

Cubicle Area Expectations

- The Lodge is a pet free zone. Students who do not want to physically be around or are allergic to animals can request a cubicle in the Lodge.
- No futons, couches, mattresses or beds allowed in cubicles.
- No overnight sleeping allowed in cubicles.
- No hot plates, toasters, ovens, personal refrigerators or microwaves allowed in cubicles. The common areas have refrigerators and microwaves for your use and are to be used inside these areas only,
- No hanging lights, daisy chained electric cords or overloading outlets allowed in cubicles or common areas.
- No excess storage allowed in cubicles.
- No smoking, candle use etc. allowed in cubicles.
- No parties allowed in cubicles or common areas.
- No Alcoholic beverages allowed in cubicles or common areas.
- All curtains in cubicle doorways must be flame-retardant and issued by the Character Animation office.
- No hanging curtains, tarps or anything else from the ceiling above cubicles or common areas.
- Please do not cover the lights above your cubicle.
- Please keep your cubicle, common areas and pencil test stations clean.
- Please do not leave your computers, cintiq tablets or any other personal/valuable items un-attended in your cubicles. If you need to step away from your cubicle, you should lock valuables in cupboards or to your desk.
- Please respect each other and each other's space, property and work.
- Please keep noise level to a minimum. We have classes that go on day/night in our building and need you to be mindful of noise.
- Please do not write or draw offensive material in the cubicle areas, common areas, or pencil test stations.
- Please do not stay signed in at pencil test stations to "save" your spot there. These areas are shared and are "available" once you walk away for a period of over 5-10 min.
- Please do not leave doors to the cubicle areas or department propped open, ever. This leads to theft through-out our program, and makes us all vulnerable.
- If you want/need to change your cubicle assignment, you must do so through the Character Animation office (see Jennie Serrano/Gina Roen).