

# ACX Student Guide '24

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# ARTCENTER COLLEGE OF DESIGN—ARTCENTER EXTENSION

## Welcome to ACX!

This student guide has been prepared to familiarize you with the policies and regulations affecting your study here at the College.

Within this guidebook, you will find important information concerning your schedule, parking regulations (please read!), and the use of facilities and services available to you. Please take a few minutes to read through the guide and keep it for reference throughout the term.

We hope the course(s) you are enrolled in exceed your expectations and that you will find the instruction both challenging and exciting.

Please feel free to contact us with your questions or comments:

626.396.2319  
[acx@artcenter.edu](mailto:acx@artcenter.edu)

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# CALENDAR 2024

ACX	SPRING 2024	SUMMER 2024	FALL 2024
Registration Period	Nov. 27 – Jan. 12	April 1 – May 12	July 29 – Sept. 6
Scholarship Deadline	November 30	April 4	August 1
Holiday	Dec. 23 – Jan. 2 Winter Break <b>(Campus Closed)</b>		September 2 Labor Day <b>(Campus Closed)</b>
<b>Classes Begin</b>	<b>January 15</b>	<b>May 13</b>	<b>September 9</b>
Late Registration Begins	January 16	May 13	September 9
Last Day to Add a Class	January 19	May 17	September 13
Holiday	January 15 MLK Day <b>(Campus Closed)</b>	May 27 Memorial Day <b>(Campus Closed)</b>  June 19 Juneteenth <b>(Campus Closed)</b>	
Last Day to Drop a Class (See REFUND POLICY on page 6)	March 1	June 28	October 25
Holiday		July 4 Independence Day <b>(Campus Closed)</b>	November 11 Veterans Day <b>(Campus Closed)</b>
Holiday			Nov. 28 – Dec. 1 Thanksgiving <b>(Campus Closed)</b>
Experience ACX, 7–9pm			
ACX Annual Open House, 7–9pm			
<b>Classes End</b>	<b>April 20</b>	<b>August 17</b>	<b>December 16</b>

## **ENROLLMENT POLICIES AND PROCEDURES**

### **STUDENT IDENTIFICATION CARDS**

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ACX student identification cards are available to enrolled students by request. If you would like an ID card, please call, email or stop by the ArtCenter Extension office during our in-person office hours.

All students are encouraged to have their student ID card with them whenever they are on campus. On your ID card you will find your seven-digit student ID number. Keep this number handy—you will need this ID number to use the ArtCenter Library.

### **STUDENT ACCOUNT ONLINE (ARTCENTER.EDU/ACX)**

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You can now manage your student account online, 7 days a week. You may check your course schedule, add or drop courses, check your grades or view an unofficial transcript by logging in to [artcenter.edu/acx](http://artcenter.edu/acx). You will need your ArtCenter username and password to log in to your account. If you have forgotten your username and password, please contact the Technology Help Desk at 626.396.2390 (and select option 4) or [helpdesk@artcenter.edu](mailto:helpdesk@artcenter.edu) and provide them with your full name and student ID number. If you have forgotten your student ID number, please contact the ArtCenter Extension office at 626.396.2319 (and select option 7). To obtain your username and password after hours, please contact the Hillside Computer Lab office at 626.396.2240.

### **PROGRAM CHANGES**

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#### **Adding a Course**

For 14-week courses, the last day to add a course to your schedule is the first Friday of the term. Exceptions may only be granted by the Director of ACX. Shorter workshops and courses that begin after the first week of the term are available for registration up until the class begins.

#### **Dropping a Course**

If it is necessary to drop any or all of your courses, you must notify the ArtCenter Extension office in writing or by dropping the course(s) online. Program changes may be submitted by email, in person or online at [artcenter.edu/acx](http://artcenter.edu/acx).

##### Online

Log in to your account using your ArtCenter username and password, then go to "My Account" and "Add/Drop Classes."

##### By Email

To drop a course, email a signed Change of Program form to [acx@artcenter.edu](mailto:acx@artcenter.edu). It is your responsibility to follow up with the ArtCenter Extension office to ensure that we received your email and that it is legible. Your emailed Change of Program form must include the following information:

- Student's full name
- Student ID# and/or address
- Name of the course(s) being dropped
- A brief reason why the course is being dropped
- Submission date of the request
- Student's signature

In Person

To drop a course, stop by the ArtCenter Extension office during office hours and complete and sign a Change of Program form. The ArtCenter Extension office is located at 1111 South Arroyo Parkway (2<sup>nd</sup> floor) Pasadena, CA 91105. Our in-person office hours are Wednesday and Thursday, 12pm – 6 pm. (except when closed on major holidays).

Please see the REFUND POLICY section (page 6) for important dates and refund percentages.

The effective date of the drop is the day the emailed, in-person or online add/drop request is received by the ArtCenter Extension office, not the last day of your attendance in the course. Failure to drop a course officially will result in a failing grade for that course.

If you decide to drop a course (or are dismissed from a course), your tuition will be refunded according to the refund schedule (page 6). If you have not paid all tuition and fees, you may owe a balance to ArtCenter regardless of when you drop.

## REFUND POLICY

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Tuition refunds are based on the date your online or signed program change request is received by the ArtCenter Extension office. Program changes may be submitted by email or in person. You will need your username and password in order to use the online drop process. **If you drop a course before the first day of the term, you will receive a full refund.** The refund schedule is as follows:

<b>10–14 Week Courses</b>				
<b>REFUND SCHEDULE</b>	<b>SPRING 2024</b>	<b>SUMMER 2024</b>	<b>FALL 2024</b>	
100%	By January 12	By May 10	By September 6	
80%	January 15 – 26	May 13 – 24	September 9 – 20	
60%	January 29 – Feb. 2	May 27 – May 31	September 23 – 27	
40%	February 3 – 7	June 3 – 7	September 30 – Oct. 4	
20%	February 12 – 16	June 10 – 14	October 7 – 11	
0%	February 19 – March 1	June 17 – 28	October 14 – 25	
<b>LAST DAY TO DROP</b>	<b>March 1</b>	<b>June 28</b>	<b>October 25</b>	

For shorter courses, **if you drop a course before the first day of the class, you will receive a full refund.** The refund schedule for shorter courses is as follows:

<b>4–7 Week Courses</b>	
<b>REFUND SCHEDULE</b>	<b>SPRING, SUMMER &amp; FALL 2022</b>
100%	At least 1 day before class begins
80%	1–7 days after class starts
20%	8–14 days after class starts
0%	15–21 days after class starts
<b>LAST DAY TO DROP</b>	<b>21 days after class starts</b> (Count starts on 1 <sup>st</sup> day of class)

<b>1–7 Day Courses</b>	
<b>REFUND SCHEDULE</b>	<b>SPRING, SUMMER &amp; FALL 2022</b>
100%	At least 1 day before class begins
0%	After class begins
<b>LAST DAY TO DROP</b>	<b>1<sup>st</sup> day of class</b>

Please note that we cannot process emailed or in-person add/drop requests on Saturdays, Sundays or campus holidays when the ArtCenter Extension office is closed.

Refunds will be processed within six weeks after the start of the term or of the announcement of the cancelled course. In the case of a cancelled course, refunds will be for 100% of the tuition paid.

If you have any questions regarding ACX's refund policy, please contact the ArtCenter Extension office at 626.396.2319.

## COURSE CHANGES AND CANCELLATIONS

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ArtCenter reserves the right to cancel any course, limit course size, change times, dates or locations or substitute instructors for those listed in the course schedule as necessary. Course cancellations will not be announced until the end of the registration period. You

will receive a full refund if the College must cancel a course for which you have registered.

## **ADVISEMENT**

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The ACX counselor is available by appointment in the ArtCenter Extension office at South Campus (1111 South Arroyo Parkway 2<sup>nd</sup> floor) to assist you in selecting ACX courses appropriate for your skills and goals. Advisement hours are by appointment, Monday through Thursday from 5pm to 8pm. Please contact the ArtCenter Extension office at 626.396.2319 to make an appointment.

Advisement by phone or email is also available. You may email questions along with three to five JPG or PDF files of your artwork to [acx@artcenter.edu](mailto:acx@artcenter.edu), or call 626.396.2319 and leave a message with your telephone number and the best time to reach you, and the counselor will return your call.

### **Digital Media Courses**

If you have questions about your eligibility for ACX digital media courses or are trying to waive prerequisites for these courses, please email questions along with three to five Photoshop files of your artwork to [acx@artcenter.edu](mailto:acx@artcenter.edu). Photoshop files should include all layers or channels.

### **ArtCenter Degree Programs**

The Admissions counselors is available during business hours at Hillside Campus to provide you with portfolio requirements and specific information regarding the bachelor's and master's degree programs. To schedule counseling appointments for these programs, call the Admissions office at 626.396.2373.

## **ATTENDANCE**

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To complete a course successfully, students are expected to attend all class sessions. The instructor takes attendance at the beginning of each class, and at the discretion of the instructor, three or more absences may result in a grade of F for the course.

In severe medical or emergency situations, discuss your situation with the instructor, and if necessary, contact the Director of ACX by sending a detailed e-mail to [acx@artcenter.edu](mailto:acx@artcenter.edu).

If you know in advance that you will be unable to attend a class, please discuss your situation with the instructor, and when possible, make arrangements with the instructor or a fellow student to get notes, assignments, etc. When this is not possible, please discuss your absence with the instructor at the next class meeting. **The ArtCenter Extension office is unable to relay messages to instructors for students who are late or will miss a class.**

It is strongly recommended that you exchange phone numbers or email addresses with a few students in your class so that you can contact them for information about any assignments you might miss.

Failure to attend classes does not constitute a drop. If it is necessary to drop any or all of your courses, you must notify the ArtCenter Extension office in writing or by dropping the course online. See the PROGRAM CHANGES section (pages 4–5).



## AUDITING CLASSES

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ACX does not permit students to audit classes. All students are required to register and pay the full course tuition (and any required lab or materials fees) before attending classes.

## GRADES

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Grades are assigned at the end of the term for all ACX courses, with the exception of courses listed as "noncredit" in the ACX catalog. Individual projects will be evaluated and a final grade will be submitted to the College at the end of the term.

Grades are posted online at [artcenter.edu/acx](http://artcenter.edu/acx) to your ArtCenter student account approximately 5 days after the end of the term. To access your grades, log in to your account via the website using your username and password, then go to "My Account" and select "My Grades." Grades will be posted provided you have no outstanding account balances, unpaid bounced check fees, overdue library books or tool crib items, or unpaid parking tickets.

Grades are assigned as follows:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.75	B- = 2.75	C- = 1.75	D- = 0.75
B+ = 3.50	C+ = 2.50	D+ = 1.50	F = 0.00
			N* = 0.00

\*Note: Students failing a course due to non-attendance will receive an N (Non-Attendance Failure) grade for the course. The N grade has the same GPA impact as an F grade, but specifically indicates that non-attendance was the cause of the failure. As is the case with F grades, students may retake a course in which they received an N to replace it in the cumulative GPA. The original N grade must still appear on the transcript, but it will be denoted with an asterisk (\*) to show that it has been repeated in a subsequent term, and the GPA will be adjusted to reflect the repeated course's grade.

Note: ACX students are required to register and pay the full course tuition (and any required lab or materials fees) in order to retake a course.

**Grade reports will not be mailed to students.** Official and unofficial transcripts may be requested from ArtCenter's Enrollment Services office at Hillside Campus. Call 626.396.2314 for details.

Please request a transcript through Enrollment Services to view grades for ACX courses taken prior to May 2007.

## GRADE CHANGES

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If you think you received an incorrect grade, you should first verify it with Enrollment Services at 626.396.2314. If you feel you received an unfair grade, you may petition the instructor for a grade change. Grade Change forms are available in the ArtCenter Extension office and must be signed by your instructor and the Director of ACX. All requests for grade changes must be submitted within 90 days of the end of the term in question.

## **EXTENSIONS**

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Extensions may be granted in the case of a documented medical or family emergency. If you have a major medical or family emergency situation, please contact the ArtCenter Extension office before the last week of the term for guidance.

## **INTERNATIONAL STUDENTS**

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International students whose native language is one other than English must score at least 173 on the computer-based Test of English as a Foreign Language (TOEFL) or 61 on the Internet-based TOEFL (iBT) before registering for ACX studio art courses. A score of 213 (CBT) or 80 (iBT) is required for Humanities and Sciences courses. A copy of your score report should accompany your registration form.

Students with visas such as B-1 or B-2 should be aware that their immigration status may be in jeopardy. **The ACX program is not authorized to issue SEVIS I-20s, nor are we able to advise students on any visa issues.** Since ACX is not a SEVIS-approved F-1 school, courses (units) taken through ACX cannot be used toward maintaining full-time F-1 status.

## **DISMISSAL POLICY**

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At its sole discretion, ACX reserves the right to dismiss or refuse enrollment to any student whose conduct fails to comply with the policies, rules and standards of the College.

ACX also reserves the right to refuse enrollment to any student who owes a past due balance to ACX or ArtCenter College of Design.

## **EXCEPTIONS TO POLICIES AND PROCEDURES**

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ACX reserves the right to change tuition, fees, calendars, course offerings, locations, instructors, and policies and procedures at its sole discretion without limitation of any kind.

## **FACILITIES, EQUIPMENT AND SERVICES**

### **CLASSROOM REGULATIONS**

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We appreciate your help in keeping our classrooms and studios clean. Please place papers and trash in the appropriate waste receptacles.

The Formica crit boards in classrooms and studios are designed for use with drafting tape or drafting dots only. Please do not use cellophane tape; the recommended drafting tape and drafting dots are available for purchase in the Student Store.

Because pushpins, staples and other sharp objects damage classroom surfaces, these materials may not be used. When using an X-Acto knife, please use a cutting mat—DO NOT cut directly on any classroom surfaces.

Food and beverages are also not allowed in classrooms, studios, stages, labs and workshops.

Altering or defacing any walls or partitions is forbidden.

## **LIBRARY (Hillside Campus)**

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The James Lemont Fogg Memorial Library offers students access to comprehensive print and online resources in art and design, supported by trained information professionals who can assist students in launching their art and design projects. The Library's offerings are specially selected to support the designer and artist and to aid students in fulfilling their creative vision. Visit the Library for inspiration, cutting-edge research, personalized help and a collaborative workspace. You can also visit the Library online at [library.artcenter.edu](http://library.artcenter.edu) or use our mobile app.

The collections include: more than 90,000 volumes of books and periodicals; extensive collections of zines and video games; subscriptions to more than 400 magazines and dozens of online databases; 11,000 DVDs of feature films, animation, documentaries and more. The Special Books Room, located in the Library director's office, houses a variety of rare and special books such as first and signed editions, multi-volume catalogues raisonnés and rare portfolios. The College Archives at South Campus (950 S. Raymond), Room 205, has photos of student work through the decades as well as faculty and campus historical information from 1930 to the present.

ArtCenter offers wireless Internet service for students, faculty, staff and guests. In addition, the Library provides computers, scanners and printers that may be used on a first-come, first-served basis.

ACX students may check out library materials using their student ID card. The check out policies for ACX students can be viewed on the Library website ([library.artcenter.edu](http://library.artcenter.edu)) under "Related Information" and "Checkout Policies." On the "Checkout Policies" page, make sure to click "ACX" at the top of the screen.

No cell phones, food, use of chalk, charcoal, glue, X-Acto knives, paints or inks are allowed in the Library. Only drinks with sturdy, spill-proof lids are allowed in the Library.

## **The (Temporary) South Campus Library**

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The (Temporary) South Campus Library is now open!! You can now pick up books requested from the Fogg Library, as well as Course Reserve materials.

The (Temporary) SCL is located in the 950 Building, Room 233. The (Temporary) SCL will focus on providing the following services:

- Providing research assistance, including drop-in's and one-on-one research appointments.
- Making library materials available for Course Reserves.
- Making library materials available for pick-up and borrowing when you request items to be sent from the Fogg Library to the (Temporary) SCL using the College Library's courier service using the Library's online catalog, [DotSearch](#).
- Returning library materials. There is also a return book drop box outside the front doors of the 950 Building in the parking lot.

Please check back on this campus guide for updates about the (Temporary) SCL. In addition, we ask that you please remain patient as the College continues the process of planning and building a permanent 21st century art and design library.

### **COPY-DIGITAL OUTPUT SERVICES (Hillside Campus)**

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The Copy-Digital Output Center I has seven on-campus copy machines for use by students with copy cards. Nonrefundable copy cards can be purchased from the Copy Center I. Please read the special instructions on the copy machines before use. Services provided for a fee include color printing, digital output, laminating and spiral binding. Digital output includes Fiery (laser prints) and Epson ink-jet large-format prints. The Copy Center I has paper cutters, a mat cutter, foam core and illustration board cutters for student use. If you are unsure how to use the equipment, the staff will be happy to assist you.

### **COPY-DIGITAL OUTPUT SERVICES (South Campus)**

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The Copy-Digital Output Center II, located at 950 S. Raymond, has three on-campus copy machines, two at 950 S. Raymond and one at 870 S. Raymond, for use by students with copy cards. Nonrefundable copy cards can be purchased from the copy card vending machines. Please read the special instructions on the copy machines before use. Services provided for a fee include color printing and digital output. Digital output includes laser prints, Epson ink-jet large-format prints (matte) and Epson ink-jet small-format prints (matte, luster and glossy). The Copy Center II has paper cutters for student use. If you are unsure how to use the equipment, the staff will be happy to assist you.

### **FOOD SERVICES (Hillside Campus)**

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The Café at Hillside Campus is operated by Sodexo, an independent contractor providing food and management services. The Café is open for breakfast, lunch, dinner and snacks. The Student Dining Room and outside patios are available for use by students daily, when the campus is open. The Faculty Dining Room is reserved for faculty and staff. A coffee cart and vending machines are located near the Department Chairs office. Additional vending machines are located near the photo labs downstairs and on the first floor below the Student Dining Room at the north end of the building.

#### **Hillside regular hours (during the Fall and Spring terms)**

Monday–Thursday	7:30am – 9pm
Friday	7:30am – 6pm
Saturday	8:30am – 2pm
Sunday	Closed

#### **Hillside regular hours (during the Summer term)**

Monday–Thursday	7:30am – 8pm
Friday	7:30am – 6pm
Saturday	8:30am – 2pm
Sunday	Closed

#### **Hillside break hours**

Monday–Friday	8:30am – 2pm
Saturday and Sunday	Closed

## **FOOD SERVICES (South Campus)**

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Sodexo operates “micro markets” that provide food options 24/7 in the 950 and 870 buildings at South Campus.

There are plenty of food options at the 950 micro market, located on the 2<sup>nd</sup> floor mezzanine. You can choose from sandwiches, salads and other fresh food that is prepared daily and stocked twice a day. There are also a number of frozen food options, and two coffee machines, one offering regular coffee and one offering espresso-style drinks.

The micro market is a grab-and-go operation, where you select your choices and pay at a self-serve machine, similar to a grocery line self-pay. You can use your credit card or load cash onto a special micro market card. But don't grab and walk off without paying because the micro markets are monitored round the clock with video surveillance.

### **1111 S Arroyo Parkway, Foodies Café (during the academic term)**

Monday-Thursday	7am – 7:30pm
Friday	7am – 4:30pm
Saturday	8am – 2pm

## **LOST AND FOUND (Hillside Campus)**

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Lost items turned in to Campus Security will be tagged and logged prior to placing them into the Lost and Found room. If you have lost an item, please contact Campus Security at 626.396.2299.

Lost items can also be claimed by contacting the Security Command Center, which is located at Hillside Campus on the lower level, next to the stages.

If you have lost any item, please do not hesitate to contact Campus Security. Security will make an attempt to locate the owner of the property prior to placing it into storage.

Items booked into the Lost and Found room may remain in storage for up to one year. Lost and Found is located near Room 119. Contact Campus Security located in the Command Center for assistance.

## **LOST AND FOUND (South Campus)**

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Lost items turned in to Campus Security will be tagged and logged prior to placing them into the Lost and Found room. If you have lost an item, please contact Campus Security at 626.396.4220.

Lost items can be claimed at the reception desk, located at the main entrance to 950 S. Raymond.

Items booked into Lost and Found may remain in storage for up to one year. Lost and Found is located in the Security Command Center at 950 S. Raymond. Contact Campus Security located at the front reception desk.

## **ARTCENTER STUDENT STORE (Hillside and South Campus)**

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The ArtCenter Student Store, managed by Follett Higher Education Group, provides a variety of educational services and products. The Student Store sells art and school

supplies, most of them at a discount. It is an Authorized Apple Campus Store, offering computers and software at educational pricing. The Student Store also has sales and promotions throughout the year. For news, information and operating hours please visit [artcenterstore.com](http://artcenterstore.com) or visit their Facebook page at [facebook.com/artcenterstudentstore](https://facebook.com/artcenterstudentstore). The Hillside Campus student store is located on the second level of the Ellwood building, located at 1700 Lida St., Pasadena, CA 91103. The store is near the cafeteria and copy center. The South Campus student store is located on the 3<sup>rd</sup> floor of the S-11 building, located at 1111 S. Arroyo Parkway, Pasadena, CA 91105 in room #312.

## **ADMISSIONS TO ARTCENTER'S DEGREE PROGRAMS**

Students wishing to apply for full-time study in the bachelor's or master's degree program at ArtCenter College of Design are encouraged to meet with an Admissions counselor (Hillside Campus) to discuss their interests and goals. A counselor will provide you with information about ArtCenter's majors, explain the admissions process and give you guidance on portfolio preparation.

Many students attend ACX courses to explore various areas of art and design in order to discover their own aptitudes and strengths before selecting one area of interest. When applying to the bachelor's degree program, you must select one major and prepare a focused portfolio for admission to that department. The College does not offer an undeclared major option.

Some foundation courses offered at ACX parallel the content of those offered in ArtCenter's full-time bachelor's degree program. These courses are marked as transferable in the course description and are eligible for transfer to the College's degree program with a grade of B or better. Students applying to the degree program may carry these credits with them, depending upon the major to which they are applying, and the transfer policy in effect at the time of admission. Students should select ACX courses based on the appropriateness of the course to their chosen goals and not necessarily based on transferability.

Eligible ACX courses taken prior to Fall 1987 will be reviewed for transfer based on a portfolio evaluation at the time of your admissions review—any approved credits (but not grades) will be counted toward your degree.

To schedule an appointment with an Admissions counselor or to receive a catalog for the full-time degree programs, please call the Admissions office at 626.396.2373.

## **CAMPUS SAFETY POLICIES AND RESOURCES**

### **FIELD TRIPS**

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Occasionally there are class field trips where students travel by bus, train, van or private automobile. Each student participating in an ACX field trip is required to sign an acknowledgement of risk/release of liability releasing the College from any liability, loss, damage or injury arising in connection with any College-sponsored trip. Students are not permitted to bring guests on any field trip without the express written permission of the Director of ACX. Field trip forms must be signed in advance and are provided by your instructor. They are also available in the ArtCenter Extension office.

## **DRESS CODE**

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For your safety, appropriate footwear must be worn at all times. If you are working in the Model Shop or photography labs, you must follow the dress codes required in those areas.

## **SAFETY ESCORT PROGRAM**

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ArtCenter recognizes that you may be uncomfortable walking across campus after dark. With this in mind, a safety escort program is available to students 24 hours a day, 7 days a week at both Hillside Campus and South Campus. Upon request, a Campus Security officer will escort you to or from your vehicle. Ask any Campus Security officer for assistance. They are here for your safety and security and are always at your service. At Hillside Campus, you can contact Campus Security from an on-campus phone by dialing x2299, or from off campus at 626.396.2299. At South Campus, you can contact Campus Security at the 950 S. Raymond building at 626.396.4220, at the 1111 S. Arroyo Pkwy building at 626.396.4300, or at the 870 S. Raymond building at 626.396.4330.

## **HILLSIDE CAMPUS ENVIRONMENT**

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ArtCenter's Hillside Campus provides a spectacular natural environment, but keep in mind that the hillsides surrounding the campus are populated by wildlife, including deer, coyotes and rattlesnakes. Please respect their habitat and your health by staying on the sidewalks, paved areas, mowed lawns and trails. To prevent contact with Poison Oak, which is found throughout the area and can cause serious inflammation of the skin, you should always cover your arms and legs.

## **SOUTH CAMPUS ENVIRONMENT**

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Please be advised that South Campus is located in an urban setting. Be sure to secure your possessions and use appropriate care and caution when visiting the campus.

## **PETS AND OTHER ANIMALS**

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Pets are not permitted on any part of or in any building on ArtCenter property (Hillside Campus or South Campus). For information about service and support animals, please refer to the ACX website: [artcenter.edu/acx/support](http://artcenter.edu/acx/support)

Please do not leave any animals in your vehicle at any time. Campus Security will make every attempt to contact the owner of the vehicle if they receive notification or observe any animals left in a vehicle. If the owner of the vehicle cannot be located, Animal Regulation will be contacted immediately and the animal will be impounded.

## **SMOKING POLICY**

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ArtCenter campuses shall be entirely tobacco- and smoke-free effective January 1, 2019.

The Tobacco- and Smoke-Free Campus Policy prohibits smoking, including the use of electronic nicotine delivery systems (also known as vapes or e-cigarettes), on ArtCenter campuses. This policy applies to all ArtCenter facilities, property and vehicles, owned or leased, regardless of location. No smoking will be allowed anywhere on our campuses, including all indoor and outdoor spaces. The Tobacco- and Smoke-Free Campus Policy

applies to all students, faculty, staff and other persons on campus, regardless of the purpose for their visit.

## **EARTHQUAKES, FIRES AND OTHER EMERGENCIES**

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### **ArtCenter Emergency Notification System**

In the event of an emergency, ArtCenter uses an innovative alert system to contact faculty, staff and students via phone and e-mail with instructions for responding to the event. It is important that you keep your emergency contact information up-to-date with the College. You should update your personal contact information by logging in to your student account at [artcenter.edu/acx](http://artcenter.edu/acx) and clicking on "My Account" and "My Contact Info." The information provided is kept confidential and used only in the event of an emergency or for occasional testing. By providing this information, you become an active partner in ArtCenter's efforts to make the community safer and to help us respond quickly and effectively in case of an emergency.

Situations for which the ArtCenter Emergency Notification System will be used may include, but are not limited to, facility emergencies, potentially life-threatening situations on campus, extreme weather conditions, fire and earthquake. Except for standard testing of the emergency notification system, the College will never use the system to send non-emergency, routine or spam messages.

If you have any questions, please contact the Director of Environmental Health and Safety at 626.396.2456.

*ArtCenter's use of its emergency notification system is in compliance with the "Timely Notice" provisions of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.*

### **Emergency Phones**

Telephones in blue boxes are placed throughout both campuses to report emergencies at any time, especially after regular hours. Blue-light phones are also located at the main and north entrances to Hillside Campus, the south (student) parking lot at Hillside Campus and the north parking lot at South Campus (950 S. Raymond).

### **Emergency Response Team**

If you sustain an injury, no matter how minor, report it to an instructor, College administrator or security personnel at once. They will call the campus emergency phone line.

Campus Emergency Phone Line (Hillside Campus and South Campus): 626.396.2211

A member of the Emergency Response Team, which includes Security personnel, will respond to the injured person's location. The Emergency Response Team includes members who are trained in first aid. If paramedics are called to respond to the campus and provide medical treatment, they may also make a determination that additional treatment is needed. Adult students (18 or older) have the option to be transported to a hospital by paramedics or to refuse additional treatment.



The following hospitals are nearby and are fully equipped for emergencies:

Huntington Memorial Hospital 100 W California Blvd Pasadena 626.397.5112	Verdugo Hills Hospital 1812 Verdugo Blvd Glendale 818.952.2222	Glendale Adventist Medical Center 1509 Wilson Ter Glendale 818.409.8202
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ACX students are expected to maintain their own health insurance.

### **Earthquakes**

Earthquakes are a real and inevitable part of life in Southern California. The primary potential danger to people in a building during a major quake is from breaking glass. If there is a quake, it is important that everyone stay calm, move away from windows and duck beneath a table until the shaking stops.

#### **During an Earthquake**

1. Move at least 15 feet away from windows and glass.
2. The command "drop" means to immediately take a protective position under desks or tables, with your back to any windows.
3. If you are in an area with no desks or tables, drop to your knees, clasp both hands behind your neck, close eyes, bend elbows forward so arms protect face and ears, and bend forward, making the body as small as possible.
4. Stay away from outer walls, windows, glass, shelves, temporary partitions and freestanding objects.
5. Remain in same position until all shaking stops.
6. Stay calm, do not panic and do not attempt to leave the building.
7. Follow instructions from members of ArtCenter's Emergency Evacuation Team. They will be wearing orange vests.

#### **After an Earthquake**

1. You will be directed by your instructor or an Emergency Evacuation Team member to move outside and away from the building. Watch for broken glass, falling objects and downed power lines.
2. Do not re-enter the building until told to do so.
3. Check for injuries. You may have been cut by glass and not know you are bleeding. If injured, notify faculty, staff or Security personnel immediately. They will assist you in getting immediate first aid.
4. Follow instructions of Emergency Evacuation Team members.

#### **After Hours**

If a major disaster such as an earthquake (5.5 on the Richter Scale and centered within a 30-mile radius of an ArtCenter campus) occurs after hours, then you should assume that the College will not open the following day. This will allow the administration to check for damage and ensure safety for classes on the next day.

A special 24-hour Emergency Information Hotline number (800.314.7705) will be activated and have recorded messages that provide information regarding ArtCenter's current operating status during the disaster.

#### **Fires**

If a fire breaks out in any part of a building, the fire alarm will be activated. **Never assume that it is a false alarm.** Whenever the alarm rings, immediately evacuate the building in an orderly manner, using the nearest safe exit. Move away from the building

and await instructions from an administrative staff or Emergency Evacuation Team member.

Hillside Campus: In case of a fire in the surrounding hillsides, the Pasadena Fire Department has instructed ArtCenter that, unless advised otherwise, all persons should move to the first floor of the building. Vehicles will remain in the parking lots on campus. This will permit unrestricted access for emergency vehicles that may need to enter the campus. Failure to follow instructions appropriately during emergencies may result in disciplinary action.

### **Power Outages**

In case of a power outage, stay where you are and do not try to walk through the darkened areas. Be aware of where you may have placed sharp or other potentially dangerous objects. Usually a power outage is only a temporary problem. The buildings are equipped with emergency lights that normally come on within 5 seconds.

## **PARKING AND TRANSPORTATION**

### **VEHICLE REGISTRATION**

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Hillside Campus students: During the first two weeks of classes, please pick up your parking decal at the Hillside reception desk (located in the Student Gallery), which is staffed daily from 7am to 11pm. Please bring your current course schedule, vehicle registration and license plate number.

South Campus students: During the first two weeks of classes, please pick up your parking decal from Campus Security at the reception desk located at the main entrance to 950 S. Raymond, which is staffed daily from 7am to 11pm. Please bring your current course schedule, vehicle registration and license plate number.

Students enrolled in short workshops (1–3 sessions): Please print out a copy of your course schedule and place it on the dashboard of your vehicle.

### **DRIVING IN OUR NEIGHBORHOOD (Hillside Campus)**

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The Hillside Campus is located in a residential community. Our neighbors are concerned about excessive speed and recklessness while driving on Lida Street and Linda Vista Avenue. Please observe the traffic laws and posted speed limits while driving in the neighborhood. If the College receives a substantiated report that a student has been driving recklessly or speeding on the public streets around campus, the College reserves the right to take action, which, at the College's sole discretion, may include a fine and/or suspension or revocation of campus driving privileges or other privileges. Reckless driving may result in referral of the student to the Associate Provost for Student Affairs/Dean of Students for a violation of ArtCenter's policies as set forth in the Student Code of Conduct.

### **BICYCLES, MOBILITY DEVICES AND SKATEBOARDS**

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At Hillside Campus, racks for bicycles are located in the north (faculty/staff) parking lot and on Photo Drive.

At South Campus, racks for bicycles are located in the parking lots, near the main entrance to the 870 and 950 S. Raymond buildings.

Bicycles are only allowed in buildings (with permission) for use as studio props. The use of mobility-type devices including, but not limited to, skateboards, rollerblades or roller skates is not permitted on campus. Use of these items in any of the campus buildings, recklessly or otherwise, will result in confiscation. For questions, please contact Campus Security.

## **PARKING RULES AND RESOURCES**

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Parking at ArtCenter is free to students with a current parking decal. Please note: students enrolled in short workshops (1–3 sessions) must print out a copy of their course schedule and place it on the dashboard of their vehicle in lieu of a parking decal. No student is guaranteed a parking spot; parking is on a space-available basis. Carpooling is encouraged at all times. Any vehicle parked at a red or yellow curb, reserved parking space, disabled person parking space or bus stop without authorization will be subject to citation and/or towing. If you need special parking arrangements, please contact Campus Security.

### **Valet Service**

Valet service will be available on specified days, free of charge to all students, faculty, staff and visitors. Please leave your keys when leaving your vehicle with the valet. Keys to your vehicle can be picked up at the front reception desk after 6pm. You must present your valet ticket to pick up your keys. Please do not tip the valet.

### **ArtCenter Shuttle**

ArtCenter provides free shuttle service Monday through Saturday between campuses, with stops in close proximity to three Metro Gold Line stations (Memorial Park Station, Del Mar Station and Fillmore Station) in downtown Pasadena. Please download the shuttle app ([artcentershuttle.com](http://artcentershuttle.com)) for alerts and live feed. The shuttle schedule is located online at Inside ArtCenter ([inside.artcenter.edu](http://inside.artcenter.edu)) under "Dot" and "Parking & Transportation." You may also stop by the ArtCenter Extension office to pick up a copy of the shuttle schedule. The shuttle is ADA compliant with bike racks. Please note that shuttle drivers will be checking identification when you board the shuttles and as a reminder please make sure to have your ArtCenter ID with you at all times. The shuttle will also only be stopping at scheduled stops as listed on the shuttle route. The shuttle will no longer be stopping for students, faculty or staff waving down the shuttle drivers due to safety reasons.

### **Hillside Campus Parking**

There are three primary parking lots at Hillside Campus:

**North lot** is for faculty and staff and is parking by permit only.

**South lot** and the **Sculpture Garden** are for student parking.

Parking decals must be clearly displayed. There are several designated 30-minute spaces for students to use for loading and unloading only. These spaces are clearly marked and painted yellow. Students parked in these spaces more than 30 minutes without authorization are subject to a citation and/or towing. Please park your car head-in, between the lines and in the appropriate area: small cars in "compact only" rows, registered carpool cars with proper decal in carpool spaces, and standard-size

vehicles in other rows. **Backing into spaces is prohibited;** fires can result from a vehicle's exhaust system. You will receive a parking citation for backing into a parking space!

**Sculpture Garden:** The Sculpture Garden is sometimes utilized as an overflow parking area when the number of vehicles at Hillside Campus exceeds the number of parking spaces. However, no entry is permitted to the Sculpture Garden when the sign and chain are placed at the top of the hill and no Campus Parking or Security personnel are present. **Campus Parking or Security personnel must be present prior to anyone entering the Sculpture Garden.** Violators can be cited. The Sculpture Garden will stop parking vehicles around 5pm and will close at 11pm. Vehicles parked in the Sculpture Garden must exit before 11pm. Vehicles left in the area past 11pm will be cited. If your vehicle is secured in the Sculpture Garden, please contact Campus Security at 626.396.2299. Please do not attempt to enter or exit the Sculpture Garden without the assistance of Campus parking personnel or Campus Security.

**Valet Parking:** Valet parking is available in the south (student) parking lot.

**Visitor Parking Lot:** Visitor parking is extremely limited at ArtCenter. Students are not allowed to park in the visitor lot or in reserved guest parking spots along MacMinn Drive when classes are in session. Students who do so will receive tickets and/or have their vehicles towed.

**Model Parking:** Models hired by the school must park in the north (faculty/staff) parking lot or the closest lot available. Actors or models hired by students should park in the south (student) parking lot. Students can be held responsible for the actions of their guests/actors/models. Parking placards issued to models must be clearly displayed on their vehicles. A list of scheduled models will be forwarded to Campus Security on a weekly basis.

**Loading Zones:** There are 11 loading spots in the north (faculty/staff) parking lot. They are marked with yellow curbing and yellow lines and may be used for 30 minutes for loading and unloading only. There are two additional 30-minute loading and unloading spaces located at the curb near the Photo Drive entrance. **These spaces are to be used for loading and unloading only.** Violators will be cited and can be subject to tow.

No parking is permitted at any time in the loading/unloading area located next to the north entrance. This parking is for vendors only and non-authorized vehicles can be towed.

**MacMinn Drive:** Parking is permitted at the green curb areas along MacMinn Drive by reservation only. There is no student, faculty or staff parking along the green curb. The front of the Ahmanson Auditorium is located adjacent to MacMinn Drive. Loading or unloading is not permitted at the entrance to the Ahmanson Auditorium. Do not park along the reserved green curb. Violators will receive a citation.

Students, faculty and staff are not allowed to park in the red fire lane areas located on MacMinn Drive, the north (faculty/staff) parking lot or the south (student) parking lot, per Pasadena Fire Department regulations. Vehicles found parked in fire lanes will be towed at the owner's expense. Parking is not permitted in reserved parking spaces and at the bus stop.

**Photo Drive:** There is no parking on Photo Drive. Parking on Photo Drive is limited for loading and unloading of equipment only. Students will be required to have a current parking decal visible on their vehicle to have access to the driveway. Reservations for use of Photo Drive can be made by contacting the Campus Security Command Center and completing the proper paperwork. A reservation form must be completed and signed. Each request may differ and an allotted time will be scheduled at that time. Additional time and/or special accommodations may be granted through the Chief of Campus Security (626.396.2225) or the Director of Environmental Health and Safety.

The north side of Photo Drive has a red curb and there is no parking allowed at any time. The south side of Photo Drive has a yellow curb designated for loading and unloading only. Parking beneath the bridge is not allowed at any time. U-Haul trucks and large vehicles are permitted to load and unload but must be moved as soon as possible. You will be directed to a designated parking space in the south (student) parking lot, which will allow you to park the U-Haul or large vehicle after it has been unloaded. The south side of Photo Drive must be kept clear at all times to allow access to carts so that they may unload and load at the designated yellow curb.

Carts are available from the Equipment Room to help students transport equipment more efficiently. Students will be required to present their ArtCenter ID card in order to check out carts. Film students who need to use Photo Drive for grip trucks will need to submit their requests to the Film Office in advance and obtain, complete and file the appropriate paperwork.

A key allowing access to the chain across the entrance of Photo Drive will be kept in the Equipment Room. Students will be required to present their ArtCenter ID card in order to check out the key.

Time limits will be strictly enforced and penalties applied to students in violation of this policy.

**Truck-Loading Bays:** There are truck-loading bays at both the north and south ends of the building. These bays can be identified by the metal rails on either side. Vendors use these bays for deliveries to ArtCenter. If vehicles are parked there illegally, trucks cannot make deliveries. In these instances, the College is charged for a delivery that could not be made. Vehicles illegally parked will receive a ticket and may be towed.

### **South Campus Parking**

There are two primary parking lots at South Campus:

**950 S. Raymond,** with spaces available on the north and south sides of the building. Campus parking personnel are available to assist with your parking needs from 6am to 11pm. After 11pm the north lot will be secured. If your vehicle is secured inside the north lot, contact Campus Security at 626.396.4220 for assistance.

**870 S. Raymond,** with spaces available in the south lot of the parking structure. Please contact Campus Security at 626.396.4330 if assistance is needed.

**1111 S. Arroyo Parkway,** spaces available in the subterranean parking levels accessed from Glenarm Avenue, in all unmarked stalls. Decals are required to be displayed on vehicles when parking in this area. Surface lot parking is a pay lot and

users will be charged for parking in this lot. For after-hours access contact Campus Security at 626.396.4220

Parking decals must be clearly displayed. There is one designated 30-minute space for students to use for loading and unloading only in the south lot of 950 S. Raymond. This space is clearly marked and painted yellow. Students parked in this space more than 30 minutes without authorization are subject to a citation and/or towing. Please park your car head-in, between the lines and in the appropriate area: small cars in "compact only" rows and standard-size vehicles in other rows. **Backing into spaces is prohibited;** fires can result from a vehicle's exhaust system. You will receive a parking citation for backing into a parking space!

### **Disabled Person Parking Spaces**

Disabled person parking spaces are provided in all lots. State law prohibits parking in disabled person spaces by anyone not displaying a special permit issued by the state. The College must limit the use of these spaces to one space per disabled individual. Students who are temporarily disabled may obtain a temporary placard from the Department of Motor Vehicles (DMV). Violators will receive a citation and may be towed and/or ticketed by the Pasadena Police Department. The current fine is \$384.

At Hillside Campus, there are three designated disabled person parking spaces in the 30-minute lot and 11 in the south (student) lot. Placards must be displayed. Arrangements will be made for students who have an official DMV placard when spaces are not available.

Students with a temporary disability can contact the Chief of Campus Security at 626.396.2225 or the Director of Environmental Health and Safety at 626.396.2456 to obtain a temporary parking placard, which will allow temporary parking in the 30-minute lot, in a space other than the disabled person space. Students with a disabled person license plate should see the Director of Environmental Health and Safety for additional information.

*Please contact the Director of Environmental Health and Safety or Chief of Campus Security regarding any parking concerns.*

## **VIOLATIONS AND FINES**

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### **Parking Violations**

Parking space is on a "first come, first served" basis. A lack of space is not a valid excuse for violating posted notices or markings regarding parking restrictions. We need everyone's help in adhering to the rules and regulations for parking on campus. Vehicles that violate parking regulations will be issued a parking citation for the vehicle operator, payable to the College. For your ease of reference, we have listed rules and regulations below (pages 21–22), as well as the citation and/or action that will be taken by parking enforcement.

Your vehicle will be cited if you are in violation of campus parking regulations. Parking citations can also be issued to students during term breaks. Flagrant or excessive violations may result in suspension of campus parking privileges. Fines vary (see fine schedule below on pages 21–22). The fine is \$100 for illegally parking in a disabled person space. Fines are due within 20 days of the date the citation was issued.

The instructions indicated on all traffic control and parking signs must be observed. Students are reminded, in addition, that the parking privileges available to them are not transferable to anyone else.

In addition to the issuance of a parking citation, students who repeatedly violate campus vehicle regulations will be reported to the Associate Provost for Student Affairs/Dean of Students for disciplinary action. Only by the prompt registering of vehicles (including changes in state license plate numbers) and the proper display of the ArtCenter parking decal will these privileges be assured. Registration may be delayed if you have outstanding fines. If you choose to appeal your citation, you can contact Linda Estrada, Manager of Transportation Management and Sustainability, at 626.396.2362.

Parking is enforced by security officers.

**Violations for which vehicles will be cited include the following:**

- Parking in disabled person spaces without an official DMV placard (\$100)
- Parking in carpool spaces without a passenger—two or more riders (\$75)
- Parking in more than one space (\$25)
- Failure to display parking hang tags or decals (\$40)
- Backing into parking space (\$25)

**Violations for which vehicles will be cited and towed include the following:**

- Parking in a loading zone and loading docks (\$50)
- Parking in guest lot without proper authorization (\$50)
- Parking in 30-minute zone without proper authorization (\$50)
- Parking at the green curb without proper authorization (\$50)
- Obstructing legally parked vehicles (\$50)
- Parking in a manner hazardous to the safety of the campus community (\$50)
- Abandoned vehicle—parked on campus without proper authorization for more than 72 hours (\$50)
- Parking within 10 feet of a fire hydrant, or in a fire/emergency lane (\$100)
- Obstructing traffic (\$50)

Vehicles parked as listed above will, on first violation, be cited and towed to an on-campus impound site. There will be a \$150 towing fee in addition to the applicable fine.

For subsequent violations, and for violations deemed serious enough for immediate removal from campus, vehicles will be taken by a towing service to an off-site storage location. See “Vehicle-Towing Policy” (pages 22–23).

**Moving Violations**

Reckless driving, speeding (in excess of 15 mph), passing on MacMinn Drive, running a stop sign and making U-turns are forbidden on campus. Due to the seriousness of these violations, the penalties are severe. All fines are due 10 days from the date of issuance.

First Violation:	\$100
Second Violation:	\$150
Third Violation:	\$150 plus

Possible revocation of campus driving and parking privileges for a length of time will be determined by the Center for the Student Experience (CSE).

### **Vehicle-Towing Policy**

ArtCenter's preferred towing agency is Hillcrest Towing: 250 N. Hill Avenue, Pasadena, California 91106, 626.798.7817. They are open 24 hours a day.

The following are examples of **general misconduct** that may be grounds for off-site towing, even if it is a first-time offense:

1. When any vehicle is parked in a red zone or fire lane.
2. When any vehicle is blocking another vehicle from leaving its space.
3. When any vehicle is parked more than 72 hours on campus without permission from the Director of Environmental Health and Safety or Chief of Campus Security (626.396.2225).
4. When any vehicle is driven over the sidewalk or around any lawfully erected barrier, such as on Photo Drive.
5. When any vehicle is observed driving in an unsafe manner on campus and the driver abandons the vehicle to avoid contact by Campus Security officers.

Any **parking violation** deemed serious enough by the administration to warrant removal from campus may result in towing. In addition to being towed, a vehicle will be cited for the particular violations involved.

ArtCenter will attempt to notify the individual to move the vehicle to an authorized parking location before calling the towing service. If the individual cannot be located after a reasonable attempt, or the vehicle is not moved within five minutes of violation notification, Campus Security will be contacted to record any and all reasons to justify the vehicle's removal from campus on an incident report. At this point, Campus Security may call the towing company, day or night.

A copy of the incident report will be kept on file by Campus Security and will be made available to the individual whose vehicle was towed, if requested.

#### **Fees and fines:**

- The cost to the individual to retrieve a vehicle towed off-site will be a minimum of \$280 (additional towing fees may apply), plus an additional \$95 per day storage fee.
- If the tow truck arrives and begins to hook up the vehicle, and the vehicle owner arrives on the scene and can properly identify themselves as the owner, that individual must still pay \$220 to the tow service to have the vehicle unhooked on the spot.
- To have keys retrieved from inside a locked vehicle, the fee is \$65.

#### **Leaving Vehicles on Campus**

No overnight parking is allowed on either campus except by permission of the Chief of Campus Security (626.396.2225) or the Director of Environmental Health and Safety (626.396.2456). Vehicles are not to be left on campus during breaks between terms or on holidays when the campus is closed. Vehicles left on campus without proper authorization from the Director of Environmental Health and Safety will be towed at the



owner's expense. If a vehicle is left overnight, a 72-hour notice will be placed on the vehicle and every attempt will be made to locate the owner of the vehicle. This vehicle will be subject to tow.

Permission must be obtained from the Chief of Campus Security or the Director of Environmental Health and Safety for any overnight parking of U-Haul vehicles, large trucks or equipment vehicles. These vehicles cannot be stored on either campus for any length of time. Please make other arrangements prior to renting these vehicles.

### **Payment and Appeals**

Fines must be paid or written appeals must be requested within 20 days from the date on the citation. Certain moving violation citations previously described in this section must be paid within 10 days. If a citation is appealed, the hold on the record will be removed until the Appeals Board reviews the appeal and forwards a decision to the Director of Environmental Health and Safety. Citation appeals must be addressed to the Appeals Board and submitted in writing to the front reception desk or the Manager of Transportation Management and Sustainability. Appeals may include written statements from witnesses and photographs, if appropriate. All appeals will be reviewed by an Appeals Board consisting of ArtCenter faculty or staff and students, and the Chief of Campus Security (626.396.2225). A majority vote is necessary for the Board to overturn the citation. You will be notified of their decision in writing. All decisions of the Appeals Board are final. If the Appeals Board fails to overturn your citation, your fine will be due and payable at the cashier window in Accounting. You may pick up appeal forms from the Center for the Student Experience, the front reception desk or the Manager of Transportation Management and Sustainability.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **COURSE FEEDBACK**

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Please email [acx@artcenter.edu](mailto:acx@artcenter.edu) with your course feedback (both positive and negative). Your feedback is very important to us. All comments will be kept anonymous.

### **ACCESS TO RECORDS**

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ACX student records are maintained by Enrollment Services, Accounting, and ArtCenter Extension. Access to these records is provided in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Under special circumstances, records may also be used by faculty, administration and accrediting associations, as well as law enforcement personnel. Records are not available to parents of students 18 years of age or older without specific written authorization from that student. Personal information about students, including telephone number and address, will not be provided by ArtCenter except to duly authorized persons.

### **ACADEMIC DISHONESTY POLICY**

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ArtCenter strongly supports the importance of maintaining academic and creative integrity, and supports ethical academic conduct.

This policy is intended to assist students in clarifying conduct which is unacceptable to the ArtCenter community and which would be a violation of the Student Code of Conduct. This is not a complete list of possible infractions but, rather, is intended to

reveal in a general way the range of conduct that constitutes academic dishonesty. Presentation of these examples is prompted by the underlying belief that dissemination of information concerning improper conduct will help students avoid such practices, including those that, while perhaps innocently performed, would still constitute academic dishonesty.

1. **Plagiarism is a form of academic dishonesty and occurs when another person's language is used without proper acknowledgement.** Indeed, when presenting written materials, the exact words of another must be placed within quotation marks with attribution to the author, including proper citation to the source.
2. **Creative dishonesty is a broad form of academic dishonesty and occurs when another person's words, idea or image is used, borrowed or stolen, in whole or in part, without appropriate permission and acknowledgement.** We understand, of course, that artists and designers commonly draw on others' works, such as for reference or inspiration. We encourage this type of exploration. However, there is an important distinction between drawing inspiration from a piece and copying it. When a student represents a copy of another artist's work as his or her own, that student is acting in a creatively dishonest way.
3. **Submission of the same work in two courses without explicit permission.** Presenting all or part of work done for one course in another course requires permission of the instructors of the involved courses.
4. **Unauthorized collaboration.** In many course activities collaboration is permitted and encouraged. Course syllabi and in-class instructions will usually identify situations where collaboration is prohibited, but the student shares responsibility for ascertaining whether collaboration is permitted. If there is a question as to whether collaboration is appropriate or approved, it is the student's responsibility to seek clarification from the instructor.
5. **Cheating.** This is a very broad category encompassing a variety of forms of misrepresentation and fraud. Cheating includes accepting or giving aid to another during a written exam or for a written report unless authorized by the instructor, or accepting or giving aid to another for an individual studio project unless authorized by the instructor. This includes representing another person's work as one's own, or buying or selling written or visual work to be turned in for a class.

Cheating includes dependence on sources other than those specifically authorized by the instructor, possession of tests or other materials before such materials have been distributed by the instructor unless prior permission is granted, and failing to abide by the instructions of the instructor with respect to test-taking procedures.

Examples include: sharing exam answers; presenting work done by another as one's own; changing, in any way, work that may be reviewed in response to a grade reconsideration request; having a falsely identified person take an exam; using notes, books and the like in closed-book examinations; or using any electronic device to gain unfair advantage over others in any academic context.

6. **Sabotage.** Destruction or deliberate inhibition of progress of another student's work related to a course is prohibited. This includes the destruction of shared resources such as library materials, lab materials, and computer software and hardware.

7. **Complicity concerning any of the above.** Any act that facilitates academic dishonesty is itself and act of academic dishonesty.

ACX will deal with violations of the Academic Dishonesty Policy on an individual basis.

## **ALCOHOL AND ILLEGAL DRUGS POLICY**

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ArtCenter is committed to providing its students, faculty and staff with an environment that promotes safe and responsible social interaction.

ArtCenter's concern over the illicit use and the abuse of alcohol and drugs stems from the serious health hazards caused by substance abuse; the potential legal penalties for those convicted of unlawful use, possession or distribution of these substances; and the ways in which alcohol and drugs adversely affect our campus environment. All members of the ArtCenter community should be familiar with and should adhere to ArtCenter's Policy on Alcohol and Illegal Drugs. Individuals are expected to take responsibility for their own conduct and comply with state and federal laws, as well as with ArtCenter's policies.

### **Federal and State Law**

ArtCenter abides by federal and state laws regarding the use of alcohol and illegal drugs. For example, it generally is a criminal offense:

1. To use, possess, cultivate, manufacture, sell or transfer illegal drugs, or to illegally use other drugs or prescriptions.
2. For any person under the age of 21 to consume, purchase or possess alcohol.
3. To provide any alcoholic beverage to a person under the age of 21.
4. To provide any alcoholic beverage to an obviously intoxicated person.
5. To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others.
6. To operate equipment or vehicles after consuming alcohol or drugs.
7. To use false evidence of age and identity to purchase alcohol, or to have such false evidence in one's possession.

### **Controlled Substances and Alcohol**

ArtCenter maintains a drug-free workplace and campus. Members of the ArtCenter community are expected to act lawfully with respect to the possession and consumption of alcoholic beverages. All members of the ArtCenter community, including students, are prohibited from working in a shop after having consumed alcohol. Consumption of alcoholic beverages on ArtCenter's premises is not permitted, regardless of the drinker's age, unless the event is approved by the Director of Environmental Health and Safety or the Director's designee. Project and event authorization forms must be completed to receive approval.

## **NONDISCRIMINATION POLICY**

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ArtCenter has a longstanding commitment to promoting equal opportunities, and will not engage in any unlawful discrimination based on race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, genetic information, or any other basis prohibited by law. Inquiries may be referred to ArtCenter's Director of Title IX Compliance Programs, [Brittany.raygoza@artcenter.edu](mailto:Brittany.raygoza@artcenter.edu), 626 396-2340. Inquiries may also be referred to the Office of Civil Rights at 800 421-3481.

## **RIGHTS OF ARTCENTER IN STUDENT WORK**

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ArtCenter will have, without compensation to the student, College Use Rights in works created by students in the course of their studies at ArtCenter.

## **POLICY AGAINST HARRASSMENT**

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The College is committed to providing an educational environment that is free of any kind of unlawful harassment. In keeping with this commitment, the College maintains a strict policy prohibiting unlawful harassment by any employee and by any third parties, such as contractors, visitors, students or vendors. Any harassment on the basis of race, color, religious creed, sex, ancestry, national origin, age, physical or mental disability, medical condition, genetic characteristic, marital status, veteran status, sexual orientation, gender identity, transgender identity or any other characteristic protected by federal, state or local law is strictly prohibited.

Examples of such conduct that may violate this policy include verbal harassment, physical harassment or visual harassment. Verbal harassment may include, but is not limited to, epithets and derogatory comments or slurs on any of the bases listed above.

Physical harassment may include, but is not limited to, assaulting, impeding or blocking movement, or physically interfering with the normal work or movement of another, when directed at that individual on any of the bases listed above. Visual harassment may include, but is not limited to, the display or possession of derogatory posters, cartoons, computer images or drawings on any of the bases listed above.

Violation of the Policy Against Harassment may result in disciplinary action, up to and including suspension or dismissal.

### **Prohibition of Sexual Harassment**

It is ArtCenter College of Design's policy that all students have a right to study in an environment free of harassment, which includes freedom from sexual harassment. Harassment on the basis of sex is prohibited by state and federal laws and may consist of any unwelcome sexual advances, propositions or requests for sexual favors and other unwelcome verbal, visual or physical conduct of a sexual nature.

Such sexual harassment will not be tolerated at ArtCenter and is specifically prohibited when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's enrollment, employment or other academic decisions;

2. Submission to, or rejection of, such conduct by an individual is used as the basis for enrollment, employment or other academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive academic or working environment.

Sexual harassment may also include, but is not limited to, the following:

1. Visual harassment, such as leering, making sexual gestures or the improper display of sexually suggestive materials;
2. Verbal harassment, such as making or using derogatory comments, slurs or jokes of a sexual nature; verbal sexual advances or requests for sexual favors; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations; or
3. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement.

If any student experiences or witnesses any discrimination or harassment, he or she must promptly report the incident to the Director, ACX, the Provost, or Human Resources, who will undertake an investigation. All allegations of discrimination, harassment or retaliation will be investigated, and ArtCenter will take appropriate disciplinary and/or corrective action.

## **PROJECT AUTHORIZATION**

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The Project Authorization form is intended to reserve a space on campus for an installation/project related to an academic course. All requests must be pre-approved five days prior to the start date of the installation/project.

Some projects may also require additional forms: the Film Permit for South Campus, the Film Permit for Hillside Campus, the reservation form for the Sinclair Pavilion, the Photo Permit and the Pasadena Student Film Info Sheet.

Film Permits are first approved by Joe Vidauretta for both Hillside Campus and South Campus and off site. Photo Permits are first approved by Jeanette Stramat. Sinclair Pavilion reservations are first approved through the Center for the Student Experience.

The Project Authorization form approval is as follows, in this order:

- Department Chair (ACX)
- The Director of Facilities
- The Director of Environmental Health and Safety or Chief of Campus Security
- Associate Provost for Student Affairs/Dean of Students

### **ArtCenter College of Design Project Authorization Form Guidelines**

1. These guidelines apply equally to all ArtCenter College of Design locations.

2. Required for any project displayed or installed in or outside of the building common, assigned rooms or shared spaces.
3. All project authorizations need to specify duration or length of project, location, and start and end dates, including specific times project will be displayed.
4. A description of the project is required that includes process, materials used, installation methods, use of safe products and proper safety procedures if required.
5. Any project that requires building alteration or modification must be approved two weeks (minimum) in advance from the Facilities department. You may not cut holes in walls, change ceilings, paint, remove flooring and attach structural elements to the building shell without prior permission. This also includes electrical and HVAC systems.
6. Hanging projects may not be suspended lower than 72" unless barricades are used.
7. Electrical systems may not be altered for projects unless a request is made to the Facilities department. This includes covering light fixtures with film or paper.
8. Projects that have altered the building shell, floors, walls, doors, ceilings, etc. need to be restored to original condition.
9. Murals may not be installed without prior permission in common or shared areas. If murals are installed, all walls need to be restored to original condition. Wall space is valuable at ArtCenter and must be shared equally.
10. If alcohol is involved then everyone must adhere to the College alcohol policy. If it is determined that it is necessary to hire a bartender then the company must be certified, licensed and insured. Sodexo (College contractor) has a list of bartenders who meet the qualifications and are used by many staff, faculty and students for events at ArtCenter. The event cannot allow self-service of alcohol.
11. The hiring of a security officer will be determined by the type of event, the location of the project or film shoot, the number of people and whether or not alcohol is being served.
12. For events involving food or beverage service, no outside vendor can be hired and brought onto campus without prior approval from Sodexo.
13. Projects may not adversely impact fire safety systems. Fire codes must be maintained at all times. This means that you may not suspend projects from fire sprinkler systems, cover or paint smoke detectors, cover or paint strobe lights, block fire extinguishers, block fire egress (aisles), use balloons in any of the high bay areas, use fog machines without prior notification of Campus Security, light fires or use smoke bombs. The fire department has final authority on any impacted fire safety systems and can fine accordingly. No open flames or candles are allowed.
14. Vehicles may not be brought into the buildings without prior notification of Campus Security and Facilities. This includes motorcycles, scooters and boats, both fuel powered and electrical. If permission is granted, all vehicles must be "dry": no fuel,

liquids or batteries. Vehicles must be manually pushed into the building and may not be operated inside the building.

15. Weapon props must be approved in advance by the Chief of Campus Security and/or the Facilities Director. Every effort needs to be made that a weapon prop is safe and incapable of causing injury or harm. No weapon prop may be in operable condition. Proper notification to the community needs to be made when using weapon props.
16. Any use of animals must have prior approval. No dead animals may be used at any time.
17. If you have questions, please feel free to call Security and Facilities.

## **STUDENT CODE OF CONDUCT**

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It is the intention of the Student Code of Conduct to clarify certain standards of behavior by students that are essential to ArtCenter's educational mission and its community life. Unacceptable behaviors include, but are not limited to, those described in this Code. Students are expected to comply with all laws and to respect the rights and privileges of all other members of the ArtCenter community and its neighbors.

### **Prohibited Conduct**

Prohibited conduct includes but is not limited to the following:

1. Violation of the Academic Dishonesty Policy.
2. Violations of federal, state and local laws. A criminal conviction is not necessary for a student to be subject to discipline under the Code of Conduct.
3. Violations of ArtCenter policies, including but not limited to the Alcohol and Illegal Drugs Policy, Policy Against Harassment, Policy Against Sexual Assault, Weapons Policy, Appropriate Use Policy for Information Technology Resources and Parking Policy.
4. Intentionally or recklessly causing physical or psychological harm to any ArtCenter community member, yourself or to any person on College premises or at College activities either on or off campus, or causing reasonable apprehension of such harm. This includes, without limitation: computer, telephone, social, racial and sexual harassment or assault; verbal or written threats; stalking; intimidation; and verbal and physical abuse or harassment.
5. Intentionally or recklessly interfering with normal College or College-sponsored activities, including but not limited to studying; teaching; research; College administration; judicial proceedings; or fire, police, or emergency services.
6. Failure to comply with the directions of College officials acting in performance of their duties, including but not limited to staff, faculty, and Campus Security officers. This includes verbally threatening, abusing or harassing any of the above in the performance of his or her duties.
7. Intentionally or recklessly destroying, defacing or damaging College property or the property of others on College premises or at College-sponsored activities.

8. Intentionally and substantially interfering with the freedom of expression of others on College premises or at College-sponsored activities.
9. Intentionally furnishing false information to any designated College official and to the College or failure to provide valid ArtCenter photo identification when requested by a College official.
10. Intentionally initiating, or causing to be initiated, any false report, warning or threat at College-sponsored activities.
11. Theft of property or services on College premises or at College-sponsored activities, or knowingly possessing stolen property.
12. Unauthorized use, possession or distribution of alcohol on College premises. Please see the ALCOHOL AND ILLEGAL DRUGS POLICY (pages 26) for more information.
13. Use, possession or actions under the influence of any controlled substance, alcohol, illegal drug or drug-related materials.
14. Unauthorized distribution or possession for purposes of distribution of any controlled substance, illegal drug or paraphernalia.
15. Engaging in disorderly conduct, public intoxication or lewd, indecent or obscene behavior either in any College on-campus facility or at a College-sponsored activity located at non-College owned property.
16. Unauthorized use, possession or storage of any weapon on College premises or at College-sponsored activities.
17. Intentionally or recklessly misusing, disabling, tampering with or damaging College fire safety equipment, doors and signs.
18. Unauthorized use or possession of fireworks and/or other incendiary materials on College premises or at College-sponsored activities.
19. Unauthorized use, forgery or unauthorized alteration of any College document or instrument of identification.
20. Unauthorized presence in or use of College premises, facilities or property.
21. Any behavior that disrupts or causes disruption of College computer services; damages, alters or destroys College data or records; or adversely affects College computer software, programs, systems or networks. This may include the intentional introduction of any computer contaminant into the College's computer system.
22. The use of College data, computer systems or networks to devise or execute any scheme to defraud, deceive or extort or wrongfully obtain money, property or data. Unauthorized use of College computer files or unauthorized access to College restricted network systems or computer files.



23. Reckless driving of a four- or two-wheel vehicle on campus or on non-College owned property, or the abuse of campus parking rules and regulations.

24. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

Engaging in any of the above conduct may result in dismissal from the College.

<b>ARTCENTER'S HILLSIDE CAMPUS &amp; SOUTH CAMPUS</b>	
HILLSIDE CAMPUS 1700 LIDA STREET	626.396.2200
SOUTH CAMPUS 870 S. RAYMOND AVE.	626.396.4330
SOUTH CAMPUS 950 S. RAYMOND AVE.	626.396.4220
SOUTH CAMPUS 1111 S. ARROYO PKWY.	626.396.4300

<b>ADMINISTRATION, ARTCENTER COLLEGE OF DESIGN</b>		<b>TELEPHONE</b>
<b>President</b> Karen Hofmann		626.396.2255
<b>Interim Provost</b> Anne Burdick		626.396.2303
<b>Vice President, Facilities and Campus Planning</b> Rollin Homer		626.396.2292
<b>Associate Provost for Student Affairs/Dean of Students, CSE</b> Ray Quirolgico		626.396.2325
<b>Director, Campus Security</b> Jim Finch		626.396.2456
<b>ADMINISTRATION, ARTCENTER EXTENSION</b>		
<b>Managing Director, ArtCenter Extension, Director, ACX</b> Dana L. Walker-Juick		626.396.2376
<b>Manager, ArtCenter Extension</b> Faviola Nuñez-del-Arco		626.396.2428
<b>Outreach Program Manager, ArtCenter Extension</b> Cecilia Ybarra		626.396.4235
<b>Coordinator, ArtCenter Extension</b> Erin Kennedy		626.396.4279
<b>Administrative Assistant, ArtCenter Extension</b>		626.396.2216
<b>Administrative Assistant, ArtCenter Extension</b> Gigi Brady		626.396.2318

<b>DEPARTMENT</b>	<b>INQUIRIES CONCERNING...</b>	<b>TELEPHONE</b>
ACCOUNTING HILLSIDE CAMPUS	Degree Program	626.396.2330
ADMISSIONS HILLSIDE CAMPUS	Degree Program	626.396.2373
CAFETERIA HILLSIDE CAMPUS	Food Services	626.396.2260
CAMPUS SECURITY HILLSIDE CAMPUS & SOUTH CAMPUS	Emergencies	626.396.2211
CAMPUS SECURITY HILLSIDE CAMPUS	Lost and Found Parking Decals	626.396.2299
CAMPUS SECURITY/FRONT DESK SOUTH CAMPUS – 870 S. RAYMOND	Lost and Found	626.396.4330
CAMPUS SECURITY/FRONT DESK SOUTH CAMPUS – 950 S. RAYMOND	Lost and Found Parking Decals	626.396.4220
CENTER FOR THE STUDENT EXPERIENCE HILLSIDE CAMPUS	Student Life	626.396.2323
COMPUTER LAB OFFICE HILLSIDE CAMPUS	Hillside Campus Computer Labs	626.396.2240
COMPUTER LAB OFFICE SOUTH CAMPUS – 950 S. RAYMOND	South Campus Computer Labs	626.396.4228
COPY-DIGITAL OUTPUT CENTER I HILLSIDE CAMPUS	Copy Services Printing Services	626.396.2229 Press #1
COPY-DIGITAL OUTPUT CENTER II SOUTH CAMPUS – 950 S. RAYMOND	Copy Services Printing Services	626.396.2229 Press #2
ENROLLMENT SERVICES HILLSIDE CAMPUS	Academic Status Grades Transcripts	626.396.2314
FINANCIAL AID HILLSIDE CAMPUS	Degree Program	626.396.2215
LIBRARY HILLSIDE CAMPUS	Library Services	626.396.2233
ARTCENTER EXTENSION SOUTH CAMPUS – 950 S. RAYMOND	ACX	626.396.2319
STUDENT GALLERY HILLSIDE CAMPUS	Student Exhibitions	626.396.2200
STUDENT STORE HILLSIDE CAMPUS	Merchandise Art Supplies	626.396.2227
SWITCHBOARD/FRONT DESK HILLSIDE CAMPUS	Phone Directory Parking Decals	626.396.2200
TECHNOLOGY HELP DESK HILLSIDE CAMPUS & SOUTH CAMPUS	Account Resets Log-in Information	626.396.2390 Press #4
WILLIAMSON GALLERY HILLSIDE CAMPUS	Exhibitions	626.396.2446