



AMDA

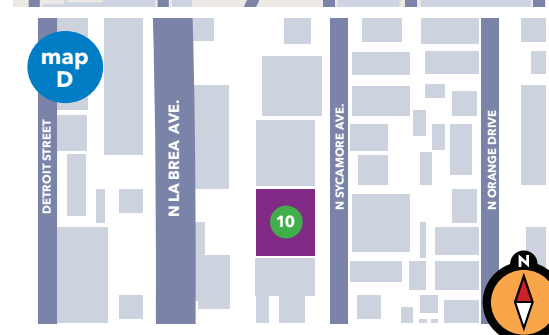
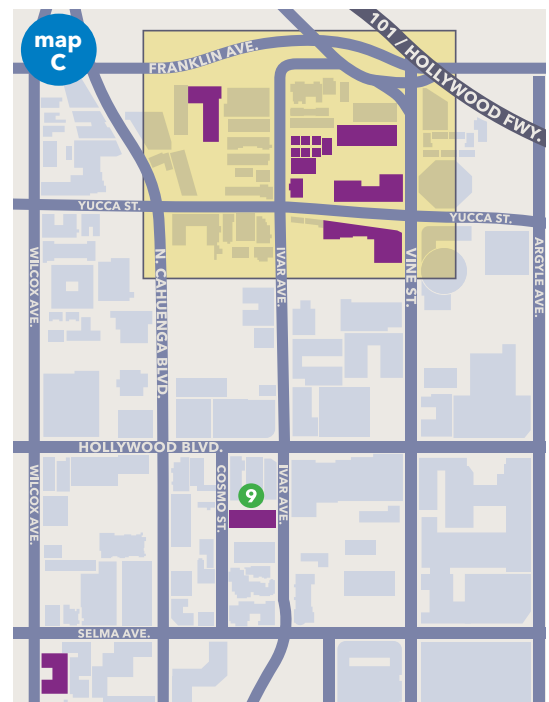
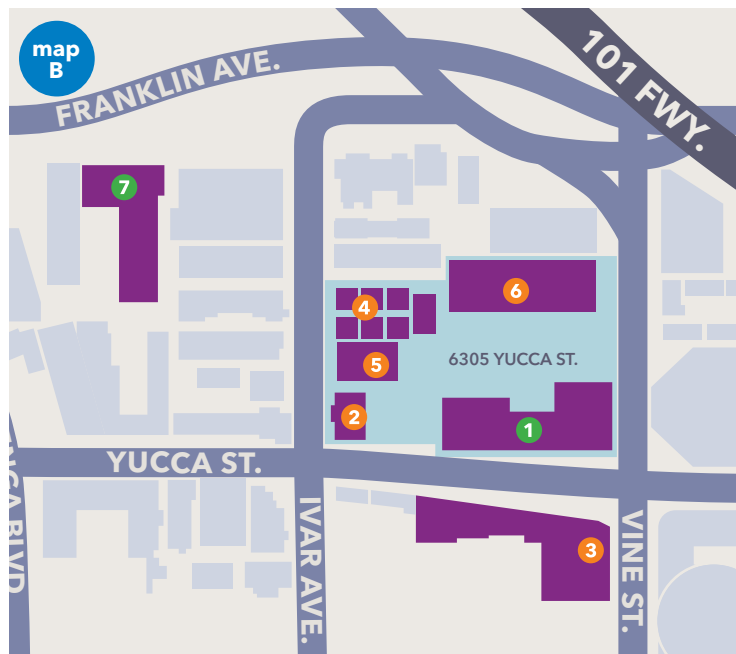
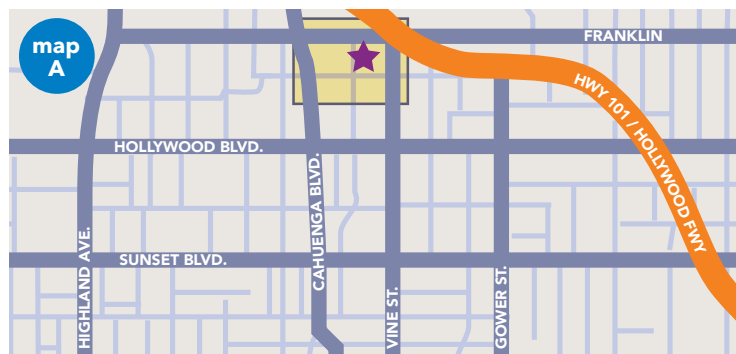
LOS ANGELES
2026 Student Community Guide

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The main AMDA LA Campus is located at 6305 Yucca St., at the intersection of Yucca and Vine St.
Additional residence halls and facilities are located nearby.

● Locations with a green dot are AMDA Shuttle stops.



1 Yucca Tower (map B)
6305 Yucca St.

PIAZZA:

AMDA Café
8W: Black Box Theatre
CLASSROOMS: 8W,
10E, 11E, 12E, 20E, 21E,
22E, 23E, 501T, 503T,
601T, 602T, 603T, 20W,
21W, 22W, P1, P2, P3,
P4, P5

2nd FLOOR:

Reception
Mail Room
Registrar
Academic Advising

3rd FLOOR:

Library

4th FLOOR:

Human Resources/
Student Employment
Payroll
Operations / Parking
Information Technology
(IT)

5th FLOOR:

Computer Lab

8th FLOOR:

Student Affairs
Housing
Student Accounts
Financial Aid
Student Success
Admissions

2 Ivar Building (map B)
6305 Yucca St.

INDIVIDUAL VOICE ROOMS: I1A, I1B, I1C, I1D,
I1E, I1F, I1G, I1H, I1J, I1K, I1L, I1M

3 Vine Building (map B)
1777 Vine St.

CLASSROOMS:

V100 - V510, V5a, V5b,
V5c, V5d, V5e, V5f

2nd FLOOR:
Classroom Media Office

3rd FLOOR:

AMDA MKT

4th FLOOR:

Athletic Performance
Counseling Services

Residence Halls (map B)

4 The Bungalows
CLASSROOM: B1

5 Yucca Street Residence Hall

6 Vine Street Residence Hall

7 Franklin Residence Hall
6400 Franklin Avenue

9 Cosmo Building (map C)
1636 Cosmo St.

(parking entrance on Ivar Ave.)

CLASSROOMS: CLL1, CLL2, CLL3, CLL4

Residence Hall (map D)

10 Sycamore Building (map D)
1321 N Sycamore Ave.

STUDENT SUCCESS

The Office of Student Success is dedicated to providing equitable, inclusive, and comprehensive academic and non-academic support services to all AMDA students. Through a student-centered approach, the office fosters strong, collaborative partnerships with students, faculty, and campus departments to support the successful achievement of students' educational and career goals.

Serving as a vital resource, the Office of Student Success connects students to essential campus services and enhances their overall college experience.

We recognize that students may encounter a variety of challenges during their college journey—academic, financial, personal, interpersonal, and wellness-related—or may simply seek connection and support. In alignment with the many outstanding offices at AMDA, the Office of Student Success is committed to addressing the holistic needs of every student.

The Student Success team is here to guide and empower students by helping them navigate campus resources, build meaningful connections, prepare for their careers, and develop a strong sense of belonging within the AMDA community.

SERVICES PROVIDED BY PROFESSIONAL STAFF

- One-on-One Advising
- Personal Development & Conflict Mediation
- Academic Support
- Department Referrals

ADDITIONAL SERVICES PROVIDED FROM PRO-STAFF

- Resume & Cover Letter Development
- Tutoring and Academic Coaching Spaces
- Connections to Community Resources & Services

STUDENT LEADERS - PEER MENTORS

Peer Mentors play an essential role in supporting student success by assisting with academic support initiatives, facilitating wellness-related programming, and helping students connect to campus resources and services. Peer Mentors are assigned to support first- and second-term students, transfer students, and 5Z/7AC students. Additional students, including online students, may be paired with a Peer Mentor as needed.

CONTACT INFORMATION

Email: LAStudentSuccess@amda.edu

Office Location: Yucca Tower Building - 8th Floor

ATTENDANCE EXPECTATIONS

All AMDA in-person courses require regular in-class engagement to successfully meet learning outcomes. Absences totaling 30% or more of a course's class sessions for a semester, as recorded and reported by the instructor, will result in a grade of Withdraw-Fail (WF) for that course. Students who reach "WF" due to the number of absences are no longer permitted to continue attending the class.

GRADING RELIEF

All absences, regardless of reason, initially result in zero (0) participation points for the missed class. However, in many circumstances, students have an opportunity to regain unearned participation points caused by absences; this is referred to as Grading Relief and Extended Grading Relief. Grading Relief has no connection, impact, or influence on the maximum number of allowable absences as specified above regarding in-class participation requirements. Grading Relief policies are housed within course syllabi, including the number of absences eligible for Grading Relief.

Other circumstances listed (included within the 30% absence limit) may be considered for an Extended amount of Grading Relief opportunities. Communication must occur within 7 days of the absence. This includes requests due to the following:

- Bereavement and Hospitalization Grade Relief Request Form
- Religious Accommodation
- Disability Accommodation
- Active United States Military Duty

To learn more about the attendance policy and grading relief, view the [AMDA Academic Catalog](#).



ACADEMIC FORMS

Within the Student Portal is a section with forms that are managed by the Office of the Registrar to help support students. We have included an abbreviated list of those forms below:

- Advanced Standing Form – Applicable to BFA & BA students beginning in their 3rd Semester and 5th Alumni semester.
- Authorization to Release Information (FERPA)-Use this form to authorize AMDA to release detailed information about your student record to a third party.
- Change of Personal Information- Form to be completed when any directory information changes have occurred (e.g. name, contact information).
- Change of Program Request – Students interested in changing programs or degree type. Must speak to financial prior to form submission.
- Lived Name and Pronoun Request Form -Applicable to students requesting a change of lived name and pronoun.
- Final Grade Inquiry – Students requesting further evaluation of an earned final grade. Must be submitted withing two weeks of final term date.
- Individual Voice Lesson Request-Applicable only to BFA Acting, Performing Arts, Dance Theatre and Studio Certificate programs.
- Leave of Absence Form – If a student needs to initiate a semester leave for an approved/eligible reason.
- Textbook Course List (LA only) - A comprehensive listing of the term's courses requiring textbooks, applicable to all enrolled students.
- Transcript Request-For ordering official transcripts.
- Verification of Enrollment – For ordering an enrollment verification.
- Withdraw Request Form – Required document to initiate an immediate or end of semester withdraw from AMDA.
- Experiential Learning Credit Form – Form to be submitted to determine if outside/professional work can transfer to program credits.

TIPS FROM STUDENT SUCCESS

Make it a habit to check your AMDA email 1-2 times per day as this is the main method staff and faculty will communicate with you throughout your college journey.

Always plan to set appointments to connect with professional staff. It will ensure you have that dedicated meeting time to talk with the staff member.

Allow staff/faculty 2-3 business days for a response to your inquiries and 3-5 during the busier weeks [e.g., registration, midterm, housing assignments, graduation, orientation weeks.

WRITING AN EFFECTIVE EMAIL

STEP 1: KNOWING WHO TO SEND TO

Make sure you are aware of the correct or individual to connect with. Include the appropriate email addresses in the "To" section.

To copy, or "CC," in an email means to copy other people. When CC'ing (copying) departments and staff, use best judgment to ensure it's necessary. Copying staff members indiscriminately can lead to delays in response if you include the incorrect staff member as they may have to redirect you once or multiple times to the appropriate office/department.

A good rule of thumb is to contact a department's general email address. From there, a staff member can either assist you directly or redirect you to the appropriate resource or department.

STEP 2: SUBJECT LINE: WRITING THE SUBJECT FOR EMAIL

Make the subject line a few detailed words describing the purpose of the email; blank subject lines fail to communicate your needs. Take a moment to review your email, make sure the subject accurately represents the content.

STEP 3: THE BODY OF THE EMAIL

When emailing someone, it's important to clearly communicate any questions or concerns so the recipient can help you out. Make sure your message is easy to understand and gets straight to the point.

The body of the email is where you can expand on the subject from the subject line. Clearly state your needs or questions here and avoid run-on sentences by focusing on the key elements of your need.

WHAT TO DO	WHAT TO AVOID
To: LAStudentAffairs@amda.edu Subject Line: Visitor Pass Request Process	To: StudentAffairs@amda, AGrande@amda.edu Cc: LAReception@amda.edu, LAStudentSuccess@amda.edu, LAFacilities@amda.edu
Hi - I am reaching out to learn more about the residence hall visitation process. Does Student Affairs handle these requests? Let me know if there's another department I should send it to. Thank you and have a great day.	Subject Line: (blank - no subject) hey didn't know who to send it to. thanks

ACADEMIC SUPPORT

DEPARTMENT CHAIRS AND DIRECTORS

Department Chairs and Directors support students in a variety of ways. Students connect with their Department Chairs and Directors for reason including but not limited to:

- Feedback on coursework and academic evaluations in regards to learning objectives of the course.
- Feedback on instructor teaching methods and execution of the coursework/learning objectives.
- Guidance on department/program policies.

Should you need to connect with your Division Chair please email LAStudentSuccess@amda.edu or LARegistrar@amda.edu. If you are aware of your Division Chair's direct email you may also contact them directly.

OFFICE OF THE REGISTRAR & ACADEMIC ADVISING

During your entire journey at AMDA, the Office of the Registrar & Academic Advising stands ready to be your reliable companion. With a team of dedicated professionals on both campuses, staff within the Office of the Registrar & Academic Advising are here to provide invaluable assistance in various areas. From seamless registration processes to program changes or transfers, enrollment verifications to transcript requests, and even certification inquiries, the Office of the Registrar & Academic Advising's team is committed to supporting our students every step of the way. The Office of the Registrar also supports student success by providing guidance on academic policies and procedures, collaborating with other departments to facilitate a smooth academic journey for students.

ACADEMIC CALENDAR

Important academic dates include semester beginning and start dates for the 2026-2027 year are located on the [AMDA Academic Calendar](#).



GENERAL ACADEMIC OBLIGATIONS

Please see below for important academic dates related to the semester. Dates and activities are subject to change; any changes are emailed to students in advanced notice.

Week 1	This is the final course add/drop opportunity for students to add or drop a course. All changes, including the Add/ Drop Form, must be sent to the Office of the Registrar & Academic Advising before 5 PM on Friday of Week 1. After Week 1, students can withdraw from courses yet will have "W/Withdrawl" noted on their academic transcript.
Week 2	If cast in a production, students will be contacted by the Production Staff. Students cast in a production are able to submit an Add/Drop Form to either add credits to their semester or replace a primary course with the production (if eligible). This is the only exception to adjust your schedule after Week 1 (see above).
Week 3	The dance courses' audit schedule is typically shared via the AMDA Weekly email. Students can audit dance courses as long as they're dressed appropriately and the instructor confirms.
Week 5	Any student who wishes to submit an Advanced Standing Forms and Change of Program Forms must submit the forms to the Office of the Registrar & Academic Advising by 5pm on Friday of Week 5. This is in order for any desired program change or semester advancement in a subsequent term.
Week 7	Midterms begin. Midterms cannot be made up and are not covered by the grading relief policy. If you miss your Midterm, you can only off-set the "0" by requesting alternative or extra credit assignments that are provided at the discretion of instructors. Please keep in mind, Instructors are not obligated or required to provide alternative or extra credit. If there is an unavoidable absence during your Midterm, contact your instructor ASAP to see if alternate or extra credit assignments are available.
Week 8	Midterm Grades are Posted. Any student with a grade of "F" will receive a notification from the Office of the Registrar & Academic Advising. Please take action to either A) speak with your instructor about how to raise your grade or B) consult with Student Success as needed. The Capstone Rehearsals begin for (4th AOS & 8th BFA Semester Students Only).

Week 11	This is the last opportunity for students to withdraw from a course and receive a "W/Withdrawal" for the course. Course Drop Forms received after Week 11 will be denied and the student will be given whatever final grade the instructor submits unless the attendance policy threshold is passed.
Week 12	Current/previously completed 5th Semester - 7th Semester students can begin to register for courses. The course registration period begins Monday 9:00 AM through Thursday 5:00 PM. This is the first opportunity to register
Week 13	Current/previously completed 1st Semester - 4th Semester students can begin to register for courses. The course registration period begins Monday 9:00 AM through Thursday 5:00 PM. This is the first opportunity to register
Week 14 & 15	Final Exams/Demonstrations occur these weeks. Finals and "Demos" cannot be made up if missed and are not covered by the Grading Relief Policy.
Week 15	Additional Course Add/Drop Period. This is the second opportunity to make any adjustments to your class schedule for the subsequent semester. The course registration period begins Monday 9:00 AM through Thursday 5:00 PM.



STUDENT SUPPORT

The AMDA has a student support team to help support student health and well-being of our students in addition to Student Success. This team, composed of several staff members from across the institution, can be contacted to alert AMDA staff of student needs.

Athletic Performance Studio (APS)	4th Floor Vine Building	APS supports students via virtual or in-person appointments for musculoskeletal injury consultation, injury prevention, performance enhancement services, and general guidance on health and nutrition.	LAHealth@amda.edu To set an appointment to talk to a staff member, please email.
Mental Health Counseling	4th Floor Vine Building	Counseling at AMDA is free and confidential to help meet the emotional and psychological needs of our students. Counselors can also provide referrals to community resources as needed. Appointments are required.	LACounseling@amda.edu To meet for a one-on-one appointment, or get help with locating off- campus resources, email. LACounseling@amda.edu
Disability Resource Center (DRC)	Remote	The Disability Resource Center (DRC) provides support services, advocacy, and accommodation assessment for students with disabilities. A person with a disability, as defined by the ADA, is someone with “a physical or mental impairment that substantially limits one or more major life activities.” The DRC is available to provide resources to any student who has an impairment that impacts their ability to access classes, residence halls, or any other AMDA program or service.	DRC@amda.edu To set an appointment to talk to a staff member, please email.
Vocal Health Resource Center	4th Floor Vine Building	The Vocal Health Resource Center provides virtual or in person appointments for voice and vocal rest assessments, vocal fatigue and injury prevention, gender affirming voice needs, current best practices for vocal health and physician referral guidance.	VocalHealth@amda.edu To set an appointment to talk to a staff member, please email.

WHAT TO DO IF YOU ARE SICK

Should you find yourself unable to attend class due to illness, we ask that you communicate directly with your instructors (and scene partners, as needed) to inform them that you will not be attending class. When your symptoms subside and you are able to return to classes, please be conscientious about making up missed work and attend review classes. This will ensure your grades and overall experience are not severely impacted.

- Student health and wellness are the priority.
- Please take good care of yourself and seek support as needed.
- Communication is essential. Inform your instructors, scene partners, stage managers, and any support staff if you are sick, unable to attend class, or if you require assistance.
- If you are unsure of who to contact, please email LAStudentSuccess@amda.edu or LARegistrar@amda.edu.
- When your condition improves, be sure to contact your instructor to inquire about any missed work and possibilities to earn extra credit. This will help ensure your grade and experience are not severely impacted.

Please remember that Student Success staff members are here to support you in maintaining your health and your academic success. Don't hesitate to reach out to the appropriate resources if you need help or have any questions or concerns. If you need to schedule a consultation for guidance, please email LAStudentSuccess@amda.edu.



EMERGENCY SUPPORT

If there is a serious or life-threatening medical emergency that warrants immediate attention, students should call 911 immediately and then notify AMDA Reception or Security.

RECEPTION LOCATIONS:

- 1st Floor of Vine Academic Building
- 2nd Floor of Yucca Tower Building

RECEPTION PHONE NUMBER(S):

- Tower Building (323) 603-5901
- Vine Building (323) 603-5988

SECURITY LOCATIONS:

- 1st Floor (Vine Academic Building)
- 2nd Floor (Yucca Tower Building)
- 1st Floor (Cosmo Building)
- Tower Parking Lot/Campus Entrance
- Residential Hall Entrances

SECURITY PHONE NUMBER:

AMDA's Security phone line is available 24/7 to students and families.

- (323) 603-5937

MORE INFORMATION

AMDA CATALOG

The Catalog is the primary source of information on academic life at AMDA: academic policies, program information, course descriptions, financial aid, and student accounts.

STUDENT HANDBOOK

The essential guide for student life at AMDA, the Handbook contains information on living in the city, transportation, AMDA departments and resources, and the Code of Conduct.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student education records. Once a student enrolls in college, many academic and educational records belong to the student, regardless of who is providing financial or personal support. Students are encouraged to talk with their parents/families about what information the student is comfortable sharing with them and to understand how privacy laws guide communication at the university. Should students have questions about the process to approve family members to see educational records please email LARegistrar@amda.edu.

CAMPUS CONTACT INFORMATION

Please see the list below for contact information for several key offices at AMDA. A more inclusive list of campus offices/departments can be found on the [Contact Information](#) site for AMDA. [Information for how to view and accept](#)

ACADEMICS	
Who to contact?	When to contact?
Office of the Registrar & Academic Advising <i>LARegistrar@amda.edu</i>	The Office of the Registrar & Academic Advising can assist students with their academic record, enrollment verifications, transcript requests, and questions regarding your courses/academic schedule.
International Students <i>InternationalLA@amda.edu</i>	If students have any questions related to thier F1 student immigration status, I 20, F1 visa, F1 student visa rules and regulations, traveling, etc.

FINANCIAL AID & STUDENT ACCOUNTS	
Who to contact?	When to contact?
Student Accounts <i>LAStudentAccounts@amda.edu</i>	If students have any questions regarding stipends or reimbursements, charges on account, etc.
Financial Aid <i>LAFinAid@amda.edu</i>	If students have questions regarding Financial Aid; award letter/scholarships, federal aid, parent or student loans, etc.

STUDENT LIFE	
Who to contact?	When to contact?
Housing <i>LAHousing@amda.edu</i>	If students have any questions regarding move-in or move-out, room assignments, approved appliances, etc.
Student Affairs <i>LAStudentAffairs@amda.edu</i>	If students have any questions regarding events, campus involvement and/or the student conduct process.
Student IDs <i>LAID@amda.edu</i>	If students have questions regarding student IDs, submitting ID photo, questions about ID photo requirements.
Student Success <i>LAStudentSuccess@amda.edu</i>	If students need assistance with general AMDA questions or department referral, student support or the Peer Mentoring Program.
Mental Health <i>LACounseling@amda.edu</i>	If students would like to speak to someone regarding your mental health and well-being. All sessions with our mental health counselors are free and confidential.
Disability Resource Center <i>DRC@amda.edu</i>	If students require disability accommodations or need support or resources relating to accessibility.
Title IX <i>LATitleIX@amda.edu</i>	If students or someone you know believes they have experienced sexual harassment or violence, or genderbased harassment or violence.

OTHER OFFICES/DEPARTMENTS	
Who to contact?	When to contact?
Information Technology Helpdesk <i>Helpdesk@amda.edu</i>	For questions regarding portal and email logins, Wi-Fi, or other technology-related inquiries.
General Information <i>Info@amda.edu</i>	For all other questions.
Continuing Education <i>continuingeducation@amda.edu</i>	For current students and alumni who are interested in pursuing their continued educational endeavors in AMDA's Advanced Certificate, BFA In-Person, or the BFA Online programs.



CLASS RESERVATIONS

Students can reserve a space within academic buildings to rehearse/practice. Students can view open spaces and request a space by logging into their AMDA student portal.

Once logged in, Students should follow these links:

1. Click "My Schedule;"
2. Click "LA Enterprise Portal."
3. Select "Click Here" on the next screen.

Please make sure you have allowed the site to display pop-ups or the correct sites may not load.

Once redirected students should follow this process:

1. Click "Self Service."
2. Click "Find a Room."
 - a. Use the drop down to indicate what building you would like to reserve a space within.
 - b. Insert duration time.
 - i. (Students may reserve a space for blocks of one hour).
3. Click "Verify Calendar" as it will show you up to 5 days in advance as to what is available
4. Once you pick a space, date and time, proceed and fill out the necessary information requested when prompted.
5. Click "Confirm."



PEER-TO-PEER SUPPORT

There are a variety of student leaders and full-time, professional staff members within Student Life who are dedicated to helping you be successful in the classroom and within the AMDA community.

RESIDENT ADVISORS

Resident Advisors provide support for Housing & Residential Life/Student Affairs. Through this role, Resident Advisors support the social, academic, and personal development of students who live on campus.

HOW TO CONTACT:

Email LAHousing@amda.edu.

Email your Resident Advisor directly if you know their email

Resident Advisors serve on-call rotation to support residential students. Resident Advisors are on-call from 6:00 PM - 9:00 AM Sunday - Thursday and 6:00 PM on Friday until 9:00 AM on Monday. In the event that additional staff members are needed, RA are able to contact on-call Student Affairs staff. Non-emergency concerns can be directed to LAHousing@amda.edu or LAStudentAffairs@amda.edu and staff will respond as soon as they are able.

- Sycamore RA Duty Phone 323-829-7655
- Franklin RA Duty Phone 323-240-0927

PEER MENTORS

Peer Mentors primarily assist first-year and second-year students with skill-building support by providing peer mentorship in areas related to academic and social wellness in addition to life-skills development.

HOW TO CONTACT:

Email LAStudentSuccess@amda.edu.

Email your Peer Mentor directly if you know their email.

STUDENT ORGANIZATION & CLUB LEADERS

AMDA has several student organizations and student clubs managed by student leaders. If you would like to learn more about how to get involved in student life or connect with a student leader from a student organization or club, please let us know.

EXAMPLES OF STUDENT ORGANIZATIONS & CLUBS:

International Student Community Alliance, Sexuality and Gender Alliance, APIDA (Asian, Pacific Islander, & Desi American) Student Association, Black Student Union, AMDA Dungeons & Dragons Club

HOW TO CONTACT:

Email LAStudentAffairs@amda.edu.

STUDENT AFFAIRS & STUDENT SUCCESS PROFESSIONAL STAFF

Full-time staff members within Student Affairs & Student Success oversee day-to-day operations and provide student support. These professionals are skilled in student development, conflict resolution, advising, resource referral, and administrative management. Our goal is to support the overall wellbeing of students.

ARIANNA HERNANDEZ (She/Her/Hers)

Student Success Specialist

POSITION DESCRIPTION: I am here to be your “guidance counselor.” My role is to provide students with a connection to resources so they don’t fall short of success. Student Success serves as a connection between students and other AMDA offices. As a Student Success Specialist, I am here to help teach you tools to help you be successful in the classroom and help teach you tools to help you be a self-sufficient adult.

In addition, Arianna supervises the AMDA LA Peer Mentor team

OFFICE EMAIL: LAStudentSuccess@amda.edu

OFFICE HOURS: Monday - Friday 9 AM - 5:45 PM

PERSONAL EMAIL: AHernandez@amda.edu

JEANNE TAYAG (She/Her/Hers)

Housing & Residential Life Manager

POSITION DESCRIPTION: My role is to help students throughout their time in housing. From housing assignments to roommate concerns I am here to help you out with this, along with the Resident Advisor Team. If you ever lose a key or are having housing issues feel free to come up to the Student Affairs offices.

OFFICE EMAIL: LAHousing@amda.edu

OFFICE HOURS: Monday - Friday 9 AM - 5:45 PM

PERSONAL EMAIL: JTayag@amda.edu

RASHAD SMALL (He/Him/His)

Director of Student Affairs & Student Success Advising

POSITION DESCRIPTION: My role at AMDA is to support student success through general advisement, teaching resources/services, and facilitating the student conduct process. I also assist others within the Student Affairs and Student Success teams with things related to student housing, events, and outreach within the campus community.

I once heard a student say that “you hear Rashad before you see him,” as I turned a corner laughing in the campus piazza. You will often see me asking students how classes are going, catching up with others on the latest social media trend, and doing my best to engage with the student community. I’m here to support, be it with a laugh or by setting a meeting to talk about your experience at AMDA.

OFFICE HOURS: Monday - Friday 8 AM - 5 PM and by appointment.

PERSONAL EMAIL: RSmall@amda.edu

ROBERT MANGANARO (He/Him/His)

Vice President for Student Affairs, Vice President for Student Success/Dean of Students (NY / LA)

POSITION DESCRIPTION: As Dean of Students, my mission is to champion your success—on stage, in the classroom, and in life. Your journey at AMDA will be uniquely your own, filled with growth, challenges, and transformative moments.

My role is to make sure you have the resources, support, and sense of belonging to navigate it all with confidence, creativity, and resilience.

Whether you’re seeking academic guidance, navigating personal or interpersonal challenges, or simply need someone in your corner, our team is here for you every step of the way. We’re committed to creating a community where you feel seen, heard, and inspired to become the artist and human you’re meant to be.

I’m honored to be part of your AMDA experience, and I can’t wait to watch your story unfold.

OFFICE HOURS: Monday - Friday 9 AM - 5 PM Eastern

PERSONAL EMAIL: RManganaro@amda.edu

THE RESIDENCE HALLS

Housing & Residential Life staff and student leaders, called Resident Advisors, strive to create a positive living and learning environment by developing a safe and inclusive community, providing resources and support for all residents, and empowering students through programming and events. We believe that living on campus can have a significantly positive impact on your collegiate experience.

AMDA coordinates housing assignments through an online platform called StarRez. With StarRez, all steps to secure housing at AMDA are completely online. Please keep an eye out for emails from the Housing & Residential Life detailing when these applications are available.

For any questions regarding housing tuition, payment methods, and housing costs, please contact Student Accounts.

Any student who requires a specific housing accommodation due to a documented disability or medical condition can reach out to our Disability Resource Center by emailing DRC@amda.edu. Feel free to review our Disability Resource Center site for more information on this.

CONTACT INFORMATION

Email: LAHousing@amda.edu

Office Location: Yucca Tower Building - 8th Floor

AMDA is an alcohol and drug-free campus.

APPLIANCES

Approved items within residence halls are as follows:

- Mini-fridges are permitted yet must not be greater than 6 cubic ft.
- 3 quart slow cookers, 3 quart instant pot, and 3 quart air-fryers are allowed in the Vine Street Residence Hall, Bungalow Residence Hall, and Yucca Street Apartments.
- These items are not permitted in the Franklin Residence Hall or Sycamore Apartments.
- Small coffee pot.
- Keurig.

These items are prohibited within residence halls:

- Heating/cooking appliances with an open flame are prohibited in all residence halls including hot plates, open burners, and toaster ovens.
- Electrical heating appliances, such as space heaters, as well as portable air conditioning units are prohibited unless provided by AMDA.
- Halogen lamps are not permitted for fire safety purposes.

YOUR LIVING SPACE

DECORATING YOUR LIVING SPACE

While you have the freedom to arrange your room and apartment furniture to your liking, there are expectations on how to maintain the space you are in. You (and any roommates) are responsible for the condition of your entire living space and could incur charges for maintaining to care for the space you are living in. When decorating please keep in mind the following:

WALLS

Many methods you use to attach an item to a wall can cause damage. The cost of any major repairs, outside of normal wear and tear, will be billed to the students or students responsible for the damage. We recommend using blue painter's tape for hanging.

DOORS

Mounting posters, signs, or other items can invite vandalism and may be a fire hazard. Students may not decorate more than a quarter or one-fourth of the door. Resident Advisors create door tags for safety and security purposes; these door tags must stay posted on the door at all times.

Refer to the Housing Licence for more details about approved appliances, decoration expectations, and more.

ROOM CONDITION FORM

When you move in, you will receive an email containing the Room Condition Form (RCF) to document the current condition of your room or room/common area (depending on your living space) and any issues that you may find. Completed and signed RCFs must be completed within the first 14 days of residing in the community. When moving out your living space will be inspected and you will be billed for any missing items or damages beyond normal wear-and-tear. Failure to return your room condition form during the check-in or checkout process may result in a charge of \$500.

STAFF ENTERING YOUR LIVING SPACE

AMDA reserves the right to regulate the use of housing in accordance with its policies. Each housing unit (room) may be inspected anytime and without prior notice to or consent from the student. Staff members are respectful of the space you create within your unit and will limit entering your space to the occasions below:

- Maintenance-related concerns.
- Emergencies where there is a concern for your well-being and/or that of others.
- Health and safety inspections.
- For management of applicable rules and regulations.
- Inspection and cleaning during move-in and move-out periods.
- Any lawful purposes.

HEALTH & SAFETY INSPECTIONS

Students are expected to keep their rooms clean and those who live in rooms with baths are expected to clean their own bathroom facilities. All AMDA student rooms are subject to weekly and/or monthly room inspections. Housing and Residential Life staff may issue a timely cleaning notice with an imposed deadline for any room that is deemed to not meet cleanliness standards during a room inspection, as per the discretion of Housing and Residential Life staff.



YOUR ROOMMATES

Communication is key when forming and maintaining relationships with your roommate(s). Understand that students come from different experiences, cultures and identities which makes it important to stay respectful and flexible with each other. Your room/apartment will serve as an important space to each of you, so it is vital you all feel welcome and respected in your own home environment.

RESIDENT LIVING AGREEMENTS

While living within the residential community you and your roommate(s) will be required to complete a Resident Living Agreement (RLA). The RLA process will be facilitated by the Resident Advisors during the first 3 weeks of the semester. Students that fail to complete this process will be contacted by Student Affairs staff as a part of the Student Conduct Process.

ROOMMATE COMPLAINTS

Reports of concerning or inappropriate behavior can be made to your Resident Advisor, a Resident Advisor, by emailing LAHousing@amda.edu. The staff member will assist or direct you to the appropriate resources to support you with your concern.

If you feel that you are not able to remain in your current room or apartment, email LAHousing@amda.edu about options that may be available. Ideally, residents are able to speak to each other and resolve differences. However, if you feel that the differences are too extreme or that your safety or security are a concern, other living arrangements can be considered in consultation with a staff member from Student Affairs.

ROOM CHANGES DUE TO ROOMMATE CONCERNS

Should you and your roommate(s) encounter difficulties, we encourage you to contact your Resident Advisor first. We strongly encourage residents to go through the mediation process with the Resident Advisor to begin creating an environment that fosters open dialogue in an effort to resolve room/apartment concerns. We believe sharing space and learning to respectfully co-exist despite our differences, are the hallmarks of a person's development..

Residents may be required to participate in mediation with their Resident Assistant and/or Student Affairs staff before a move will be considered for approval. During mediation, all residents involved in the situation will be asked to discuss their concerns and attempt to find a mutually agreeable resolution with assistance from the staff member present.

The role of Student Affairs staff is not to determine which student is at "fault." Rather, a staff member's role is to support positive communication which is aimed at resolving conflict and help develop a positive plan.

OPEN ROOM CHANGE PERIOD

During Week 3 of the term, a Room Change Form will be made available to students via email. Should a student wish to change rooms during that period, they must complete the Room Change Form.

Room changes are subject to availability and are not guaranteed.

LIVING IN A ROOM WITHOUT ROOMMATE(S)

If a vacancy occurs in your room or your apartment, the remaining occupant(s) will be expected to share the room with a new roommate. This means you should be prepared for a roommate at all times by using only your portion of the room. If you will be receiving a new roommate, the Student Affairs staff will make every attempt to notify you of this new arrival. Residents who fail to have their room prepared for a new roommate at the time of his/ her arrival may be assessed an administrative fee and be required to participate in the Student Conduct

YOUR KEYS

During move-in, students will be issued a key that will grant access to their assigned unit. Your keys are important and should be kept in a secure, safe location at all times. Students are responsible for returning their keys whenever they vacate a room. Any student who fails to return keys checked out in their name will be charged the lock replacement fee of \$100.

LOCKOUTS

AMDA will provide complimentary assistance with one lockout. After the second lockout, a \$20 fee will be charged to the student's account and will increase in \$10 increments for every additional lockout.

If you lock yourself out of your unit contact AMDA Security or a Resident Advisor On-Call for support.

If you have lost your key, visit the Student Affairs offices located in the Yucca Tower Building to request a new key. This is mandatory action that will ensure the safety of you, any roommates, and the residential community.

For your safety, please lock your door at all times.

To submit a request for a replacement key, please use this [form](#). Students must be logged into their AMDA student email to access the form.

YOUR AMDA ID CARD

In order to maintain the security of our residential community students will be required to have their Student Identification Card to AMDA Security when entering; students may also be required to display their ID Card to verify a student when entering a building. If requested, staff must clearly be able to see your name and face on your ID card. If a student refuses to show their AMDA Student ID the situation will be documented and the student will undergo the Student Conduct Process.

If you have issues with your student ID, please let the Student Affairs team know by visiting staff in the Student Affairs offices during business hours or by emailing LAStudentAffairs@amda.edu.

- Student Housing (See ID Policy for Details)
- AMDA Library Services
- Franklin Residence Hall Gym
- AMDA Cafe & Market Dining
- Discounts at Local/Neighborhood Retailers (Email Student Success for List)

In the case, a Student ID and/or Temporary Student ID is lost alert LAStudentAffairs@amda.edu immediately. Lost Student IDs are considered a campus safety issue and need to be reported as soon as possible.

Students are obligated to have their current AMDA ID card with them at all times for access to campus housing and facilities, and to present ID cards for identification upon request by any AMDA official.

To submit a request for a replacement Student ID Card, please use this [form](#). Students must be logged into their AMDA student email to access the form



APPROVED AMDA ID PHOTO

KEEPING YOUR SPACE CLEAN

When living with roommates, it is necessary for everyone to do their part to ensure a clean living space. We strongly recommend that you decide on general cleanliness standards with everyone in your living space as well as how the larger cleaning tasks will be divided. Remember, at the end of each semester, you and your roommates are responsible for a thorough cleaning of your living space. Please Note: Residents are expected to bring their own cleaning supplies including vacuum cleaners.

TIPS FOR KEEPING YOUR LIVING SPACE CLEAN

- Do not use chlorine bleach or abrasive powdered cleansers when cleaning surfaces of any kind. Use a mild cleaner/detergent and soft scrubbing sponge.
- Sweep, mop or vacuum floors and clean all surfaces on a regular basis.
- Do not let an excessive amount of trash build up. Sort and dispose of your trash and recyclables on an ongoing basis.
- Clean any appliances such as the oven/stove, microwave, and refrigerator on a regular basis.

PEST CONTROL

Keeping your room or apartment clean and storing food properly will keep pests away. Please take the following precautions to help us keep your kitchens, bathrooms, shared spaces, and floor free of pests:

- Dump trash in your building's designated trash area.
- Do not leave damp items out (ex. wet towels/wash clothes, etc.)
- Do not leave food out overnight.

Residents are responsible for ensuring that all trash is disposed of properly and not left outside of the proper dumpster. Residents found improperly disposing of trash may be subject to a fine imposed by the Housing and Residential Life.

LAUNDRY

Each residential community has access to on-site laundry machines. Students must utilize a phone application or bring coins to operate the machines. Instructions and contact information for service requests and refunds are located around each laundry area.

BICYCLE PARKING

Bicycle parking is located near the front entrance of each building. Be sure to properly lock all parts of your bicycle to the bike rack.

Students may not keep or charge e-bikes/scooter, e-bike scooter batteries, gasoline or gas powered vehicles in buildings and/or common areas of any AMDA building.

AMDA IT HELP

AMDA IT Helpdesk provides technical support for students and faculty, including WiFi connectivity, password issues, email access, Canvas, and Zoom. For technical assistance, email helpdesk@amda.edu.

MAIL & PACKAGES

Resident packages are delivered to the centralized mail room located at the Yucca Tower Building. Once the package is processed and ready for pick up, the resident recipient is notified via their AMDA email address. Please direct any questions about mail to AMDA Reception.

To ensure proper delivery, please be sure that your packages are addressed as follows:

Full Name

6305 Yucca Street, Los Angeles, CA 90028

OTHER IMPORTANT INFORMATION

- No more than stated person limits are allowed on any elevator at any time. Violations of this policy are serious offenses and will result in a minimum \$150 fine and significant disciplinary and/or criminal action.

GUEST VISITATION

Guests are permitted in AMDA's residence halls. Before any guest visits AMDA students must complete a visitor request form and have documentation reviewed by the Student Affairs team. If receiving approval, the student will be notified and the guests will be permitted. Approved visitors are permitted on campus daily between the hours of 9:00 AM - 10:00 PM.

The student hosting the guest is responsible and accountable, including financially, for the conduct of their guest. Any infraction of the policies and the cost of repairing and damage by the guest is assumed by the host student. For security reasons, students should not provide entry to individuals who are not their own guests.

Please see below for information on how to submit documentation for families, parents, and other guests to visit AMDA. The form must be submitted Student Affairs for administrative review at least 3-5 business days before proposed guest visitation day. Visitors are subject to verification by the College.

AMDA reserves the right to deny entry to any visitor that might not meet the qualifications defined in the AMDA Student Code of Conduct.

Guests may not visit classes or demonstrations and are not permitted to stay overnight in housing. Additionally, guests may not loiter in any area of the lobby or in the immediate vicinity of any housing facilities.

To submit a request for a campus visitor please use this [form](#). Students must be logged into their AMDA student email to access the form.



SERVICE REQUESTS

Maintenance related concerns are managed by AMDA Facilities. Facilities is a separate department, other than Student Affairs and Housing & Residential Life, that manages buildings within AMDA. For any maintenance related concerns please email the Facilities account associated with your residential community (see emails below). When writing your email, staff asks that you be as descriptive as possible to help the Facilities team understand your needs/wants. Service requests will be managed by AMDA Facilities as quickly as possible.

Apartments-Request@amda.edu (Yucca Street Apartments)

Bungalows-Request@amda.edu

Franklin-Request@amda.edu

Sycamore-Request@amda.edu

Vine-Request@amda.edu

For any emergency related concerns such as electrical issues, concerns with safety equipment, etc. please contact the AMDA Security team by visiting the nearest building entrance or contact the Resident Advisor On-Call if the concern happens during the evening or weekends.

SERVICE REQUEST EXAMPLE EMAIL

Hello,

My name is Olivia Rodrigo and I live in Franklin 607. In my space there may be a leak in the refrigerator that we would love to have someone check out; there is a puddle of water on the floor near the refrigerator that we think comes from the bottom of the refrigerator. In addition, if you all could check the bathroom sink for us that would be helpful. For the past few weeks, it has not drained properly.

Olivia Rodrigo

COMMON REQUEST CONCERNS

Bathrooms (Toilets): Only toilet paper should be flushed down toilets. Sanitary wipes, hygiene products, and paper should not be disposed of in the toilet. Failure to adhere to this expectation can create severe issues with plumbing within your unit and the entire building.

Bathroom (Moisture): After using the bathroom to shower, please open your window to create proper air flow into and out of the space. In addition, you should clean your bathroom often as Los Angeles can be humid; the lack of proper cleaning and ventilation will result in moisture-related issues.

Laundry Room: Do not overfill the machines as it can damage the machines. Repairs can take several days or more depending on the issue. To help keep the machines working properly, remember to use the machines as they are intended and do not overfill the equipment.

CAMPUS SHUTTLES

The Campus Shuttle program, managed by AMDA Security, provides students with transportation between AMDA's academic, administrative, and residence hall buildings. The hours of the Campus Shuttle program are listed below.

- Monday - Friday: 7:30 AM - 12:00 AM
- Saturday & Sunday: 8:00 AM - 4:00 PM & 5:00 PM - 12:00 AM

To use the Campus Shuttle program visit the entrance of any open AMDA building to speak with a member of the Security team.

Students should contact AMDA Security in advance notice; the AMDA shuttles will not accept student riders if called after 12:00 AM.

CAMPUS SHUTTLE ETIQUETTE

BOARDING AND SEATING

Form a line: Wait patiently; do not push or crowd the shuttle doors.

Move to the rear: Fill in all available space, including the back, to allow more people to board.

Maximize seating: Keep personal items on your lap or under the seat, not on the seat next to you.

Prepare your ID: Have your student ID in case an AMDA Security member asks for it.

DURING THE RIDE

Use headphones: Keep music, videos, and games audible only to you.

Quiet conversations: Talk softly; do not use speakerphone for calls.

Stay seated: Remain seated while the shuttle is in motion.

Minimize eating/drinking: Avoid bringing food or messy items on board when able.

If you would like to share feedback about your experience using the AMDA Shuttle Program please email LAStudentAffairs@amda.edu.

CAMPUS ESCORT PROGRAM

During times of emergencies or major concerns, students can contact AMDA Security to request for an escort to be transported between academic, administrative, and residential buildings. For example, if a student has an injury that has affected their mobility and ability to use the Campus Shuttle, the Campus Escort program may be helpful. To request support from a Campus Escort visit the entrance of any open AMDA building to speak with a member of the Security team. Please contact AMDA Security to request a Campus Escort in as much notice as possible to help staff plan for the escort request. If a campus escort is requested after 12 AM any day, Student Affairs may be contacted to verify and confirm the Campus Escort services for the student.

UNDERSTANDING STUDENT EXPECTATIONS

AMDA students are expected to conduct themselves as responsible and mature members of both the AMDA community and the general community. It is expected that all students express themselves appropriately and professionally inside and out of the classroom. Behaviors that pose a perceived or potential threat to the health or safety of the AMDA community (or to any individual within the AMDA community) and behaviors that disrupt educational activities or artistic pursuits are subject to review and sanctions, including dismissal from school. AMDA reserves the right to modify or change the Code of Conduct at any time.

A man wearing a light-colored fedora, a patterned bow tie, and a dark suit jacket is captured in a dynamic dance pose. He is pointing his right index finger towards the viewer. The background is a soft, out-of-focus blue and purple gradient.

CONNECT WITH AMDA

VISIT: 6305 Yucca Street, Los Angeles, CA
90028

CALL: 800.367.7908

LEARN MORE: amda.edu

LIKE US: facebook.com/amdanyla

FOLLOW US ON INSTAGRAM: @AMDAofficial