What should I bring?**

**Linens:** standard size twin sheets, blankets, pillow, comforter, mattress pad, towels, bath mat.

**Electronics:** TV/DVD, radio/stereo, alarm clock, computer, power strips/surge protectors (for all electronic equipment), 3 to 2 prong outlet converters (ACB only)

### **Kitchen:**

**ACB:** Talk with your suitemates before you bring these items: Pots & pans, 2 forks, 2 spoons, 2 knives and utensils, 2 bowls and 2 plates (maximum), glassware, storage containers, cutting board, towels, microwave, hot pads, toaster, and **food. We recommend bringing 3 garbage cans for your suite. One for trash and then the other two for separating recycling.**

**TC:** One dorm sized refrigerator and one microwave is allowed per suite. You may also want to bring 2 forks, 2 spoons, 2 knives, 2 bowls and 2 plates (maximum). You may also want to bring a coffee pot, crock pot, and rice cooker. George Foreman type grills, toasters, toaster ovens, hot plates, pizza ovens, or any other items that have open coils are not allowed. If you have questions on whether something is allowed, please ask. Items not allowed will be confiscated.

**Cleaning Supplies:** Mop, broom, sponges, bucket, cleaning solutions, **VACUUM**, plunger, toilet brush, and laundry supplies. **You will need this to prepare for the monthly suite inspections.**

**Miscellaneous:** Shelving units, trunk with a lock, fan, first aid kit, flashlight, iron/board, laundry basket, **lamps** (no halogen bulbs allowed), **desk, easel, or drafting table and chair**, shower organizer, shower curtain (plain white liner and rings are provided), toiletries, toilet paper, small personal refrigerator (optional), money, hangers, **tension rods** (window coverings are provided in ACB bedroom windows and in the Taubman).

### **What should I not bring?**

Pets (other than fish-max 10 gal. tank)  
Weapons  
Drugs & drug paraphernalia  
Hookahs & Water pipes

Alcohol (CCS is a dry campus and alcohol is not allowed regardless of age or residence location.)

Air conditioners

Water beds

Nails, screws, drills, or anything that will put holes in the walls

FIRE HAZARDS such as halogen lamps, candles, incense, or open flame devices.

Some kitchen items in the Taubman Center- please see above for more details.

**Please note:** these items will be confiscated and not returned.

## **Do I need to get a shot for meningitis?**

While CCS does not require its students to have meningitis shot, we do highly recommend it.

## **What do I need to know about bringing a computer?**

One jack will be located in each suite of the ACB and two in the Taubman Center, but only the orange colored jack labeled "D1" will hook up to the data network.

### **Basic Installation**

To hook a computer up to the network, run a Category 6 or equivalent patch cable (available in the CCS bookstore in various lengths) from the "D1" orange wall jack to the ethernet jack on the back of your computer. Important: This is a dedicated connection to the college network – **you cannot hook up to it with a modem!**

### **Connecting through a hub**

If more than one computer per suite needs to be connected, four and eight port networking hubs are also available in the CCS Bookstore. To install the hub, run a Category 6 patch cable from the "D1" orange wall jack to the uplink port on the back of the hub or to the manufacturer's designated port. Make sure the cable end is pushed in, and plug the hub's power supply into an electrical outlet. At this point, the link light on the front of the hub corresponding to the port you plugged into should be lit and glowing steady or blinking green. This indicates that the hub is functional and talking to the campus network. If the link light is not lit, double check your connections. After the hub is up and running, connect the various computers in your suite to it using Category 6 patch cables connected to any available hub port.

### **System requirements and settings**

To access the network, you must have a computer installed with a 10/100/1000 or compatible megabit ethernet card (NIC). **A modem will not work!** System requirements and setup is as follows:

#### **Macintosh:**

To set up your network connection (you should only have to do this the first time), Choose "Network" on your system preference pane. Make sure that "connect via:" is set to "ethernet" and that the "configure" box says "using DHCP server". You should now be able to access the Internet.

#### **Windows:**

Go to the network connections icon in the control panel. Select the Ethernet network connection (not the wi-fi/wireless connection). Go to the properties of the connection and verify under the TCP/IP settings are as follows: "Obtain an IP address automatically", "Obtain DNS server

automatically”. Click OK and restart your computer if necessary. You should now be able to access the Internet.

**Taubman Center Wireless/router setup ONLY:**

Do not set up a wireless router or wireless VOIP routers (even if using for phone) as it uses and interferes with the same radio frequencies that the computer data is sent across. If you do so, it will be confiscated and not returned. There is wireless available to all the residents in the building. Please reference the wireless set-up document found in the Technical Support section of blackboard.

**ACB Wireless/router setup ONLY:**

Please use the following instructions to better assist your computing experience. This will allow for the ITS department to better assist you when problems arise on the network so they are able to troubleshoot in a timely manner.

- Please refrain from using obscene or offensive words as the SSID for your wireless devices.
- We recommend that students hide their SSID to help prevent unauthorized access to their personal wireless networks. (See hardware manual for details)
- We prefer students to use the following scheme for their wireless SSID:  
Example ACB106 (Building and dorm room number). If more than one wireless/router is located in the room, use the scheme ACB106A, ACB106B etc.
- Configure switch/router DHCPs service to accommodate only the number of users in the room. Example, if there are five users in the room, set the DHCP range to 192.168.0.1 – 192.168.0.5. **Please set the wireless device so that it does not give out addresses to the uplink port, so as to avoid giving out addresses to the rest of the building.**

**Questions or Problems?**

If you run into trouble hooking up to the network, there are a few options available for help. The ITS staff will troubleshoot connection problems on an “as available” basis. To submit a problem report, please go to the following: [www.helpdesk.collegeforcreativestudies.edu](http://www.helpdesk.collegeforcreativestudies.edu) and submit a ticket.

**What about....?**

**Phones:** A cell phone is recommended. Taubman Center residents do have a phone with outgoing local service provided to them in their rooms. Phone numbers outside of campus are not able to dial into the room phones.

**Laundry:** Washers and dryers are located on the ground floor of the ACB and on each housing floor in the Taubman Center. The cost is \$1.25 to wash and \$1.25 to dry.

**ATM:** An ATM machine is located in the Ford Campus Café and on the ground floor of the Taubman Center.

**Insurance:** CCS takes no responsibility for students’ personal property. If you do not have insurance through your own homeowners policy, please consider purchasing renters insurance.

**Shopping:** Within walking distance from CCS are the following stores and services: grocery, pharmacy, bank, art supply, electronics, books, restaurants, fast food, and more.

**Mail:** There is a mailroom located on the ground floor of the ACB that can assist students with most mailing needs including USPS Priority and Express mail, FedEx, and UPS. Stamps can be purchased at the cashier's window in the Yamasaki. Every suite has a mailbox and all of the residents in the suite share a mailbox in the ACB. Taubman Center residents have their own mailbox.

ACB resident's mail should be addressed:

Name  
201 E. Kirby  
ACB # \_\_\_\_\_  
Detroit, MI 48202

Taubman resident's mail should be addressed:

Name  
201 E. Kirby  
TC # \_\_\_\_\_  
Detroit, MI 48202

**Families:**

Welcome New CCS Families! We would like to invite you to attend our Family Orientation Session on Sunday, August 25th at 3:00pm in the General Motors Auditorium located at the A. Alfred Taubman Center for Design Building at 485 West Milwaukee Street, Detroit.

This session is designed to provide a general overview of what a new student can expect while enrolled at CCS. We will cover student support services, the first year, and answer questions from family members. This session is open to the families of the new and transfer students.

After the orientation, please join your CCS Student at a reception celebrating the start of their academic career at CCS. **Please RSVP to this event by calling 313.664.7900 or by going to [www.collegeforcreativestudies.edu/orientation](http://www.collegeforcreativestudies.edu/orientation).**

In addition, the Office of Student Affairs is collecting email addresses from those who are interested in knowing what is happening on campus. Information such as the monthly CCS newsletter, announcements of scholarship competitions, important dates to remember and changes to policies and procedures are some of the types of information sent out. To sign up, simply email [studentlife@collegeforcreativestudies.edu](mailto:studentlife@collegeforcreativestudies.edu) and include your name and the name of your student.

**What if I have more questions?**

You can contact the housing office at 313-664-7678 or through email at [housing@collegeforcreativestudies.edu](mailto:housing@collegeforcreativestudies.edu).

Living in the ACB and Taubman Center  
**{student housing}**

**INFO**

The following policies are subject to change.  
Residents shall be notified in a timely manner.

## **Welcome to Student Housing!**

The policies that are outlined in this document are important for you to know as a resident because you will be required to uphold these standards. As a resident, you have agreed to follow all of these policies by signing up to live in student housing. If you have questions about a policy, please come see the Director of Residence Life for further explanation before you violate it.

## **{the main principles}**

### **CCS POLICIES**

Residents are required to abide by all CCS policies & the Code of Student Conduct.

### **FEDERAL LAW / STATE LAWS**

Residents are required to abide by all federal laws & state laws.

### **ABUSE IT AND LOSE IT**

This is the most basic student housing policy. Residents who abuse privileges may lose those privileges for themselves or for all residents.

### **A RESPECTFUL COMMUNITY**

The necessity of housing policies is to provide a safe and secure community for all residents to think, grow, and learn in. As a resident, you should be respectful of others, their things, and their ideas, and they should do the same for you.

### **STAFF REQUESTS**

Residents shall comply with all CCS staff requests.

## **{administrative policies}**

### **APPOINTMENTS**

If you need to take care of any important matters, such as checking out of a suite, obtaining a letter or copy of papers, or filing a complaint, it is best to make an appointment with the Director of Residence Life or Residence Life Coordinator. You can do so by stopping in the Office of Student Affairs, calling **664-7678 (ACB) or 664-1520(TC)**, or emailing **housing@collegeforcreativestudies.edu**.

### **MAINTENANCE**

Residents experiencing problems with the physical operation or condition of a suite should report the maintenance need to the Office of Student Affairs immediately. Maintenance requests can be filed by sending a detailed description of the facilities issue to **housing@collegeforcreativestudies.edu**. If it is a maintenance emergency that occurs after office hours, please contact campus safety or a Resident Assistant.

### **RIGHT OF ENTRY**

CCS shall reserve the right to enter the premises occupied by a resident for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purpose. CCS shall exercise these rights reasonably and with respect for resident's right to be free from unreasonable searches and intrusions into study or privacy.

### **INSURANCE**

CCS has no insurance to cover the personal or property damage/theft/loss of a resident. Therefore, CCS highly recommends that residents obtain insurance, such as a renter's policy.

## **PROGRAMMING**

The RAs are responsible for programs that go on in the building. These programs will range from topics dealing with discrimination to safety on campus to healthy grocery shopping. Some of the topics may challenge student's personal stances on issues and may even challenge student's personal values and morals. Programming is designed to educate and challenge. **Challenge is part of education.** Students may not want to be exposed to some topics, but exposing students to them here in a comfortable atmosphere where students are encouraged to discuss issues will probably be easier than in other situations where students could be confronted with these issues.

Residents who are interested in running a program are welcome to use student housing facilities and programming funds to have programs with permission from the Director of Residence Life.

## **POSTING**

Material may be posted only on the designated bulletin boards in student housing. All materials must be approved through the Office of Student Affairs prior to posting.

## **SUITE MATE CONFLICT**

Any resident, who by virtue of their behavior to themselves or other residents, shows an inability to live in a group setting and refuses intervention, will be asked to leave the residence hall or commit to a behavioral contract which may involve the intervention of other resources as prescribed by the Director of Residence Life.

## **HOUSING ASSIGNMENT**

Residents will be assigned to their preferred suite whenever possible based upon the date their completed housing file and housing application deposit are received by the Office of Student Affairs. Failure to honor assignment preferences will not void your Resident Acknowledgement. CCS reserves the right to change the resident's suite assignment within student housing on 24 hours notice for reasons of health, student welfare, and administrative necessity or as a result of administrative action. Changes from one suite to another by residents may be made only as approved by the Director of Residence Life.

## **CHECK-IN**

All residents are required to check into their assigned suite by the scheduled time. Students who check in late without prior written consent from the Director of Residence Life will be charged a late check-in fee of \$100. Residents who fail to check in within 48 hours of their scheduled times and dates will be declared "no-shows", forfeit their requested spaces, and lose their housing application deposit. If there was a waiting list for student housing, but all students on the waiting list have found alternate accommodations, "no-show" students may be charged for the entire academic year of housing or until another student occupies their space.

## **MEAL PLANS**

All residents at the Taubman Center are required to have meal plans. For Art Centre Building residents, the meal plan is optional. A meal plan cannot be cancelled past the start of the fall semester. The size of the meal plan can be changed until the add/drop date for the semester. At the beginning of the winter semester, meal plan sizes can be changed until the add/drop date, however; the meal plan cannot be cancelled. Dining dollars do transfer from the fall semester to the winter semester but expire after the winter semester. For more information about meal plans, please go to the Student Affairs Office on the Ford Campus or the dining website found on Blackboard.

### **SUITE CONDITION REPORTS**

During move-in all residents are issued a Suite Condition Report. These reports are designed to document any existing damage when a resident moves into a suite. Residents should fill out Suite Condition Reports within the first few hours of occupancy. Suite Condition reports must be turned into the building's housing office within 48 hours of occupying a suite. Suite condition reports not handed in within 48 hours will be accepted at the discretion of the Director of Residence Life. The Suite Condition Reports will be used for damage assessments when residents move out of their suites. It behooves all residents to be detailed when filling out Suite Condition Reports.

### **HOLIDAY BREAK**

CCS is closed for winter break. During this time, all students need to vacate the building. This date will be announced in the academic calendar and also by the Director of Residence Life. If students need to stay extra days or partial days, they are required to fill out an extended housing form request with Student Affairs prior to the holiday break. Students approved to stay will be charged \$25.00 per day. Students who were not approved to stay will be fined for each additional day that they remain.

### **MOVING OUT**

Before a resident moves out of the student housing he/she should obtain a copy of the move out procedure from the Director of Residence Life. There are several basic reasons why a resident would move out of student housing. First, the resident has reached the ultimate pinnacle of CCS achievement and is graduating. Second, it is the end of the year and the resident is going home for the summer. Third, the resident has been judicially disciplined and is no longer allowed to live in the student housing. Fourth, the resident is in an extreme circumstance, needs to find alternative housing, and the request to break the Resident Acknowledgement **has been approved**. Finally, the resident has been academically suspended and will no longer be a student at CCS.

Residents who have been approved to move out and fail to go through the process will be billed housing charges until they complete the process, and may forfeit their housing application deposit.

### **ADMINISTRATIVE MOVE**

The Director of Residence Life reserves the right to relocate a resident within student housing when the need arises. This relocation may be due to the actions or lack of actions on behalf of that particular resident and/or their suite mate(s).

### **CANCELLATION OF RESIDENT ACKNOWLEDGEMENT**

Please see the "Termination of Resident Acknowledgement" clause in your Resident Acknowledgement.

### **MOVE OUT PROCESS**

Residents are required to vacate their suite within 24 hours after their final academic commitment has been completed. There is a \$50 per day/partial day fee for residents who check out more than 24 hours after their last academic commitment. Residents must sign up for a check out time in the Office of Student Affairs to return keys, resident identification card and sign the Check Out form. Failure to check out properly will result in forfeiture of their housing application deposit and removal of all personal property.

# {security policies}

## **IDENTIFICATION**

Residents and guests are required to possess identification at all times while in student housing. Upon request by any staff member of the Residence Life program in the performance of their job responsibilities, residents/guests must produce their ID. All residents are required to present proper identification student housing 24 hours/7 days a week.

Residents are not to allow anyone else to use their ID card to gain access into or throughout the building. If you lose your ID, it needs to be reported immediately to turn it off so that no one else gets access to your meals/money/room/building access.

## **GUESTS**

Student Housing residents are responsible for their guests at all times. If a guest arrives and is not accompanied by a resident, the guest must wait at the front desk for their host to come downstairs and sign in the guest. Guests will be announced by the front desk calling the host's in room phone or cell phone. If the host does not have a phone or does not answer the phone, the guest will not be permitted into student housing until he/she is checked in by the host resident.

To sign in a guest, the guest must have a government issued ID with their photo and birth date on it.

Hosts must be with their guests at all times. When a guest is leaving, the host must accompany the guest to the front desk and sign them out.

If a guest violates a policy of CCS, the situation will be dealt with as though the resident violated the policy unless the guest is a student at CCS.

Student Housing residents may have overnight guests so long as the suitemates agree that the guest may remain overnight. Any guest(s) staying for longer than two (2) nights must have the permission of the suite mate(s) **and** the Director of Residence Life and be registered at the front desk. The same guest cannot stay in student housing more than 2 nights in a 7 day period regardless of who their host is, ie. no bouncing of rooms.

Guests under 18 years of age are not permitted unless a sibling of the resident. The parent or guardian of the sibling must sign a permission slip with the Office of Student Affairs, prior to the arrival of the guest, to obtain permission for the visit. Parents should email or call housing to arrange this during CCS business hours at least 24 hours in advance.

Admitting unauthorized guests into the residence halls is prohibited. Additionally, guests must carry identification with them at all times and produce ID upon request of any CCS official.

The guest policy is one of courtesy. If a resident violates the courtesy of their suitemates by having guests too frequently, that resident may lose the privilege of having guests in student housing.

## **MISSING STUDENT POLICY AND PROCEDURES**

The College for Creative Studies (CCS) takes student safety seriously and has established the following policy if a currently enrolled student is reported missing. This plan is a good faith effort to comply with the August 14, 2009 Higher Education Opportunity Act, Section 485 (j).

A student will be deemed missing when it has been established that they have been absent from the College and have been reported by an individual to be missing for a period of 24 hours or more. Reports of students missing should be directed to the Office of Student Affairs or Campus Safety. After a missing student report has been made, the College will attempt to locate the student. If the student cannot be located, the emergency contact person will be notified. In the case of residential students, this emergency contact person is the person listed on the housing application. For all other students, the emergency contact person, if provided, is listed in the College's database system. If the student is under the age of 18 or they have failed to provide specific emergency/missing student emergency contact information, their parent or guardian will be notified. In addition, local law enforcement will be notified that the student is missing within 24 hours of the initial report. Students also have the option to declare a separate emergency contact person to be used if they are reported missing, and can do so through the Office of Student Affairs.

### **Procedure**

#### **Notification:**

- Anyone who suspects a student may be missing should notify Campus Safety or the Office of Student Affairs immediately.
  - The following information will be collected:
    - Contact Information and relationship to the missing student
    - Name and vital information about the student reported to be out of contact.
    - The date, time, and location the missing student was last seen.
    - The general routine or habits of the suspected missing student (e.g. – visiting friends who live off-campus, working in a job away from campus) including any recent changes in behavior or demeanor.
    - The missing student's cell phone number (if known).

Once a report has been made that a student is missing, Campus Safety and the Office of Student Affairs will work together to investigate the situation.

- When a student is reported missing the two offices shall:
  - Initiate an investigation to determine the validity of the missing person report that may include:
    - Call the student's cell phone number
    - Go to the student's room
    - Talk to the student's Resident Assistant, roommate, and floor mates to see if anyone can confirm the student's whereabouts and/or confirm the date, time, and location the student was last seen.
    - Secure a picture of the student.
    - Call student at any other numbers on record.
    - Send the student an email.
    - Check all possible locations mentioned by reporting parties including, but not limited to: library, residence hall, fitness center, studios, classrooms, and cafeteria.
    - Contact any other known friends to see if student has made contact with them. This could also include social networking sites such as facebook, twitter, or myspace.
    - Contact instructors regarding recent class attendance/absences and any recent questionable behaviors.
    - Determine if the student has a car and if it is currently parked

- in the parking structure.
  - Have security investigate if the ID has been used since the student was reported missing.
  - Have facilities run a report on door access to the residence hall room if the student lives in the Taubman Center.
  - Contact student's emergency/missing student emergency contact to see if they have been in contact with the student
- Notify the Vice President for Enrollment and Student Services, the Vice President for Business and Finance and the President.
  - The Vice President for Enrollment and Student Services may initiate additional action as deemed appropriate under the circumstances and in the best interest of the missing student.
- Notify the emergency contact of the missing student within 24 hours of the initial report that the student is missing.
  - If the student is under the age of 18 or has failed to provide specific emergency/missing student emergency contact information, notify the student's guardian or parent as listed in the college's records within 24 hours of the determination that the student is missing.
- Notify the Detroit Police Department within 24 hours after determining that the student is missing.

#### Student Contact Information:

- Residential students are asked to provide two emergency contact names each year as part of their housing application. This information is protected by FERPA and is accessible by The Office of Student Affairs and other appropriate officials in an emergency situation.
- Students are given the opportunity to designate two emergency contacts and a missing person contact under Emergency Contact Info on WebAdvisor. This information is considered to be an element of the academic record, and is protected by FERPA.
- Students may designate a specific person to notify in a missing person investigation, by visiting the Office of Student Affairs. This information would only be used if the student is deemed to be missing.

#### Student Notification of this Policy:

The CCS Missing Student Policy will be:

- Posted on the College's website
- Posted on the College's intranet – Blackboard
- Discussed during new student orientation sessions
- Discussed during the mandatory housing meetings in the beginning of the semester.
- Included in the housing handbook.
- Included in the College's student handbook
- Sent to all students via CCS email.

### **ALARMS**

Evacuation upon the sounding of the fire alarm system is required. Failure to evacuate housing when an emergency alarm is sounding is a violation of the resident agreement and federal regulations. Residents who are responsible for repeatedly showing carelessness and causing the fire alarm to sound will be charged a fine. The second time an alarm is set off due to carelessness and/or negligence there will be a charge of \$50, the third time the resident may be asked to vacate student housing.

When evacuating you should **yell** for your suitemates to ensure that they hear the fire alarm, **close** your door behind you so that if the fire spreads to your floor the door will deter its speed, and **knock** on the doors to the other suites on your floor. You should not wait for your suitemate or floor mates before you evacuate the building.

Once you have left the ACB, you should proceed to the cafeteria and wait for further instructions from Student Affairs Staff. If you are evacuating from the Taubman Center, please go to the parking lot between Cass and Woodward for further instructions.

### **FIRE SAFETY EQUIPMENT**

Misuse of fire safety equipment such as causing the sounding of fire alarms, blocking fire stairs or doors, tampering with smoke detectors, tampering with alarm horns or bells, and misusing fire extinguishers or fire hoses is prohibited. Residents are required to leave the building when an alarm sounds. Residents are expected to become familiar with the evacuation procedures during their first few hours in residence. If the evacuation instruction information (found on the back of the room door) is illegible or missing, residents should contact the Director of Residence Life immediately for a replacement. Residents are expected to attend all housing meetings referencing safety training.

### **BAG AND PACKAGE INSPECTIONS**

In an effort to ensure the safety and security of student housing as well as maintaining a productive educational environment, Campus Safety, Front Desk personnel, and Student Affairs staff will conduct random searches of any bags or packages brought into student housing. Any bags/packages that are deemed suspicious will also be searched. This policy will help prevent items/substances that are in violation of the student code of conduct from being brought into student housing.

### **DOOR PROPPING**

Residents who willfully prop open any door which has been designated as a "fire door" or a "security door" will be in violation of the Code of Student Conduct.

## **{facility policies}**

### **ALTERATIONS**

Any alterations to the suite (i.e. painting, paneling, carpeting, etc.) are prohibited in student housing. The cost to return the suite to its appropriate condition will be charged to the residents of the altered suite. If residents do paint their suite there will be a \$1000 charge to cover the cost of repainting the suite.

### **CLOGGED PIPES**

No Drano or similar products can be used to get rid of clogs. If you have a clogged drain, email [housing@collegeforcreativestudies.edu](mailto:housing@collegeforcreativestudies.edu).

### **SUITE DECORATIONG**

All suite decorations are subject to approval by the Director of Residence Life. Holiday decorating must be removed before residents depart for a break. This applies to both common areas and student rooms. Residents are not permitted to put tissue paper in the light fixtures per Fire Marshall.

### **WORKING IN SUITES**

Residents are responsible to ensure that while working in suites the necessary precautions are taken not to cause any damage to the suites. This can be done by putting something underneath your work when you are painting, placing something on top of a table before cutting, and having rags around to wipe up spills.

### **SPRAYING PAINT**

Residents are not allowed to use spray paint or spray adhesives in student housing except in designated areas. Students found violating this policy will automatically be fined \$200. Students found spraying in non-designated areas will also be held accountable for the costs of any damages caused by the resident's actions.

### **SUITE INSPECTIONS**

Once a month an inspection of each suite will take place regarding the cleanliness of the suite. Residents must have completely cleaned all common areas and all furniture/appliances furnished by CCS. Cleaning requested by the staff of the Office of Student Affairs staff must be completed within 24 hours or a cleaning crew may come in to clean at the expense of the residents.

#### **Note**

Repeat failures (more than once a semester) will result in being put on probation with option for eviction from student housing if the condition of the suite does not improve to the set standards.

### **DAMAGES**

Common area- Any malicious damage to the buildings, grounds or other facilities is prohibited. Persons responsible for damage will be billed for repair and replacement and may be referred to the judicial system. When the responsible party cannot be identified, all residents are collectively responsible for incidents that occur within common areas of the residence hall.

Suites- Any damage to a suite including but not limited to furniture, walls, flooring, and/or appliances that no resident claims responsibility for will be charged to all residents of that suite.

### **DOOR SIGNS**

Any tampering of door signs including, but not limited to, pulling off parts of the letters or numbers will result in a \$100 fine per sign.

### **KEYS**

Under no circumstances should keys be duplicated or loaned to another individual. Report lost keys immediately to ensure the safety and security of you and your suitemates.

### **LOCKOUTS**

An RA should be contacted in the event that a resident is locked out of his/her suite. The first lock out is free, after that there is a charge. Residents will be notified of charge rates for lockouts when they check-in to student housing. Charge rates are also available in the Office of Student Affairs.

### **ELEVATORS**

Residents are to utilize the passenger elevators only. Freight elevators are for official use by maintenance, cleaning crew, and Student Affairs staff members, unless otherwise stated.

Misuse of or tampering of all elevators is prohibited. The cost of the damage and/or repairs which is determined to be a result of misuse or tampering will be assessed as a common area charge.

### **LAUNDRY FACILITIES**

The laundry room is located on the ground floor of the ACB and on the residential floors of the Taubman Center. **It is provided for residents only.** If you need assistance or have a problem operating the machines, please see the Office of Student Affairs.

## **EXTERMINATION**

If you have a problem with pests in your suite, inform the Director of Residence Life as soon as possible in writing. Please include a description of the pest. If you are unaware of what it is, please bring it down (dead) to Student Affairs in a bag and they will be able to give it to the exterminator.

## **FURNISHINGS**

Furniture, window screens, and other furnishings are not to be removed from their assigned suite in the student housing.

## **BEDS**

The beds are able to bunk. If you desire to bunk these beds, pins are available in the Office of Student Affairs.

Waterbeds are not permitted in the student housing due to the potential water damage that could occur.

## **BICYCLES**

Bicycles are permitted to be stored in individual suites as long as the appropriate care is taken not to damage the carpet, doors, walls, etc.

## **ELECTRONICS**

Residents are advised to have **surge protectors on all electrical equipment** that could result in damages from a power surge. It is highly advised that surge protectors be used with stereo equipment, computers, televisions, DVD players, microwaves, etc.

## **FLOORING**

It is your responsibility to keep your flooring in good shape. If you are doing a messy project, you should provide materials such as a tarp so no damage to the flooring takes place.

## **TAPE ON CARPET**

Tape of any kind can cause damage to carpet. Do not tape wires/cords down to the carpet. When tape is removed, much of the adhesive remains, eventually resulting in a permanent dirt mark on the carpet. Residents will be charged per inch for any tape found on flooring.

Wire/cord covers are available in the Office of Student Affairs free of charge.

## **NAILS**

Residents are not permitted to nail, tack, or screw anything into any walls, doors, cabinetry, or furniture. This includes nails or screws to hang window shades or curtains. Residents will be charged for each hole in a wall left by such objects.

Sticky tack and picture frame molding hooks are available free of charge in the Office of Student Affairs.

## **WINDOWS**

Residents are not permitted to allow any item to fall out of or be thrown out of their suite windows or from any window in student housing. Sanctions for violation of this policy include possible removal from student housing. If your window becomes damaged, notify the Director of Residence Life as soon as possible.

## **SCREENS**

Screens are **not** to be removed from windows or damaged. Sanctions for violation of this policy include a replacement fee for the screen and possible removal from student housing.

# {general policies}

## **POLICY VIOLATIONS**

All residents of a suite will be held responsible when a violation occurs in that suite unless the resident is absent from the suite or specifically is excused from responsibility by all other involved students.

Residents who continually violate student housing policies could compromise their privilege of living in the student housing. Depending on the nature of the violations, a resident could be turned down for future housing and/or, with more serious violations, a resident may be instructed to vacate student housing.

## **CONCEALMENT OF VIOLATIONS**

Residents have a responsibility to take appropriate action if they become aware of any policy violation.

## **ALCOHOL**

CCS is a dry campus, and alcohol is not allowed in student housing for any reason or purpose.

## **ALCOHOL CONTAINERS**

Empty alcohol containers including but not limited to distilled liquor bottles, beer bottles and cans, wine bottles, flasks, etc. are not permitted in student housing.

## **ANIMALS/PETS**

Animals, with the exception of fish in aquariums not exceeding 10 gallons, are not permitted in the residence halls. All residents of a suite will be held responsible if there is a pet in the suite. There will be a minimum of a \$200 fee for the additional cleaning and disinfecting that will be necessary over the summer. The fee will be based on the size and type of animal and area needing to be cleaned.

## **CANDLES**

Due to the fire hazard candles present, candles are not permitted in the student housing. If candles are found in your suite they will be confiscated and disposed of by a member of the Student Affairs Staff in addition to having to meet with a judicial officer in regards to your offense.

## **DANGEROUS ITEMS**

Items including, but not limited to fireworks, firearms, explosives, toxic substances, highly flammable substances, knives, and other weapons are prohibited from use or storage in the residence hall. Any item that may be considered a dangerous item, and is needed for academic reasons must be used solely for its intended academic purpose, and have the prior approval of the Director of Residence Life to be kept or used in the building.

## **DISORDERLY CONDUCT**

Any behavior that disrupts the "normal order" of the community is considered disorderly, is prohibited, and violates the Code of Student Conduct.

## **DRUGS**

There is a zero tolerance policy for the usage of drugs in CCS Student housing. Any student found using drugs, possessing drugs or drug paraphernalia, selling or otherwise distributing drugs is subject to action within the CCS Judicial System. Any item that is or could be considered drug paraphernalia will be confiscated and not returned. **This includes hookahs and water pipes.** If a resident is in violation of the drug policy and unruly and/or uncooperative, law enforcement will be contacted to handle the situation.

Misuse of over the counter medication or prescribed medication will also be subject to the drug policy.

Please refer to the code of student conduct for more information regarding the College's Drug Policy.

### **HOOKAHS AND WATER PIPES**

Hookahs and water pipes are not allowed in student housing. If they are found in your suite, they will be confiscated by Student Affairs Staff and not returned.

### **INCENSE**

Due to the fire hazard incense presents, it is not permitted in student housing. If incense is found in your suite it will be confiscated by Student Affairs Staff and not returned.

### **LAMPS**

Halogen lamps are not permitted in student housing. Residents are to supply their own lamps for their suite. If halogen lamps are found in suites, the lamp will be confiscated and not returned.

### **LIGHTING**

The placement of any material in or around facility lighting, inclusive of lights in resident rooms will be in violation of the Fire Safety Code.

### **LOCKS**

Residents are not permitted to add locks, bars, clasps, etc. to any doors, windows, cabinets, etc. in their suites without approval from the Director of Residence Life.

### **MACHINERY**

Machinery that is required to run on gasoline (or any other flammable substance) is not permitted in the student housing.

### **MOTORCYCLES**

Motorcycles, mopeds, or other gasoline-powered vehicles are not to be stored in student housing. These vehicles can be parked in the parking garage.

### **MUSICAL INSTRUMENTS**

Excessive sound, at any time, from musical instruments is unacceptable in the student housing. Amplified musical instruments and drums may only be played if they are not disturbing other residents. (Please refer to the noise policy.)

### **NOISE**

Residents of the student housing are expected to treat all times as courtesy hours. Courtesy hours require the cooperation of all members of the residence hall community to maintain an environment that makes academic and health considerations the priority at all times.

Residence hall community members will observe quiet hours from 11:00 p.m. to 8:00 a.m. Sunday night through Friday morning, and from 1:00a.m. to 10:00 a.m. Friday night through Sunday mornings.

Any resident may request that any other resident or group of residents cease any activity which is interfering with his/her ability to study, rest, or quietly enjoy the community. When requested to be quieter in one of these situations, a resident shall comply. A radio, stereo, or television that can be heard in other suites is considered too loud.

### **OFFENSIVE MATERIALS**

Materials that are deemed to be offensive to any member of student housing are not permitted in public areas. This includes but is not limited to comic strips, videos, posters, quotes, etc. A complaint must be "voiced" before a resident will be asked to remove the material from the public area.

### **PHYSICAL OR VERBAL HARRASSMENT**

Physical or verbal harassment is prohibited in the student housing. Committing such acts may result in removal from student housing and college judiciary measures.

### **ROOF**

Residents are prohibited from being on the roof.

### **SMOKING**

Student housing is a Smoke Free Environment. All areas, including all suites, stairwells, hallways, and elevators and 15 feet from doorways are non-smoking. Residents and guest found smoking in student housing will be subject to fines and/or judicial action.

### **SPORTS**

There are no hallway sports allowed. Bouncing or throwing gym equipment in rooms is not allowed if it could cause damage or become an annoyance to your community.

### **STORAGE**

The storage of any materials (bicycles, boxes, etc.) in common areas of the residence facilities is prohibited.

### **WAX**

Students are not allowed to melt wax or work with melted wax in student housing.

## **{acb specific policies}**

### **COOKING**

Students are to keep the cooking area in their suite is clean, safe, and healthy.

### **HEAT**

The heating system of the ACB is that of steam. The heat is generally set at 72 degrees. When the weather begins to turn cold, it may take the building 2-3 days to stabilize in temperature. This is 2-3 days of consistently cold temperatures. During the time period when the temperature fluctuates a great deal the heating of the building may fluctuate also. If it is warm in the day and cold at night, the heat will not kick on until very late and then it warms up outside. Expect a time period when you will be waking up to a chilly room temperature. After the temperature stabilizes outside (it gets cold and stays cold) the amount of heat will be very sufficient.

### **RADIATORS**

When the weather gets cold you can regulate the heat in your suite by opening and closing your radiators. If your radiator does not have a knob to open and close the valve or if your radiator makes a hissing noise, notify the Housing Office or an RA.

Do not store items on top of or near radiators, especially flammable or pressure contained items.

**All heaters in the ACB need to be slightly turned on to prevent the furnace from malfunctioning.**

### **TRASH**

Trash is to be enclosed in appropriate containers (tied trash bags) and placed in the trash rooms on the ground floor by the vending room area. **Anything** placed in these locations will be considered trash and will be taken by the cleaning crew.

### **WINDOW AIR CONDITIONERS**

Window air conditioners are not permitted.

### **WINDOW SHADES**

Window shades are supplied by CCS in designated bedrooms only. Other rooms in the suite do not have window shades. If you wish to have curtains or other window covers, tension rods are the only permitted method of hanging curtains. Residents are not permitted to put nails or screws into the walls or window frames.

## **{taubman specific policies}**

### **COMMUNITY ROOMS**

All furniture and equipment must remain in the community rooms and not be taken into individual suites. The community rooms should be kept in a clean condition and residents are expected to clean up after themselves. Failure to do so will result in the community room being closed down if the resident who is at fault cannot be identified.

### **COOKING**

Students are not allowed to use any open coiled kitchen appliances in their suites. This includes George Foreman style grills, toasters, toaster ovens, hot plates, pizza ovens or any other open coiled appliance. You may bring a microwave, mini refrigerator, coffee pot, rice cooker, and crock pot. For further verification that a kitchen appliance is allowed, please contact the Director of Residence Life. Items that are not allowed and found in housing will be confiscated and not returned.

### **HEATING & COOLING**

The heating & cooling system of the TC is controlled by the building but each room has their own temperature regulator as well. To request changes in your heating or cooling, please email [housing@collegeforcreativestudies.edu](mailto:housing@collegeforcreativestudies.edu).

### **LOST ID CARD**

If you lose your ID, it is imperative to report it immediately to campus safety so that it can be turned off and no one else can use the money or meals that you have on it. If you find an ID, you must turn it in to campus safety immediately. If you use the ID, it will be considered theft and you will face appropriate sanctions.

### **TRASH**

Trash is to be enclosed in appropriate containers (tied trash bags) and placed in the trash room located on every floor near the laundry room. **Anything** placed in these locations will be considered trash and will be taken by the cleaning crew.

### **WINDOW SHADES**

Window shades are supplied by CCS. If you wish to have curtains or other window covers, tension rods are the only permitted method of hanging curtains. Residents are not permitted to put nails or screws into the walls or window frames.

### **WIRELESS ACCESS POINTS**

Wireless access points, outside of the CCS wireless system, are not allowed in the Taubman Center. This includes using a smart phone as a hotspot for other wireless devices to connect to. Using a smart phone that is connected to a cell carrier's data network is perfectly acceptable, as long as the hotspot capability is turned off.



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Musical Instruments	Photographic Equipment	Computers	Jewelry*	Bicycles*	Electronic Devices
Guitars, violins, pianos, etc.	Cameras, lenses, etc.	Laptops, desktops, printers, etc.	Rings, watches, etc. *Limited to 20% of the policy	*Limited to \$500 per claim	Cell phones, PDA's, game consoles, etc.

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## Print Application

### Choose the Plan & Deductible You Want

(Check the box below for the coverage and deductible you want)

#### Replacement Cost Coverage Premium Table

WORLDWIDE COVERED LOSSES			
Accidental damage, theft, fire, flood, natural disaster and power surge due to lightning.			
Coverage Amount (Replacement Cost)	Annual Premium \$25 Deductible	Annual Premium \$50 Deductible	Annual Premium \$100 Deductible
\$2,000	<input type="checkbox"/> \$72	<input type="checkbox"/> \$65	<input type="checkbox"/> \$60
\$3,000	<input type="checkbox"/> \$86	<input type="checkbox"/> \$75	<input type="checkbox"/> \$68
\$4,000	<input type="checkbox"/> \$100	<input type="checkbox"/> \$93	<input type="checkbox"/> \$86
\$5,000	<input type="checkbox"/> \$125	<input type="checkbox"/> \$118	<input type="checkbox"/> \$111
\$6,000	<input type="checkbox"/> \$146	<input type="checkbox"/> \$138	<input type="checkbox"/> \$130
\$7,000	<input type="checkbox"/> \$166	<input type="checkbox"/> \$160	<input type="checkbox"/> \$154
\$8,000	<input type="checkbox"/> \$186	<input type="checkbox"/> \$180	<input type="checkbox"/> \$174
\$9,000	<input type="checkbox"/> \$206	<input type="checkbox"/> \$200	<input type="checkbox"/> \$194
\$10,000	<input type="checkbox"/> \$219	<input type="checkbox"/> \$226	<input type="checkbox"/> \$220

If you have a current NSSI policy, please renew your existing policy online. For coverage amounts over \$10,000 or without Accidental Coverage, please call or go on-line.

### STUDENT INFORMATION

(PLEASE TYPE OR PRINT)

\*Required Fields

Student's Name\* \_\_\_\_\_

School State\* \_\_\_\_\_ College/University\* \_\_\_\_\_

Classification\*  FR  SO  JR  SR  Grad  Faculty/Staff

Parent/Guardian\* \_\_\_\_\_

Parent/Guardian E-mail\* \_\_\_\_\_  
(This is where your policy declaration and booklet will be sent.)

Home Address\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_ Home Phone\* \_\_\_\_\_ Cell Phone \_\_\_\_\_

### PAYMENT INFORMATION

**Premium Amount** \$ \_\_\_\_\_  
(From the chart above)

**Processing Fee\*** \$ \_\_\_\_\_ 10.00

\*No processing fee for students attending college in the following states: AR, IN, MD, ME, NJ, RI & SD

**Immediate Alert Option:**

Include 29.95 \$ \_\_\_\_\_ ±

**WorthTrak:**

Include 29.95 \$ \_\_\_\_\_ +

**Total Amount Due** \$ \_\_\_\_\_

### METHOD OF PAYMENT

Check/Money Order Enclosed (Make payable to NSSI)

Charge to my  Visa  Master Card  American Express  Discover

Acct. No. \_\_\_\_\_

CCV# \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_

THE EFFECTIVE DATE IS 24 HOURS AFTER THE POSTMARK DATE.

**\*\$5.00 processing fee if ordering online.**

**Policy Automatic Renewal** - Make sure my policy doesn't expire! Please Automatically Renew my Student Protection Plan and additional optional memberships next year.

Mail completed application to: National Student Services, Inc. – PO Box 2137 – Stillwater, OK 74074

# Health Information

THIS INFORMATION IS BEING COLLECTED TO BETTER ASSIST US IN HELPING YOU IN CASE OF AN EMERGENCY. PLEASE SEND THIS BACK TO HOUSING OR TURN IT IN AT MOVE-IN. WE WILL NEED TO RECEIVE THIS BEFORE YOU WILL BE GIVEN ACCESS TO YOUR ROOM.

STUDENT'S NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_ RELATIONSHIP TO YOU \_\_\_\_\_ HOME TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK TELEPHONE \_\_\_\_\_

**HAVE YOU EVER BEEN VACCINATED FOR THE FOLLOWING?**

Please note: CCS does not require, but recommends, vaccinations. This information is for medical personnel if needed.

Measles, Mumps, and Rubella	YES	NO	DATE: _____	Meningococcal Meningitis	YES	NO	DATE: _____
Polio	YES	NO	DATE: _____	Tuberculosis (TB) Screening	YES	NO	DATE: _____
Tetanus	YES	NO	DATE: _____	Varicella (Chicken Pox)	YES	NO	DATE: _____
Hepatitis B (3 doses)	YES	NO	DATE: _____	Human Papillomavirus (female)	YES	NO	DATE: _____

MEDICATIONS YOU ARE CURRENTLY TAKING INCLUDING NON PRESCRIPTION DRUGS: \_\_\_\_\_

DRUG ALLERGIES: \_\_\_\_\_

OTHER ALLERGIES: \_\_\_\_\_

**HAVE YOU EVER HAD ANY OF THE FOLLOWING?**

	Yes	Date
Tuberculosis		
Diabetes		
Heart Disease		
Kidney Disease		
Stomach / Intestinal		
Arthritis		
Epilepsy		
Thyroid Condition		
Heart Palpitations		
High / Low Blood Pressure		
Rheumatic Fever		
Heart Murmur		
Disease/Injury of Joints		
Back Problems		
Liver Disease		
Cancer/Tumors/Cysts (please specify)		
Gallbladder/Gallstones		
Blood/Clotting Disorder		
Hernia Repair		
Appendectomy		

	Yes	Date
Tonsillectomy		
Chronic Sinusitis		
Eye Trouble (not vision correction)		
Vision Corrective Lens		
Ear/Nose/Throat (explain)		
Hearing Trouble (explain)		
Measles		
German Measles		
Mumps		
Chicken Pox		
Malaria		
Pneumonia		
Dizziness/Fainting		
Recurrent Headaches		
Head Injury		
Shortness of Breath (not asthma)		
Asthma		
Other Physical Concerns		

	Yes	Date
Weakness/Paralysis (explain)		
Surgery (specify)		
ADD/ADHD		
Insomnia		
Frequent Anxiety		
Frequent Depression		
Bi-Polar Disorder		
Psychotic Episodes		
Schizophrenia		
Self-injurious Behaviors		
Suicidal Thoughts		
Mental Health Counseling		
Alcoholism/Chemical Dependency		
Other Mental (specify)		
Severe Cramps (female)		
Irregular Periods (female)		