

# 2010-2011

## STUDENT HANDBOOK

THE ART INSTITUTE OF CALIFORNIA — HOLLYWOOD  
THE ART INSTITUTE OF CALIFORNIA — INLAND EMPIRE  
THE ART INSTITUTE OF CALIFORNIA — LOS ANGELES  
THE ART INSTITUTE OF CALIFORNIA — ORANGE COUNTY  
THE ART INSTITUTE OF CALIFORNIA — SACRAMENTO  
THE ART INSTITUTE OF CALIFORNIA — SAN DIEGO  
THE ART INSTITUTE OF CALIFORNIA — SAN FRANCISCO  
THE ART INSTITUTE OF CALIFORNIA — SUNNYVALE

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Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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# SECTION ONE

## INTRODUCTION

### STUDENT HANDBOOK NOTICE REGARDING POLICIES

As referenced herein, The Art Institute of California — Hollywood, The Art Institute of California — Inland Empire, The Art Institute of California — Los Angeles, The Art Institute of California — Orange County, The Art Institute of California — Sacramento, The Art Institute of California — San Diego, The Art Institute of California — San Francisco, and The Art Institute of California — Sunnyvale are collectively referred to as “The Art Institute.”

The Art Institute reserves the right to change the policies contained within this *Student Handbook* from time to time. Notice is not required for a new policy to take effect; however, The Art Institute will make reasonable attempts to notify students promptly of any policy changes through Website or email postings, mail distributions or other methods deemed appropriate by school administration.

### WELCOME FROM THE PRESIDENTS

Welcome to The Art Institute!

It is our pleasure to welcome you to The Art Institute community and congratulate you on considering an education at The Art Institute in the creative and applied arts. More than ever, it is an exciting time to be a designer, animator, chef, or media artist and many will tell you that these are fulfilling, rewarding career paths.

With over 45 educational institutions located throughout North America, The Art Institutes system of schools has been providing design, media arts, fashion, and culinary postsecondary education programs for more than 40 years. At The Art Institute, you will find like-minded students, artists who think like you and are excited by the talent you have and challenged by how you will apply it. Many of our students come right out of high school, some have tried different college programs, and others are career shifters. Something brings them to The Art Institute — a similar, often life-long, passion for their art and a desire to turn it into a career. Here, you will join a community that’s committed to providing you a nurturing, stimulating environment where you are free to explore your artist’s imagination and creativity and to stretch your talent and skills. We offer professional faculty who are from the industry, so they know what is needed to be competitive in the market and they bring that knowledge into the classroom. Our schools are designed with the creative student in mind and we continually keep our eye on the industry and on emerging technology. You will find professional skills kitchens, computer labs, professional studios, resource centers, and libraries with program-specific materials and many more professional tools to aid in your education.

On behalf of our faculty and staff, we want you to know that we are excited by your potential and enthusiasm for your art. We are committed to helping you chart the right education course for you and to help you to pursue your goals. In your journey, always keep your passion for your art and your goals as a daily reminder and source of motivation. By choosing what you love to do and following your passion, you cannot go wrong. Best wishes for your academic success.

Sincerely,

Roger Gomez

*President, The Art Institute of California — Hollywood*

Emam El-Hout

*President, The Art Institute of California — Inland Empire*

Laura Soloff

*President, The Art Institute of California — Los Angeles*

Gregory J. Marick

*President, The Art Institute of California — Orange County*

Terry Marlink

*President, The Art Institute of California — Sacramento*

Elizabeth Erickson

*President, The Art Institute of California — San Diego*

Byron Chung

*President, The Art Institute of California — San Francisco*

Daniel Cardenas

*President, The Art Institute of California — Sunnyvale*

### ABOUT THIS HANDBOOK

The Art Institute’s *Student Handbook* is designed to serve as a valuable resource as you progress through your academic program. The *Student Handbook* makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand. The Art Institute *Student Handbook* incorporates by reference The Art Institutes’ *Catalogs*. Regulations and procedures found in The Art Institutes’ *Catalogs* are considered a part of this *Student Handbook*.

# SECTION TWO

## CAMPUS INFORMATION

### CAMPUS FACILITIES

#### Locations

There are eight schools within The Art Institutes system that are located in California. The California schools are located in Hollywood, Inland Empire, Los Angeles, Orange County, Sacramento, San Diego, San Francisco, and Sunnyvale. Directory information is listed below. These locations are conveniently situated to provide access to most major highways in their respective areas.

#### **The Art Institute of California — Hollywood**

5250 Lankershim Blvd., North Hollywood, CA 91601; (818) 299-5100 or (877) 468-6232

#### **The Art Institute of California — Inland Empire**

674 East Brier Drive, San Bernardino, CA 92408; (909) 915-2100 or (800) 353-0812

#### **The Art Institute of California — Los Angeles**

2900 31st Street, Santa Monica, CA 90405; (310) 752-4700 or (888) 646-4610

#### **The Art Institute of California — Orange County**

3601 West Sunflower Avenue, Santa Ana, CA 92704; (714) 830-0200 or (888) 549-3055

#### **The Art Institute of California — Sacramento**

2850 Gateway Oaks Dr., St. 100, Sacramento, CA 95833; (916) 830-6320 or (800) 477-1957

#### **The Art Institute of California — San Diego**

7650 Mission Valley Road, San Diego, CA 92108; (619) 598-1200 or (866) 275-2422

#### **The Art Institute of California — San Francisco**

1170 Market Street, San Francisco, CA 94102; (415) 865-0198 or (888) 493-3261

#### **The Art Institute of California — Sunnyvale**

1120 Kifer Road, Sunnyvale, CA 94086; (408) 962-6400 or (866) 583-7961

### CAMPUS ORGANIZATION

Each campus is organized into the following administrative departments: Academic Affairs, Admissions, Career Services, Registrar, Student Affairs, Student Accounting, Student Financial Services, Technology, and the Library.

#### Classrooms

Classrooms (lecture rooms, computer labs, and kitchen labs) accommodate between eight and 40 students. Classes meet during daytime and evening hours, Monday through Saturday.

#### Offices

The administrative and faculty office suites accommodate faculty and academic administrators, school administrators, administrative support staff, student affairs, admissions, and student finance personnel.

### PARKING AND TRANSPORTATION

Parking regulations have been designed to maintain convenient, safe, and orderly parking for the students, faculty, staff and guests of The Art Institute. Signs and markings are placed in the driving and parking areas to facilitate ease of parking and safe traffic. The Art Institute is not responsible for any loss or damage to students' automobiles or their contents. Students are prohibited from parking in spaces reserved for staff and visitors. Students parking off the premises should obey the California State parking codes and the posted restrictions of campus neighbors. Additional parking information for specific campuses may be obtained by contacting their school receptionist or the Student Affairs Office.

## WEBSITES

### School Website

The Art Institute's Websites are listed below. Through the school Website, students can access school and programmatic descriptions, The Art Institutes' *Catalogs*, and financial aid information.

**The Art Institute of California — Hollywood:** <http://www.artInstitutes.edu/hollywood/>

**The Art Institute of California — Inland Empire:** <http://www.artInstitutes.edu/inland-empire/>

**The Art Institute of California — Los Angeles:** <http://www.artInstitutes.edu/los-angeles/>

**The Art Institute of California — Orange County:** <http://www.artInstitutes.edu/orange-county/>

**The Art Institute of California — Sacramento:** <http://www.artInstitutes.edu/sacramento/>

**The Art Institute of California — San Diego:** <http://www.artInstitutes.edu/san-diego/>

**The Art Institute of California — San Francisco:** <http://www.artInstitutes.edu/san-francisco/>

**The Art Institute of California — Sunnyvale:** <http://www.artInstitutes.edu/sunnyvale/>

## THE ART INSTITUTE STUDENT PORTAL

At The Art Institute, students' creative community extends into the virtual world through [www.myaicampus.com](http://www.myaicampus.com), their portal to all the services they need to succeed as a student at The Art Institute.

Students receive information and directions regarding [www.myaicampus.com](http://www.myaicampus.com) upon matriculation and are encouraged to explore the student portal as early as possible in order to access important information, connect themselves to resources, and assimilate to campus life. For further assistance with the [www.myaicampus.com](http://www.myaicampus.com) portal, students can contact the Registrar's Office.

Registered students receive:

- Their student email address (student email address is one of the official channels of communication between students and the college. *It is very important that students log in and check it often!*)
- Access to the Internet and social websites
- Space for building their own Web page
- Access to online registration, grade reports, online payment, eCompanion information for their classes, online bill payment, financial aid information, news and upcoming campus events.

## THE ART INSTITUTE STUDENT EMAIL ACCOUNTS

The Art Institute student email accounts are created/activated when the student provisions their account at [www.myaicampus.com](http://www.myaicampus.com). To ensure they receive communications from school faculty and administrators in a timely manner, students should check their student email account regularly or set it up to forward to another account that they check more frequently.

## ANIMALS ON CAMPUS

The Art Institute prohibits any animals on campus property, with the exception of registered service animals.

## APPROPRIATE ATTIRE

Students are expected to dress in a manner appropriate for their chosen profession while attending The Art Institute. When in doubt, students should ask their Academic Department Director for guidelines on professional dress in their programs of study. If student attire is deemed inappropriate by any faculty or staff member, the student will be asked to leave campus until the attire has been changed.

## CHILDREN ON CAMPUS

From time to time, children accompany parents to campus. If students are conducting a short visit when they are not attending class, they may bring children as long as they are supervising them at all times. Please be mindful, however, that children are not permitted in the classrooms or labs at any time, and are not permitted to use the Library or computer resources.

## **IDENTIFICATION (ID) CARDS**

Student Identification (ID) Cards are required at The Art Institute and must be carried at all times. Students may be asked to show a valid ID card while on campus. Students enrolled at The Art Institute are issued ID cards that are used for various purposes during their studies, including:

- Gaining access to the school and school facilities.
- Checking out materials from the Library and/or Technology Department.
- Participating in certain student activities and events.
- Presenting to some retailers, theaters, and restaurants that offer special discounts to those who present a Student ID card. Students who withdraw from the school are required to return their ID card to the Registrar. It is the student's responsibility to replace any lost ID cards through Student Affairs for a fee.

## **PERSONAL PROPERTY**

The Art Institute is not responsible for the personal property of students (such as books, supplies, equipment, or clothing). Students should place their names and student numbers on all items of value. Equipment serial numbers should be recorded and kept in a safe place. Students should also review their personal property/ homeowner's policy to determine whether valuable equipment (such as cameras) would be covered in the event of theft or loss. Students should never leave purses, backpacks, or wallets unattended, and should be sure to keep their valuable personal property with them at all times.

## **PORTABLE COMMUNICATION DEVICES**

Headphones are not to be worn in labs or classrooms unless required by the instructor or for ADA accommodation. The use of portable communication devices (examples of such devices are iPods, cellular telephones, Blackberrys, etc.) while in the classroom is strictly forbidden.

## **POSTERS, FLYERS, AND BANNERS**

Posters, flyers, and banners must get approval prior to posting. Students may submit their document for approval by contacting the Student Affairs Office.

## **SMOKING POLICY**

The Art Institute provides a smoke-free environment. Smoking is not permitted anywhere inside the buildings nor is it permitted near any of the buildings entrances. Smoking may be permitted outside the buildings in designated areas only.

## **STUDENT MESSAGES**

The Art Institute cannot serve as a "message service" for students. Only in cases of genuine emergency (e.g. medical or childcare situations) will a message be taken for a student.

## **VISITORS ON CAMPUS**

The Art Institute welcomes visitors on campus as long as the visitors' purposes are consistent with the educational mission and climate, and their presence does not compromise their own safety and the safety of others. Visitors are not permitted in the classrooms or labs at any time. All visitors are expected to check in with the school security or receptionist.

# SECTION THREE

## LIBRARY, COMPUTER LABS, AND TEXTBOOKS

### LIBRARY

#### Library Collection and Reference Services

The Art Institute's **Libraries** contain a collection of materials in areas that support the schools' academic programs. Through the Library collection of books, journals, periodicals, films, audios, and CD-ROMs, The Art Institute provides students, faculty, and staff with access to information and services needed in a teaching and learning environment. Collection emphasis is on creative production, as well as support for general education enhancement in the arts and humanities, communications, math and sciences, and social and behavioral sciences.

The Art Institute's Libraries also subscribe to a number of online databases for students and faculty. Examples include Getty Images, Oxford Art Online, StyleSite, ELibrary, Gale Virtual Reference Library, Oxford Reference, WilsonWeb, EBSCOHost databases for psychology, business, and education, as well as general journal article retrieval and ProQuest for journal article retrieval. Students will be prepared for lifelong learning through exposure to these computer information technologies, which may be accessed in the workplace, at home, in the school computer labs or in the Library.

#### Library Policies

Each of The Art Institute's Libraries publishes information regarding their circulation periods, policies and procedures. This information includes a listing of fines imposed for violations of circulation policies.

Library policies are enforced by Library staff members. The Library regularly collects data on circulation and patron activity, to ensure that current processes support and enable the Library to meet student and faculty needs.

Students should contact or visit the Library at their location for more information.

### COMPUTER LABS

At The Art Institute, computer labs are normally open to all students on a first-come, first-use basis. However, at times during the school year, some or all the computers in the labs may be reserved and scheduled for a specific lab use and will not be available during those times. Notices will be posted if this situation occurs.

#### Policy for Acceptable Use of Computers and Network Resources

The Art Institute is committed to ensuring a working and learning environment in which members of The Art Institute's communities\* have access to the technological tools needed to successfully achieve their academic and administrative objectives.

All members of The Art Institute's communities are responsible for the integrity of those resources. The Art Institute's resources are to be used in a manner consistent with the academic and administrative functions of The Art Institute, including use for study, instruction, research, the discharge of The Art Institute's business or other Art Institute sanctioned activities. Federal, state and local laws govern the use of these resources as well as Art Institute guidelines, policies and procedures published in this document, and elsewhere. Any use of The Art Institute's resources that is inconsistent with the intended purposes of applicable laws and school policies will be considered inappropriate use and may result in suspension or termination of access, expulsion, termination of employment or other disciplinary action.

\* The Art Institute's communities are defined as students, faculty, staff, designated vendors and authorized alumni of The Art Institute and appropriate employees or designated agents of affiliated companies of The Art Institute.

#### Who May Use the Computer Labs

Full and part-time students are welcome to use the computer labs during normal school hours. Students must have a valid (updated) Art Institute Student ID card to utilize technology resources. Students should keep their ID card with them at all times while at school. For student safety and the protection of Art Institute equipment, the presence of unauthorized persons (individuals who are not current students) in the labs should immediately be reported to a staff or faculty member.

Alumni: The Art Institute supports all alumni of The Art Institutes system of schools in their effort to improve and update their portfolios and résumés. Alumni are considered guests at the school and must adhere to the policies established in the *Student Handbook*. School computers are not to be used for “freelance” jobs. School machines and software are intended for educational use only. Due to the volume of students enrolled in classes, current students may be given priority access to equipment at the discretion of the school.

Faculty and Staff: The Art Institute’s faculty and staff have access to computer labs and equipment, although students generally have priority over usage. Students should not be surprised to see instructors and/or staff in classrooms and/or lab facilities.

### **Computer Lab Rules**

The following rules have been developed by the lab staff, Technology Committee and The Art Institute’s administrators to assure the integrity of lab systems and equipment, to optimize student access and to control usage of consumables. Failure to adhere to these policies and procedures can result in the suspension of lab access privileges and/or conduct probation and/or other disciplinary action. Malicious or mischievous acts that result in damage to equipment or software may result in permanent suspension from The Art Institute.

Computer Lab Rules:

1. Absolutely no food or drinks will be allowed in any of the computer labs at any time.
2. Loud or unruly behavior that disrupts other students in the lab will not be tolerated.
3. Students, faculty and staff may not install software of any kind onto any school computer.
4. Students, faculty and staff may not remove any computer device from an existing computer system and/or install any computer-related device to any school computer.
5. Attempting to copy software from any of the school computers is an illegal act that violates federal copyright laws and could result in legal repercussions as well as loss of lab privileges and/or expulsion from school.
6. Do not attempt to bypass the security arrangements in any computer lab.
7. Labs will not be kept open past posted closing times. Printers and scanners will be turned off 10 minutes prior to lab closing.
8. No modifications to the DOS, Windows or MAC environments will be allowed.
9. Student, faculty and staff work must be stored on personal disks (floppy, ZIP, CD-ROM, JAZ disks or portable hard drive). The schools are not responsible for the loss, theft, or any damage that may occur to personal storage devices. If loss or theft does occur see the Dean of Student Affairs and fill out an Incident Report.
10. Respect the privacy of others by refraining from seeking information on, obtaining copies of or modifying files, media or passwords belonging to others.
11. Respect the rights of others by complying with all school policies regarding harassment, hazing and/or discrimination. Do not engage in any behavior that violates any school policy or that would interfere with the proper use of school resources by others.
12. Respect the legal protection provided by copyright and licensing program, data and other sources of information by refraining from distributing or making copies of software without the permission of the copyright holder. Do not install illegally obtained software or any other unauthorized software on computers or networks.
13. Respect the intended usage of systems for electronic information exchange including the Internet. The user bears the responsibility for any material he or she chooses to access, send or display. Internet access provided by The Art Institute may not be used in any way that contravenes school policies, federal, state, or local laws or statutes.
14. Respect the integrity of computer systems and networks by refraining from use of any programs, transactions, data or processes that infiltrate a system or damage or alter the software, data components or configurations of systems or networks.
15. Respect the need for system and network security by refraining from any actions to infiltrate or bypass security arrangements or gain unauthorized access to facilities, resources, systems or networks.
16. Use the computer and communications resources in a manner consistent with the ethical principles set forth by The Art Institute and with accepted community standards.

Note: The user is responsible for backing up his or her files on removable media.

## **Policy on Open Computers in the Classroom**

In order to prepare students for the competitive job market, The Art Institute has computer labs to support the delivery of academic programs and to support students in the completion of assignments generated through course work. To ensure that students have the best opportunity to access a computer terminal to complete their assignments, all unoccupied computers may be accessed during normal hours of operation whether or not a scheduled class is in session.

The student must wait 30 minutes after the start of the scheduled class to ensure that unoccupied computers are available for class members who may show up late. The student should enter the class quietly, find an open computer and get to work without disturbing the instructor. The student is expected to work independently and not disrupt the class in session. An instructor may ask non-class members to leave if their conduct becomes disruptive. In addition, the student may not scan or print, as these peripherals are reserved for the class in session. All students will be asked to leave a lab at the end of a class, prior to the start of the next class.

## **TEXTBOOKS AND SUPPLIES**

Students will be required to purchase textbooks and program supplies throughout their program of study. While students are free to purchase these materials from other vendors, The Art Institute makes required textbooks and basic supplies available for purchase on campus. Each location operates an on-site Supply Store, a very specialized retail outlet designed to support the schools' academic programs by carrying most of the art, design, and culinary supplies necessary for each program of study, as recommended by the instructors and Academic Department Directors.

## **NOTICE TO STUDENTS RE: THE ART INSTITUTE POLICIES TO COMPLY WITH THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

A student violation of the institution's policies for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750-\$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

The Art Institute's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. The Art Institute's policies prohibit use of The Art Institute's computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e. the sharing of copyrighted works, typically in digital or electronic files, without permission).

# SECTION FOUR

## STUDENT SERVICES AND RESOURCES

### ACADEMIC RESOURCES

The Art Institute strives to provide sufficient academic support to students throughout their program of study. The Art Institute offers a variety of activities such as tutoring and mentoring programs, faculty office hours, guest lecturers, critiques and exhibitions of work, competitions, and workshops. Of particular importance are workshops, which are hosted throughout the quarter to support students in various programs of study. These workshops are designed to supplement students' classroom experience, provide additional academic instruction, and help to advance skills and build confidence for students at all competency levels. Students can participate in workshops free of charge for the purpose of developing, strengthening and refining their skills in common areas such as: figure drawing, rendering, software training, and culinary knife techniques.

### ACADEMIC SERVICES/ ADVISING

Academic advising is provided by Academic Advisors, Faculty, Academic Department Directors, and the Dean of Academic Affairs. Students have access to advising services throughout their program of study. Advising services may be provided on an individual or small group basis, or even in a workshop setting, to help students manage academic affairs such as Registration and maximize their school experience.

### Graduation

Students must meet all graduation requirements, as published in The Art Institutes' *Catalogs*, in order to graduate from The Art Institute. Each location conducts semi-annual<sup>1</sup> graduation commencement ceremonies, in which any graduating student may participate provided they meet all graduation requirements prior to the posted deadlines.

### CAREER SERVICES

The Career Services Department assists current eligible students in locating and securing part-time, freelance, and internship work, and later assists eligible graduates in locating and securing full-time, field-related entry-level employment. While The Art Institute provides Career Services assistance, it does not guarantee employment or any particular level of compensation prior to or following graduation.

### Graduate Employment Services

Career Services Advisors are available to assist current, eligible students in all phases of the career development and job search process. Aggressive efforts are made in developing and maintaining employer contacts through telemarketing, promotional material, employer visits, and recruiting events. A quarterly Graduate Portfolio Show and student employment Job Fair are events held to enhance student employability.

### Student Employment Services

Student Employment Advisors are in contact with potential employers in order to assist in-school students in securing part-time jobs for and Internships. After the student registers with the Career Services Department, they are furnished with leads for part-time employment. The student is expected to follow up on all leads accepted and report progress to the Advisor. Job Fairs are held each quarter to bring employers who are looking to hire students onto campus.

### Alumni Services

As graduates progress in their careers, the continued assistance of the Career Services Department remains available through Alumni Relations. Continued contact with alumni is important to The Art Institute, and is maintained through periodic events, mailings, exhibitions, and newsletters. Alumni are eligible to use The Art Institute facilities when not in use by current students, and during regular open lab hours, if they need to upgrade skills and portfolios. Alumni who are interested in using The Art Institute facilities may contact the Career Services Department to make arrangements. A comprehensive Art Institute Alumni Website is available at [www.alumniconnections.com/artInstitutes](http://www.alumniconnections.com/artInstitutes).

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1 The Art Institute of California – San Diego conducts graduation commencement ceremonies on a quarterly basis.

## **REGISTRAR**

### **Transcript Requests**

Student may obtain official transcripts through the Registrar's Office for a nominal fee per transcript. All requests for transcripts must be submitted in writing, and must be signed and dated. Requests must be made by students in good academic and disciplinary standing with The Art Institute, require approval by the Accounting Office, and may require seven to ten (7-10) days to process.

### **Enrollment Verification Requests**

Students may obtain documentation from the Registrar's Office verifying their enrollment for student discounts, insurance, loan deferments, or other purposes.

### **Miscellaneous Requests**

Various other administrative tasks such as name changes, address changes, etc., are also processed through the Registrar's Office. Students needing assistance with these tasks should report to the Registrar's Office.

### **Registration**

Each quarter, students are required to register for the next quarter by enrolling in appropriate courses. Prior to the registration period, each school will post the schedule of courses to be offered for the upcoming quarter, along with registration instructions and deadlines. Course offerings, instructors, days, times and class locations are subject to change.

### **Schedule Adjustment Period**

During the Schedule Adjustment Period students may add or drop courses, or change sections. The Schedule Adjustment Period begins on Monday of the first week of the quarter and concludes at the end of the first class day of the second week. Tuition is charged based on registered credits at the end of this period. Students are responsible for all charges regardless of attendance. Students who fail to attend any classes or notify the Academic Affairs Department during the Schedule Adjustment Period will be withdrawn from school. If a continuing student attends a class and withdraws from school during the Schedule Adjustment Period, the student is financially responsible for all registered courses based on the school's Refund Policy, as published in The Art Institutes' *Catalogs*.

## **STUDENT AFFAIRS**

The Art Institute provides a wide variety of support services to its students in order to help them complete their educational programs and reach their career goals. Every student is encouraged to take advantage of these support services. The missions of the Student Affairs Departments are to supplement The Art Institute's educational processes and stated purposes by providing opportunities for student campus involvement, as well as services in the areas of Counseling/Health Resources, School-Sponsored Student Housing, International Student Advising, Disability Services, Student Clubs and Organizations, and Activity Programming. The department actively encourages the involvement of its students, faculty, and staff in activities that stimulate cultural awareness, creative expression, and both social and professional development. To fulfill its mission, the department has established the following objectives:

- To provide appropriate school-sponsored housing and/or independent housing referral services which are convenient and suitable to the students' needs and conducive to their educational goals;
- To provide community resources, activities, and events that support the educational process by enhancing social/cultural awareness, community involvement, and encouraging the active participation of students, faculty, and staff in these services; and
- To provide resources and assist international students with all issues pertaining to their transition to life in the U.S.

## **Counseling/Health Resources**

### ***The Student Assistance Program***

The Student Assistance Program is a service available at no additional charge to students, which provides confidential counseling via telephone 24 hours per day, 7 days a week; the program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. This program can assist with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse and any other relevant concerns. For more information, please contact the Student Affairs Office. Additional services available to students include:

- Special events/workshops on health or wellness related areas;
- Information on human services in the local area;
- Assistance with study habits, time management, stress management, communication, problem solving, transition to college, and many other college success topics;
- Coordination of disability services for students that qualify in compliance with the Americans with Disabilities Act; and
- Referral to short-term counseling provided by the Student Assistance Program for students in need of emotional support or guidance.

### ***The Student Accident and Sickness Insurance Program***

The Art Institute does not offer health care services to students. However, The Art Institute is pleased to make an insurance plan covering accident and illness available to students and their dependents.

ALL students are urged to carry a primary private insurance policy that covers comprehensive healthcare. Information regarding the benefits and costs of The Art Institute's Student Accident and Sickness Plan is available from the Student Affairs Department at each school.

It is a requirement that ALL international students who attend The Art Institute have adequate accident and illness insurance. If a student's existing health insurance policy will not protect them while they live in the United States, they may wish to consider the policy offered to students by USI Insurance. All international students must either purchase one of the insurance plans offered by USI OR complete a waiver form indicating that they have their own insurance, which adequately covers them in the United States. The insurance coverage they elect is a decision to be made by the student.

USI is wholly separate from The Art Institute and The Art Institute has no financial interest in USI's operations, nor does The Art Institute make any representation as to the quality or adequacy of medical care or insurance coverage provided to any student during his or her enrollment at The Art Institute.

### **Housing Services**

The Art Institute offers both School-Sponsored Housing and independent housing referrals. The School-Sponsored Housing program utilizes local apartment complex(es) in which students are assigned to single-sex units with other students. Student Resident Assistants live on-site at the housing complex and assist residents with peer counseling, conflict mediation, and activity planning. All utilities (except phone, Internet, and cable at some schools) and basic furnishings are included in the quarterly housing charge. School-Sponsored Housing is not available at all schools. Contact the Student Affairs Office for more information.

Independent housing referrals are also located in the Student Affairs Office and include information on vacancies within local private homes and referrals to Internet and print resources.

### **International Student Advising**

The International Student Advisor is the key contact for all non-immigrant alien international students who hold visas. The advisor provides assistance and guidance regarding procedures and policies regarding nonimmigrant student visas and serves as the Designated School Official on behalf of the Department of Homeland Security to issue and sign immigration forms. Throughout the student's stay at The Art Institute, the International Student Advisor will consult with and advise the student in order to help the student maintain compliance with Department of Homeland Security regulations and to assist in making this educational and life experience a positive one.

## **Disability Services**

The Art Institute provides accommodations to qualified students with disabilities. The Student Affairs and/or Disability Services Office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute. The Art Institute is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Student Affairs and/or Disability Services Office. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment, as published in The Art Institutes' *Catalogs*. If students have a concern or complaint in this regard, they are directed to contact the Dean of Student Affairs at their school:

**The Art Institute of California — Hollywood:** (818) 299-5100 or (877) 468-6232

**The Art Institute of California — Inland Empire:** (909) 915-2100 or (800) 353-0812

**The Art Institute of California — Los Angeles:** (310) 752-4700 or (888) 646-4610

**The Art Institute of California — Orange County:** (714) 830-0200 or (888) 549-3055

**The Art Institute of California — Sacramento:** (916) 830-6320 or (800) 477-1957

**The Art Institute of California — San Diego:** (858) 598-1200 or (866) 275-2422

**The Art Institute of California — San Francisco:** (415) 865-0198 or (888) 493-3261

**The Art Institute of California — Sunnyvale:** (408) 962-6400 or (866) 583-7961

## **Student Clubs, Organizations and Activities**

The Student Affairs Department is responsible for many aspects of student life outside of the classroom. A wide variety of student clubs and organizations are present on campus and students are encouraged to get involved. Many of the student clubs directly reflect the interests of students' in their chosen field of study, and provide an opportunity for networking and professional development. Students are encouraged to approach Student Affairs staff with new ideas for student clubs. The Art Institute also provides a diverse campus activities program that is designed to enhance the social, emotional, physical, and mental wellbeing of students. Activities offered may differ by quarter, so check with the Student Affairs Department for more information.

## **Student Surveys**

The Art Institute administers surveys on a routine basis, in order to acquire students' opinions and to evaluate their satisfaction with multiple aspects of the school. The Noel-Levitz Student Satisfaction Inventory is administered once a year, and addresses multiple areas of the institution, such as: instruction, curriculum, facilities and support services. IDEA Surveys are administered quarterly for each instructor and measure instructors' teaching effectiveness as evidenced by students' progress on learning objectives. Participation in surveys is voluntary, and all individual survey responses are kept confidential.

## **STUDENT ACCOUNTING**

The Art Institute provides Student Accounting Services to administer student billing, payment processing, drop calculations, and the maintenance of student financial records.

## **STUDENT FINANCIAL SERVICES**

The Art Institute provides Student Financial Services to help students and their families develop a financial plan to enable program completion. Specialists from this department help each student complete applications for grants and loans applicable to that student's circumstances. Once a student's eligibility for financial assistance has been determined, the student and the financial planning specialist develop a plan for meeting educational expenses.

Students of The Art Institute may apply for scholarships, grants, and loans to assist with college expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student's educational costs. Students do not repay scholarships or grants, but must meet specific requirements to receive them. Various loans are also available to assist students with educational costs. These loans must be repaid according to specific terms. All students who receive federal- or state-sponsored financial assistance must maintain satisfactory academic progress as defined in the Academic Policies and Procedures section of The Art Institutes' *Catalogs*.

# SECTION FIVE

## HEALTH/SAFETY POLICIES AND PROCEDURES

### CAMPUS SECURITY REPORT AND CRIME STATISTICS

#### Campus Security

The Art Institute is committed to the health and welfare of their students, faculty, staff, and guests. Crime awareness and campus security are matters for which everyone must take a personal responsibility. The Student Conduct and Housing Codes strictly prohibit the possession of weapons and the illegal use of alcohol, controlled substances, and drugs on the campus or in off-campus school-sponsored housing. The Art Institute adheres to all state and federal laws. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including expulsion.

#### Reporting Crimes and Emergencies

Report criminal actions or other emergencies immediately. A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or other emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Be sure to describe the nature of the criminal activity, when it happened, where it happened, who was involved and whether there were any witnesses. It is the policy of The Art Institute that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. In an instance when the Dean of Student Affairs is not available, please contact another member of the Executive Committee or a school administrator.

#### Security and Access to Campus Facility

It is the policy of The Art Institute that access to all campus facilities is limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to the school policies and conduct codes. Responsibility for the lawful and appropriate behavior of visitors should be shared by their student or employee host. All visitors must sign in and out at the front reception desk.

#### Crime Statistics

As part of The Art Institute's commitment to safety and security and pursuant to the requirements of the Federal Crime Awareness and Campus Security Act of 1990, The Art Institute provides information annually to all of its current and prospective employees and students that addresses, among other things, the importance of prompt reporting of crimes to school officials and local police; campus security procedures aimed at encouraging students and employees to be responsible for their own security and the security of others; advisement and other assistance available from The Art Institute to any student who may be the victim of a crime; and statistics on selected crimes which The Art Institute maintains pursuant to the Crime Awareness and Campus Security Act. A complete copy of the Campus Crime Report and Crime Statistics that were submitted to the Department of Education can be obtained in the Student Affairs Department. Details regarding the distribution of the Campus Crime Report are found later in this *Student Handbook* under *Appendix II: School-Specific Information*.

### EMERGENCY PROCEDURES AND CLOSINGS

In the event of fire, natural disaster or medical emergencies, students and employees should dial 911. After dialing the emergency operator, the school president should be notified. In the event of a fire, it is mandatory that all persons observe the following procedures:

1. Stay calm. Stop work immediately. Do not pack up supplies or work in progress.
2. Follow directions from the nearest facility, staff member or emergency personnel for exiting the building. Exit buildings using stairwells only.
3. After exiting, head away from the building to the corner of the parking lot (do not block driveways, exits, entrances or streets).
4. Do not re-enter the school until an "all-clear" indication is given.

The Art Institute will rarely close due to external conditions. In the event of cancellation of classes, announcements will be made exclusively through a recorded message on the school's main line.

## **DRUG-FREE WORKPLACE AND CAMPUS**

### **Drug and Alcohol Policies**

In keeping with Section 120(a) through (d) of the Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug-Free Schools and Campuses” publication, The Drug Prevention Policy, is provided to all Art Institute students annually.

The use of illegal drugs and the abuse of alcohol on The Art Institute campuses or in facilities controlled by the Art Institute are prohibited by college regulations and are incompatible with The Art Institute’s goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

### **Effects of Drugs and Alcohol**

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of The Art Institute and the requirements of state and federal law, The Art Institute has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

### **Health Risks Associated with the Use of Alcohol**

#### *Short-Term Risks*

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

#### *Long-Term Risks*

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males—testicular atrophy and breast enlargement
- In females—increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

### **Health Risks Associated with the Use of Drugs**

#### *Amphetamines (Speed, Uppers)*

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

#### *Deliriants (Aerosols, Lighter Fluid, Paint Thinner)*

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

#### *Depressants (Barbiturates, Tranquilizers, Methaqualone)*

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

#### *Hallucinogens (LSD, PCP, DMT, STP, Mescaline)*

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

#### *Intravenous Drug Use*

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

#### *Marijuana and Hashish*

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

#### *Stimulants (Cocaine)*

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

#### *Narcotics (Heroin, Morphine, Codeine, Opium)*

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

## **SANCTIONS**

### **The Art Institute Sanctions**

The Art Institute, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, The Art Institute will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined suspended or dismissed for violation of The Art Institute standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

### **Federal Sanctions**

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

- **First conviction:** Up to 1 year in prison, fine of \$1,000 to \$100,000, or both.
- **Second conviction:** At least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both.
- **After two drug convictions:** At least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram. Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

## **Convictions for Drug-Related Offenses**

Any student convicted of any drug-related criminal statute must notify the Director of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and state-specific grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

## **Signs of an Alcohol or Illicit Drug Problem**

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- Abrupt changes in mood or attitude
- Decreased efficiency at work or at school
- Frequent absences, tardiness, and/or early departures
- Relationship problems with family, friends, and co-workers
- Unusual outbursts of anger and hostility
- Social withdrawal

## **Counseling**

If you observe any of these changes in yourself or another student, you are encouraged to seek help. Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in the area where students and employees may seek advice and treatment.

## **Community Resources**

There are also organizations that may be contacted for help. The Alcoholism and Drug Abuse Hotline (1-800-252-6465) and the Cocaine Hotline (1-800-444-9999) are open 24 hours a day. The National Institute on Drug Abuse Hotline (1-800-662-4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends. A list of emergency and sliding-fee scale resources is available in the Student Affairs Office.

# **STUDENT CONDUCT POLICY**

## **SECTION I. GUIDING PRINCIPLES**

The Art Institute recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the college community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of The Art Institute's mission.

## **SECTION II. SCOPE**

This Student Conduct Policy applies to all students and student organizations at The Art Institute.

## **SECTION III. REACH**

The Student Conduct Policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student organization sponsored events or in School-Sponsored Housing. At the discretion of the Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of The Art Institute), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

## **SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP**

Students are both members of the college community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the college and to other individuals who make up the community. By enforcing its Student Conduct Policy, the college neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the college will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

## **SECTION V. DISCIPLINARY OFFENSES**

The offenses listed below are given as examples only. The Art Institute may sanction other conduct not specifically included on this list.

### **1. Scholastic Dishonesty**

- a. Plagiarism
- b. Cheating on assignments or examinations
- c. Engaging in unauthorized collaboration on academic work
- d. Taking, acquiring or using test materials without faculty permission
- e. Submitting false or incomplete records of academic achievement
- f. Altering, forging or misusing a college academic record
- g. Fabricating or falsifying data, research procedures, or data analysis
- h. Deceiving the college and/or its officials

### **2. Illegal or Unauthorized Possession or Use of Weapons**

- a. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property or at college sponsored functions, except where possession is required by law [For example, Florida has a law that prohibits employers from barring employees from storing lawfully registered firearms in their cars on employer property]

### **3. Sexual Assault or Nonconsensual Contact**

- a. Any form of unwanted sexual attention or unwanted sexual contact

### **4. Threatening, Violent or Aggressive Conduct**

- a. Assault, battery, or any other form of physical abuse of a student or college employee
- b. Fighting or physical altercation
- c. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
- d. Any conduct that threatens the health or safety of another individual one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student

### **5. Theft, Property Damage and Vandalism**

- a. Theft, attempted theft, vandalism/damage, or defacing of college property, college-controlled property or the property of another student, faculty, staff member or guests
- b. Extortion
- c. Setting fires, tampering with fire safety and/or firefighting equipment

### **6. Disruptive or Disorderly Conduct**

Disruptive Behavior, such as, Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

- a. Disruptive Classroom Conduct, such as, engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or use of cell phones and pagers during scheduled classroom times.

- b. Disorderly Conduct, such as:
  - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;
  - ii. Breach of peace on college property or at any college-sponsored or supervised program; or
  - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute and/or its reputation

#### **7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol**

- a. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property, or at any function sponsored or supervised by the college
- b. Being under the influence of illegal or controlled substances on college property, or at any college function
- c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college
- d. Being under the influence of alcohol on college property or at any college function is also prohibited

#### **8. Verbal Assault, Defamation and Harassment**

- a. Verbal abuse of a student or college employee
- b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
- c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law

#### **9. Hazing**

- a. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

#### **10. Falsification**

Willfully providing college officials with false, misleading or incomplete information

- a. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform
- b. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats

#### **11. Abuse of The Art Institute disciplinary system, including but not limited to:**

- a. Failure to obey the summons of a disciplinary body or college official
- b. Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding
- d. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
- e. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
- f. Failure to comply with the sanction(s) imposed under the Student Conduct Policy
- g. Influencing or attempting to influence another person to commit an abuse of the disciplinary system

## 12. Unauthorized Use or Misuse of College Facilities

- a. Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks

## 13. Violation of Federal or State Laws

- a. Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

## 14. Insubordination

- a. Persistent or gross acts of willful disobedience or defiance toward college personnel
- b. Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
- c. Failure to exit during fire drill
- d. Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties

## 15. Violations of College Rules

- a. Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b. Violation of school safety regulations
- c. Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- d. Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored Housing Student Handbook
- e. Any violation of the institutions policies on the responsible use of technology including but not limited to:
  - i. The theft or abuse of computer, email, Internet or Intranet resources
  - ii. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
  - iii. Unauthorized transfer of a file
  - iv. Unauthorized downloading of copyrighted materials in violation of law
  - v. Unauthorized use of another individual's identification and/or password
  - vi. Use of computing facilities to interfere with the work of another student, faculty member, or school official
  - vii. Use of computing facilities to send obscene or abusive messages
  - viii. Use of computing facilities to interfere with normal operation of the school's computing system
- f. Failure to satisfy school financial obligations

The above list is illustrative only, and The Art Institute may sanction other conduct not specifically included on this list.

## SECTION VI. SANCTIONS

The Art Institute may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute reserves the right to immediately impose the most severe sanction if circumstances merit. Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the Student Conduct Policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. **Discretionary Sanctions:** The student will be required to complete an educational assignment, community service, attend counseling, or have restricted privileges.
4. **Removal from Sponsored Housing:** The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.

5. **Suspension:** Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. **Expulsion:** The student will be expelled from The Art Institute immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
7. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

## **SECTION VII. DISCIPLINARY PROCEDURES**

### **Complaint**

Any member of The Art Institute community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute policies.

1. The complaint shall be prepared in writing and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or his/her delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations. Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art Institute determines that the circumstances do not warrant disclosure of some or all of the facts.

### **Search of Student's Property**

Students have no expectation of privacy in their personal property while on campus. The Art Institute reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including: when there is reasonable suspicion on the part of The Art Institute staff that a risk to the health, safety or welfare of students or the school community exists; and pursuant to an investigation of potential wrongdoing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

### **Notification and Determination of violations that warrant Disciplinary Meeting**

1. The Chief Conduct Officer or his/her delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The Chief Conduct Officer or his/her delegate may render and communicate the decision to the Student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
  - a. If a Student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute policies on the basis of the information available, and impose sanctions for such violations.

## **Notification and Determination of violations that warrant Disciplinary Hearing or Panel**

In some cases, involving serious violations, the Chief Conduct Officer or his/her delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a Disciplinary Panel to adjudicate the process.

1. The Hearing Officer may immediately (before a Hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see Interim Suspension)
2. The student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the Hearing and a determination of the sanction will be made by the Disciplinary Panel.
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the Hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the Panel.
5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the Hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
  - a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion.
  - b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student, which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the Panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

### **Disciplinary Panel**

A Disciplinary Panel may consist of members of the school Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the Panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the Panel. Failure to sign the permission constitutes an agreement to have no student on the Panel.

### **Administrative Interim Suspension**

Students may be administratively suspended on an Interim basis:

1. When serious allegations are being investigated;
2. When serious allegations are pending before a Disciplinary Panel;
3. In advance of a Disciplinary Panel Hearing; or
4. When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community.

During the Interim Suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, Library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or his/her designee may determine to be appropriate. This Interim Suspension period should last no longer than three business days, and the Chief Conduct Officer or his/her delegate may make reasonable provisions to provide for accommodations of a student in school-sponsored housing.

The Interim Suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

## **SECTION VIII. Appeal Procedures**

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute policies and procedures.

1. During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from School-Sponsored Housing must leave in accordance with the directions indicated in the decision.
2. The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to The Art Institute's policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
3. Students should provide documentation to support the allegations of the appeal.
4. The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
5. The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
6. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
7. The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
8. Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
9. Following appropriate review and deliberation, the committee will report to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

## **SUICIDE**

### **Symptoms**

Depression and thoughts of suicide can impact a person's life in many different ways. Not everyone experiences depression and suicidal tendencies in the same way. Some people may have behavioral changes, while others experience physical changes. Depression alone or in combination with aggressive behavior, substance abuse and/or anxiety is found in over half of all suicides. If depression is present, substance abuse, anxiety, impulsivity, rage, hopelessness and desperation may increase the risks of suicide.

### **Depression and suicide have many common warning signs including:**

- Sadness, anxiety, or anger that is persistent and disproportionate
- Feelings of guilt, helplessness or hopelessness
- Trouble eating or sleeping
- Withdrawing from friends and/or social activities
- Loss of interest in hobbies, work, school, etc.
- Increased use of alcohol or drugs

### **Specific signs of potential suicide include:**

- Talking openly about committing suicide
- Talking indirectly about “wanting out” or “ending it all”
- Taking unnecessary or life-threatening risks
- Giving away personal possessions

### **Suicide can be also be triggered by a number of things including:**

- Stressful events, such as a failed exam or failure to get a job
- Crises in significant social or family relationships
- Interpersonal losses
- Changes in body chemistry
- High levels of anger or anxiety

### **How to help a friend**

If you notice any of the above warning signs in a friend or loved one, you have reason to be concerned. There are ways that you can be helpful to a friend or loved one who is thinking of taking their own life.

- Be honest and express your concerns. For example, “You seem really down lately; is something bothering you?”
- Ask directly about thoughts of suicide. For example, “Have you thought of hurting yourself?” If suicidal thoughts are expressed it is important to contact the college counselor, 9-1-1 or the local mental health association.
- Listen and offer emotional support, understanding and patience.
- Convey the message that depression is real, common and treatable. Suicidal feelings are real and preventable.
- Offer to accompany your friend to see a counselor.

### **Resources**

If you or a friend needs help, please contact 9-1-1. The Student Support Coordinator and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

**If you or someone you know is contemplating suicide, call 1-800-SUICIDE (800) 784-2433 or [www.hopeline.com](http://www.hopeline.com).**

**National Mental Health Association:** (800) 969-6642 or [www.nmha.org/index.cfm](http://www.nmha.org/index.cfm)

**National Institute of Mental Health:** (800) 421-4211 or [www.nimh.nih.gov](http://www.nimh.nih.gov)

Copyrighted and published by the National Mental Health Association, no part of this document may be reproduced without written consent. The National Mental Health Association (NMHA) 2001 N. Beauregard Street, 12th Floor, Alexandria, VA 22311; 1-800-969-6642 TTY: (800) 433-5959 [www.nmha.org/index.cfm](http://www.nmha.org/index.cfm)

### **Procedures Following Suicide Threats and Attempts**

The Art Institute expects and encourages students to maintain a reasonable concern for their own self-welfare and the welfare of the school community. Demonstrated suicidal intent or behavior are risk factors for completed suicide and can be violations of The Art Institute student code of conduct when they are disruptive to the school community, negatively impact the well-being of others, or demonstrate a risk to self. In the event that The Art Institute has reasonable cause to believe that a student attempted, will attempt, or has engaged in efforts to prepare to commit suicide, the School will generally require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional.

Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student’s safety and well-being.

The purpose of the mandated assessment is to gather information and recommendations about the student’s condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. The school will ask the mental health professional

to share information about what steps the school might take to protect the safety of the student and the school community at large. Students with psychological impairments that affect the student's ability to function in the school community (academically, socially or otherwise) may opt for a medical withdrawal or a medical leave of absence. Students who need to be hospitalized due to a suicide attempt and/or suicidal ideation will be placed on Interim Suspension which will remain in effect until the student provides appropriate documentation from a licensed mental healthcare provider stating that the student can safely return to school and is not believed by the healthcare provider to present a threat to harm himself/herself or others. Notwithstanding, the school at its discretion may set restrictions and/or conditions for the student to return to school including receiving outside counseling, signing a safety contract, and restricting or denying school-sponsored housing accommodations.

The Art Institute cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student's parents or other support person(s) may be contacted by the school and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits school officials to contact parents without the student's consent, "if knowledge of the information is necessary to protect the health and safety of the student or other individuals." If circumstances indicate further harm may come to a student by contacting family members, other options may apply. Failure to adhere to the guidelines outlined herein may result in disciplinary action.

## **FIREARMS POLICY**

### **Purpose/Scope**

To provide The Art Institute's policy on the possession of firearms by Art Institute employees, students, and all others while on Art Institute property or while attending Art Institute sponsored events.

The Art Institute is committed to maintaining workplaces and educational environments that are free of violence. This obligation includes eliminating recognized hazards that contribute to violence or serious harm. This Policy applies to anyone on The Art Institute's premises, unless otherwise prohibited by law. The Art Institute reserves the right, at its sole discretion, to change or terminate this policy, with or without notice to employees. Contact the Director of Facilities/Security for questions relating to this policy.

### **Who Should Know this Policy**

- All Employees
- All Students
- Art Institute Consultants/Contractors/Temps

### **Definitions**

- *Employee* – any Art Institute employee, regardless of employment status.
- *Student* – any Art Institute student regardless of their status with the school.
- *All Others* – any person other than an employee or student who enters the premises of the school for any purpose.
- *Premises of The Art Institute* – any property, building, or portion of a building or property that The Art Institute owns or occupies, whether on a temporary or permanent basis, and any off-site premises where The Art Institute is conducting any activity sponsored by The Art Institute. **This includes all parking lots, parking areas, sidewalks and walkways, and all Art Institute-owned/leased vehicles and equipment.**
- *Art Institute event* – an event intended for Art Institute faculty, employees, students, or invited guests of the school; it is not intended for the general public. These activities include, but are not limited to, graduation events, receptions, meetings, and conferences.
- *Art Institute-sponsored housing (i.e. Art Institute Premises)* – apartment units rented or owned by Art Institute schools and licensed to students through Art Institute schools for the purpose of living while attending an Art Institute school. The term includes but is not limited to common areas, including hallways, elevators, stairwells, parking areas, lounges, lawns and storage areas.

### **Responsibility**

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Human Resources or a member of management. It is the responsibility of management and Human Resources to enforce compliance with this policy and to take corrective action when necessary.

## Policy Conditions / Guidelines

- a. Firearms, including concealed weapons, are not permitted on Art Institute premises and/or at Art Institute events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to The Art Institute or to The Art Institute's vendors and contractors (where approved by The Art Institute) may carry weapons.**
- b. Firearms are not permitted in any vehicle while the vehicle is parked on Art Institute property, whether said property is owned or leased by The Art Institute or provided to The Art Institute for its use, except where otherwise required by law and provided that the employee, student or visitor is licensed to carry the firearm, the firearm is not loaded, and the firearm owner has informed the facilities' owner/manager in advance of the presence of the unloaded firearm in the owner's vehicle in accordance with any applicable law.
- c. Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, the President or a member of management or a member of school staff.
- d. Violation of this policy is considered a serious offense that endangers the safety of anyone on Art Institute premises. Any person violating this policy may be required to leave Art Institute premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.

# APPENDIX I

## ACADEMIC AND HOLIDAY CALENDARS

### THE ART INSTITUTE ACADEMIC CALENDAR 2010-2011 \*

TERM	START DATE	END DATE
Fall I 2010	10/4/10	12/ 18/10
Fall II 2010 **	11/ 11/10	12/ 18/10
<i>3-Week Break</i>	<i>12/19/10</i>	<i>1/9/11</i>
Winter I 2011	1/ 10/11	3/ 26/11
Winter II 2011 **	2/ 17/11	3/ 26/11
<i>1-Week Break</i>	<i>3/27/11</i>	<i>4/3/11</i>
Spring I 2011	4/ 4/11	6/18/11
Spring II 2011 **	5/12/11	6/18/11
<i>3-Week Break</i>	<i>6/19/11</i>	<i>7/10/11</i>
Summer I 2011	7/11/11	9/ 24/11
Summer II 2011 **	8/ 18/11	9/ 24/11
<i>1-Week Break</i>	<i>9/25/11</i>	<i>10/2/11</i>
Fall I 2011	10/ 3/11	12/17/11
Fall II 2011 **	11/ 10/11	12/17/11

### THE ART INSTITUTE CAMPUS HOLIDAYS 2010-2011 \*

Independence Day	Monday 7/5/10
Friday before Labor Day	Friday 9/ 3/10
Labor Day	Monday 9/6/10
Thanksgiving Day	Thursday 11/25/10
Day after Thanksgiving	Friday 11/26/10
Day before Christmas Eve	Thursday 12/23/10
Christmas Eve	Friday 12/24/10
New Year's Day	Friday 12/31/10
Martin Luther King Jr. Day	Monday 1/17/11
President's Day	Friday 2/25/11
Good Friday	Friday 4/22/11
Memorial Day	Monday 5/30/11

\* All calendar dates are subject to change.

\*\* Mid-Session courses only available to new students, not continuing students.

# APPENDIX II

## SCHOOL-SPECIFIC INFORMATION

### THE ART INSTITUTE OF CALIFORNIA – HOLLYWOOD

#### ACCREDITATION AND LICENSING

The Art Institute of California – Hollywood is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associate's degrees and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002; Telephone (202) 336-6780.

The Art Institute of California – Hollywood (Formerly California Design College), has been granted approval to operate by the California Bureau for Private Postsecondary and Vocational Education (California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834; Telephone (916) 574-8200; [www.bppve.ca.gov](http://www.bppve.ca.gov)).

#### ADMINISTRATION

Roger Gomez, President.....	(818) 299-5250
Peter Argo, Director of Human Resources.....	(818) 299-5245
Nathan Gamb, Dean of Student Affairs.....	(818) 299-5225
Kate Guerrero, Director of Career Services.....	(818) 299-5215
Melissa Huen, Senior Director of Admissions.....	(818) 299-5115
Karen Nowak, Dean of Academic Affairs.....	(818) 299-5271
Martin Shumaker, Director of Administrative & Financial Services.....	(818) 299-5210

#### ACADEMIC DIRECTORS/LEADERSHIP

Terry Bailey - Web Design & Interactive Media.....	(818) 299-5277
Aleta Campbell - Fashion Design; Fashion Marketing & Management.....	(818) 299-5281
Chef David Edens - Culinary Programs.....	(818) 299-5265
Gabriel Jones - General Education.....	(818) 299-5283
John Judy - Foundation Studies; Graphic Design.....	(818) 299-5280
Gary LaVasser - Industrial Design; Set & Exhibit Design.....	(818) 299-5275
Jonathan LeMond - Digital Film & Video Production.....	(818) 299-5278
Kevin McCarty - Digital Photography.....	(818) 299-5279
Sandra Park - Interior Design.....	(818) 299-5276

## DEPARTMENTS

Academic Advising .....	(818) 299-5227
Academic Affairs .....	(818) 299-5251
Accounting .....	(818) 299-5209
Admissions .....	(818) 299-5102
Campus Security .....	(818) 299-5195
Career Services .....	(818) 299-5227
Student Financial Services .....	(818) 299-5102
Human Resources .....	(818) 299-5246
Library .....	(818) 299-5261
Public Relations & Communications .....	(818) 299-5159
Registrar's Office .....	(818) 299-5349
Set & Exhibit Design Shop .....	(818) 299-5290
Students Affairs .....	(818) 299-5227
Student Housing .....	(818) 299-5227
Student Store .....	(818) 299-5200
Technology .....	(818) 299-5180
Video Cage .....	(818) 299-5190

## BUILDING AND LAB HOURS

Monday – Friday: 6:30 a.m. – 12:30 a.m.

Saturday: 6:30 a.m. – 11:00 p.m.

Sunday: CLOSED

## CAMPUS CRIME AND SECURITY ACT REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report for The Art Institute of California – Hollywood is distributed annually to every student and is available to current and prospective students upon request from the Student Affairs Department. It is also available at [www.artinstitutes.edu/hollywood](http://www.artinstitutes.edu/hollywood).

The annual Crime Report contains the following pertinent information:

1. The Art Institute of California – Hollywood's Safety and Security Procedures;
  - a. The procedures for reporting a crime;
  - b. Security personnel at the Art Institute of California – Hollywood;
  - c. Policies for preparing the annual crime report;
  - d. Security and access to campus facilities;
  - e. Campus law enforcement;
  - f. Programs offered about campus security and the prevention of crime;
  - g. Off-campus student organizations;
  - h. Drug and alcohol policies;
  - i. Sexual assault policies and the rights of victims;
  - j. Information regarding registered sex offenders;
  - k. Fire Safety;
  - l. Missing Student Notification.
2. The crime statistics for The Art Institute of California – Hollywood's Campus, Non-Campus Buildings and Public Property for calendar years 2007-2009.

## **ALERTFIND EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of California – Hollywood's AlertFind System will inform members of The Art Institute of California – Hollywood community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S, as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding the future implementation of and registration for the AlertFind system is available in the Student Affairs office.

## **LOST AND FOUND**

Items found shall be kept on the 3rd floor with Student Affairs. However, The Art Institute of California – Hollywood is not responsible for any damage, theft, or loss to personal belongings. Any unclaimed items may be discarded or donated to local charities at the end of each quarter.

## **PARKING**

Parking is available for students in the structure located next door to the main campus building. Students may purchase unlimited parking access for \$82.50 per month or pay the daily rate which is as follows:

- Monday – Saturday: \$1.25 per 15 minutes with a daily maximum of \$10.00
- After 5:30 p.m. Monday – Saturday: \$4.00 flat daily rate

If you want unlimited monthly parking, please complete the "Access Card Information" form once you get your student ID card. Your student ID card will also serve as your parking access pass. The "Card #" is your student ID number, which is printed on your student ID card. You may pick up an application from Student Services located on the third floor. Payments and completed forms can be taken to the ticket booth at the entrance of the parking garage. You may also call Parking Concepts directly at (818) 508-0115.

## **SAFETY AND SECURITY**

**In an emergency, call 911 from a landline phone if possible.** In the event of a non-emergency, you may contact Campus Security at (818) 299-5195. Campus Security will have a minimum of two officers on duty during open building hours. One will be located at the first floor front desk and one or more may be roving the building and perimeter. Please contact the above number for assistance.

**ACCREDITATION AND LICENSING**

The Art Institute of California – Inland Empire is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC can be contacted at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201; Telephone (703) 247-4242.

The Art Institute of California – Inland Empire has been granted approval to operate by the California Bureau for Private Postsecondary and Vocational Education (California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834; Telephone (916) 574-8200; www.bppve.ca.gov).

**ADMINISTRATION**

Emam El-Hout, President .....	(909) 915-2100
Haroon Ahmed, Director of Administrative & Financial Services .....	(909) 915-2111
Tom Bustamante Jr., Dean of Student Affairs .....	(909) 915-2143
Robert Cordova, Director of Technology & Facilities .....	(909) 915-2128
Jonathan DeAscentis, Dean of Academic Affairs .....	(909) 915-2115
Michele Ferren, Director of Human Resources .....	(909) 915-2103
Cindy Jones, Director of Career Services .....	(909) 915-2182
Matt Madrid, Senior Director of Admissions .....	(909) 915-2102
Bola Soyemi, Director of Student Financial Services .....	(909) 915-2127

**ACADEMIC DIRECTORS/LEADERSHIP**

Kay Wachuku, Ph.D. - Associate Dean of Academic Affairs .....	(909) 915-3118
Stephen Bautista - Foundation Studies .....	(909) 915-2177
Jason Diehl - Web Design & Interactive Media .....	(909) 915-2198
Ray Jones - General Education .....	(909) 915-2121
Chef Eyad Joseph - Culinary Programs .....	(909) 915-2159
Santosh Oommen - Game Art & Design; Media Arts & Animation .....	(909) 915-2142
Jana Rawling - Graphic Design .....	(909) 915-2141
Sara Sandoval - Interior Design .....	(909) 915-2140
Sherry West - Fashion Design; Fashion & Retail Management .....	(909) 915-2189

**DEPARTMENTS**

Academic Advising .....	(909) 915-2178
Academic Affairs .....	(909) 915-2145
Accounting .....	(909) 915-2164
Admissions .....	(909) 915-2119
Campus Security .....	(909) 915-2158
Career Services .....	(909) 915-3106
Financial Aid .....	(909) 915-3133
Housing .....	(909) 915-2197
Human Resources .....	(909) 915-2123
President's Office .....	(909) 915-2186
Student Affairs .....	(909) 915-2143
Technology .....	(909) 915-2147

## **BUILDING AND LAB HOURS**

### **Building Hours:**

Monday – Thursday: 6:30 a.m. – 11 p.m.

Friday: 6:30 a.m. – 11 p.m.

Saturday: 6:30 a.m. – 11 p.m.

Sunday: CLOSED

### **Lab Hours:**

Monday – Thursday: 7:00 a.m. – 10:45 p.m.

Friday: 7:00 a.m. – 10:45 p.m.

Saturday: 7:00 a.m. – 10:45 p.m.

Sunday: CLOSED

## **CAMPUS CRIME AND SECURITY ACT REPORT**

The annual Jeanne Clery Disclosure of Campus Crime and Security Act Report for The Art Institute of California – Inland Empire is available on The Art Institute of California – Inland Empire’s website at: [www.artinstitutes.edu/inland-empire/](http://www.artinstitutes.edu/inland-empire/). Students will be notified via campus email when the annual Jeanne Clery report is updated. Paper copies of the Crime Report are available on campus in the Student Affairs Office or by calling The Art Institute of California – Inland Empire at (909) 915-2100.

The annual Crime Report contains the following pertinent information:

1. The Art Institute of California – Inland Empire’s Safety and Security Procedures;
  - a. The procedures for reporting a crime;
  - b. Security personnel at the Art Institute of California – Inland Empire;
  - c. Policies for preparing the annual crime report;
  - d. Security and access to campus facilities;
  - e. Campus law enforcement;
  - f. Programs offered about campus security and the prevention of crime;
  - g. Off-campus student organizations;
  - h. Drug and alcohol policies;
  - i. Sexual assault policies and the rights of victims;
  - j. Information regarding registered sex offenders;
  - k. Fire Safety;
  - l. Missing Student Notification.
2. The crime statistics for The Art Institute of California – Inland Empire’s Campus, Non-Campus Buildings and Public Property for calendar years 2007, 2008 and 2009.

## **ALERTFIND EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of California – Inland Empire’s AlertFind System will inform members of The Art Institute of California – Inland Empire community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S, as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college’s crisis communication team only when required for safety purposes.

Information regarding registration for the AlertFind system is available in the Student Affairs office.

## **LOST AND FOUND**

The Art Institute of California – Inland Empire offers a lost and found service. All items lost and found are taken to the Student Affairs department in Room 150. Remember to always check there first. Unclaimed items are donated to a charity organization on a regular basis by the first week of every month.

## **PARKING**

Parking regulations have been designed to maintain convenient and orderly parking for the students, faculty, staff and guests of The Art Institute of California – Inland Empire. Signs and markings are placed in the driving and parking areas to facilitate ease of parking and safe traffic. The Art Institute of California – Inland Empire is not responsible for any loss or damage to students' automobiles or their contents. Parking is on a first come first served basis. Students are prohibited from parking in spaces reserved for staff and visitors. Students parking off the premises should obey the California state parking codes and the posted restrictions of our neighbors. Cars cannot be left on the premises overnight or they will be subject to towing.

## **SAFETY AND SECURITY**

**In an emergency, call 911 from a landline phone if possible.** In the event of a non-emergency, you may contact Campus Security at (909) 915-2158. Campus Security will have a minimum of two officers on duty during open building hours. One officer will be located at the first floor front desk in Building One (630 E. Brier Drive) and one or more may be roving the building and perimeter of 630 and 674 E. Brier Drive. Please contact the above number for assistance.

**ACCREDITATION AND LICENSING**

The Art Institute of California – Los Angeles is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, associate’s degrees, and bachelor’s degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002; Telephone (202) 336-6780.

The Art Institute of California – Los Angeles has been granted approval to operate by the California Bureau for Private Postsecondary and Vocational Education (California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834; Telephone (916) 574-8200; www.bppve.ca.gov).

**ADMINISTRATION**

Laura Soloff, President.....	(310) 314-6021
Mohamed Ammar, Director of Accounting & Financial Services.....	(310) 314-6030
A.J. Antun, Senior Director of Admissions.....	(310) 314-6172
Glenn Bell, Director of Technology.....	(310) 314-6064
Rebecca Broderick, Director of Human Resources.....	(310) 314-6035
Greg Embray, Facilities Manager.....	(310) 314-6081
Michelle Estrellado, Director of Public Relations.....	(310) 314-6019
Shelley Glickstein, Dean of Academic Affairs.....	(310) 314-6047
Aaron Pompey, Dean of Student Affairs.....	(310) 314-6075
Scott Saunders, Director of Career Services.....	(310) 314-6063

**ACADEMIC DIRECTORS/LEADERSHIP**

Ryan Gahagan - Associate Dean of Academic Affairs.....	(310) 314-6130
Christophe Bernard - Culinary Programs.....	(310) 314-6036
Ryan Gahagan (Interim) - Audio Production; Graphic Design.....	(310) 314-6130
Shelley Glickstein (Interim) - Fashion Design; Fashion Marketing & Management.....	(310) 314-6047
Joanne Kravetz - Interior Design.....	(310) 314-6124
Michael Libonati - Media Arts & Animation; Visual Effects & Motion Graphics.....	(310) 314-6103
Nick Marks - Game Art & Design; Game Programming.....	(310) 314-6007
Jan McWilliams - Web Design & Interactive Media.....	(310) 314-6102
Beth Rhodes - General Education.....	(310) 314-6124
David Schreiber - Digital Filmmaking & Video Production.....	(310) 314-6113

## **BUILDING AND LAB HOURS**

2900 31st Street

### **Building Hours:**

Monday – Saturday: 7:00 a.m. – 11:00 p.m.

Sunday: CLOSED

### **Lab Hours\*:**

Monday – Friday: 7:00 a.m. – 11:00 p.m.

Saturday: 7:00 a.m. – 6:00 p.m.

Sunday: CLOSED

2950 31st Street

### **Building Hours:**

Monday – Friday: 7:00 a.m. – 10:00 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Sunday: CLOSED

\* Extended lab hours are available during the final 2 weekends of each quarter.

## **CAMPUS CRIME AND SECURITY ACT REPORT**

This is a notice that the annual Jeanne Clery Disclosure of Campus Crime and Security Act Report for The Art Institute of California – Los Angeles is available on The Art Institute of California – Los Angeles's website at [www.aicala.artinstitutes.edu](http://www.aicala.artinstitutes.edu). Students will be notified via campus email when the annual Jeanne Clery report is updated. Paper copies of the Crime Report are available on campus in the Student Affairs Office (2nd Floor of 2950 Building) or by calling The Art Institute of California – Los Angeles at (310) 314-6149.

The annual Crime Report contains the following pertinent information:

1. The Art Institute of California – Los Angeles's Safety and Security Procedures;
  - a. The procedures for reporting a crime;
  - b. Security personnel at The Art Institute of California – Los Angeles;
  - c. Policies for preparing the annual crime report;
  - d. Security and access to campus facilities;
  - e. Campus law enforcement;
  - f. Programs offered about campus security and the prevention of crime;
  - g. Off-campus student organizations;
  - h. Drug and alcohol policies;
  - i. Sexual assault policies and the rights of victims;
  - j. Information regarding registered sex offenders;
  - k. Fire Safety;
  - l. Missing Student Notification.
2. The crime statistics for The Art Institute of California – Los Angeles's Campus, Non-Campus Buildings and Public Property for calendar years 2001-2005.

## **ALERTFIND EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of California – Los Angeles's AlertFind System will inform members of The Art Institute of California – Los Angeles community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S., as well as to on-campus email addresses and telephones. The messages are initiated by a member of the school's crisis communication team only when required for safety purposes.

Information regarding the future implementation of and registration for the AlertFind system is available in the Student Affairs office (2nd Floor of 2950 Building) or by calling the Student Affairs office at (310) 314-6149.

## **LOST AND FOUND**

Campus lost and found services are coordinated by Student Affairs and Admissions. Lost property can be reported to either department; found property is taken to the Admissions reception desk and can be claimed there. Students who believe their property has been stolen should report the incident in writing as soon as possible either to the Security staff or to the Department of Student Affairs.

## **PARKING**

Parking is available for Art Institute of California – Los Angeles students on the third level and above of the parking structure past the second gate. If a student elects to pay the quarterly parking fee, a parking card will be issued for use in the designated area.

## **SAFETY AND SECURITY**

The security guards employed by The Art Institute of California – Los Angeles are available at designated times (posted) and/or by request to walk with members of the campus community to various areas within and in proximity to the school facilities. This includes nearby bus stops and parking garages, and to/from either of the campus buildings. Please go to the Security Guard station on the first floor to view times and or to request an escort. Security staff are also available to help manage attendance and access to student club events, and other such community activities being held on campus. The Art Institute of California – Los Angeles contracts with an outside company to provide security staff posted to the 2900 building during business hours. Security staff posted to the 2950 building are assigned in coordination with business park management. Security staff can be contacted at the security desk at (310) 314-6121 or through the business park at (310) 452-7810.

## THE ART INSTITUTE OF CALIFORNIA – ORANGE COUNTY

### ACCREDITATION AND LICENSING

The Art Institute of California – Orange County is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, associate's degrees, and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002; Telephone (202) 336-6780.

The Art Institute of California – Orange County has been granted approval to operate by the California Bureau for Private Postsecondary and Vocational Education (California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834; Telephone (916) 574-8200; www.bppve.ca.gov).

### ADMINISTRATION

Greg Marick, President .....	(714) 830-0200
Margaret Carroll, Director of Facilities .....	(714) 830-0251
Tricia Cook, Director of Public Relations & Marketing .....	(714) 338-1303
Jenny Gonzalez, Director of Career Services .....	(714) 830-0249
Tim Hansen, Senior Director of Admissions .....	(714) 830-0203
Carl Henry, Director of Accounting & Financial Services .....	(714) 830-0234
Melinda Lester, Dean of Academic Affairs .....	(714) 830-0281
Steve Rickard, Dean of Student Affairs .....	(714) 830-0270
Bill Schuetz, Director of Technology .....	(714) 830-0222

### ACADEMIC DIRECTORS/LEADERSHIP

Linda Johnson - Associate Dean of Academic Affairs .....	(714) 830-0252
Alan Burner - Foundation Studies .....	(714) 338-1321
Alan Cusolito - Industrial Design .....	(714) 830-0297
Paul Fornelli - Digital Filmmaking & Video Production; Digital Photography; Web Design & Interactive Media .....	(714) 830-0226
Mary Ann Gale - Fashion Design; Fashion Marketing & Management .....	(714) 830-0242
Daniel Mattos - Culinary Programs .....	(714) 830-0280
Jeff Milner - General Education .....	(714) 830-0233
Catherine Stickel – Advertising; Graphic Design .....	(714) 338-1312
Ronni Whitman - Interior Design .....	(714) 830-0232

### DEPARTMENTS

Academic Affairs .....	(714) 830-0276
Admissions .....	(714) 830-0200
Career Services .....	(714) 338-1352
Human Resources .....	(714) 830-0258
Industrial Design Shop .....	(714) 338-0275
Library .....	(714) 338-6215
Registrar's Office .....	(714) 830-0200
Service Bureau/Equipment Cage .....	(714) 338-1324
Student Accounting .....	(714) 830-0226
Students Affairs .....	(714) 338-1314
Student Financial Services .....	(714) 830-0202
Supply Store .....	(714) 338-1323

## **BUILDING AND LAB HOURS**

### 3601 W. Sunflower Avenue (Building A)

#### **Building Hours:**

Monday – Friday: 6:30 a.m. – Midnight  
Saturday: 6:30 a.m. – 11:00 p.m.  
Sunday: CLOSED

#### **Lab Hours:**

Monday – Friday: 6:45 a.m. – 11:45 p.m.  
Saturday: 6:45 a.m. – 10:45 p.m.  
Sunday: CLOSED

### 3501 W. Sunflower Avenue (Building B)

#### **Building Hours:**

Monday – Friday: 6:30 a.m. – 10:00 p.m.  
Saturday: 6:30 a.m. – 6:30 p.m.  
Sunday: CLOSED

#### **Lab Hours:**

Monday – Friday: 6:45 a.m. – 9:45 p.m.  
Saturday: 6:45 a.m. – 6:15 p.m.  
Sunday: CLOSED

### 3511 W. Sunflower Avenue (Building C)

#### **Building Hours:**

Monday – Friday: 6:30 a.m. – 10:00 p.m.  
Saturday: 8:30 a.m. – 6:30 p.m.  
Sunday: CLOSED

#### **Lab Hours:**

Monday – Friday: 6:45 a.m. – 9:45 p.m.  
Saturday: 8:45 a.m. – 5:45 p.m.  
Sunday: CLOSED

## **CAMPUS CRIME AND SECURITY ACT REPORT**

The annual Jeanne Clery Disclosure of Campus Crime and Security Act Report for The Art Institute of California – Orange County is available on The Art Institute of California – Orange County's website at: [www.artinstitutes.edu/orangecounty](http://www.artinstitutes.edu/orangecounty). Students will be notified via campus email when the annual Jeanne Clery report is updated. Paper copies of the Crime Report are available on campus in the Student Affairs Office (Building C, Suite 207) or by calling The Art Institute at (714) 830-0200.

The annual Crime Report contains the following pertinent information:

1. The Art Institute of California – Orange County's Safety and Security Procedures;
  - a. The procedures for reporting a crime;
  - b. Security personnel at The Art Institute of California – Orange County;
  - c. Policies for preparing the annual crime report;
  - d. Security and access to campus facilities;
  - e. Campus law enforcement;
  - f. Programs offered about campus security and the prevention of crime;
  - g. Off-campus student organizations;
  - h. Drug and alcohol policies;
  - i. Sexual assault policies and the rights of victims;
  - j. Information regarding registered sex offenders;
  - k. Fire Safety;
  - l. Missing Student Notification.
2. The crime statistics for The Art Institute of California – Orange County's Campus, Non-Campus Buildings and Public Property for calendar years 2007, 2008 and 2009.

## **ALERTFIND EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of California – Orange County AlertFind System will inform members of The Art Institute of California – Orange County community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S, as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding registration for the AlertFind system is available in the Student Affairs office.

## **LOST AND FOUND**

The Art Institute of California – Orange County provides a lost and found service. All lost and found items are taken to and stored in the Security Office located in the Atrium of Building A.

## **PARKING**

Parking is located in front of and on the sides of Building A, in front of Building B, and on the side of Building C. Students should refrain from parking in ANY space marked "Visitor." Students are not permitted to park in adjacent lots located at neighboring businesses near the building. Overnight parking is not permitted anywhere on the property.

## **SAFETY AND SECURITY**

The Art Institute of California – Orange County contracts with an outside company to provide security staff on campus during business hours. Security staff can be contacted at (714) 580-6097.

## THE ART INSTITUTE OF CALIFORNIA – SACRAMENTO

### ACCREDITATION AND LICENSING

The Art Institute of California – Sacramento is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, associate's degrees, and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002; Telephone (202) 336-6780.

The Art Institute of California – Sacramento has been granted approval to operate by the California Bureau for Private Postsecondary and Vocational Education (California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834; Telephone (916) 574-8200; [www.bppve.ca.gov](http://www.bppve.ca.gov)).

### ADMINISTRATION

Terry Marlink, President.....	(916) 830-6333
John Andersen, Director of Student Affairs.....	(916) 830-6973
Brett Daly, Director of Accounting and Financial Services.....	(916) 830-6965
Ruth Jensen, Human Resources Manager.....	(916) 830-6348
Carmen Meeks, Director of Career Services.....	(916) 830-6979
Rebecca Moreno, Senior Director of Admissions.....	(916) 830-6921
Lawrence Richman, Dean of Academic Affairs.....	(916) 830-6338

### ACADEMIC DIRECTORS/LEADERSHIP

Doug Herndon - General Education, Foundation Studies.....	(916) 830-6324
Kerri Kelly - Interior Design.....	(916) 830-6976
John Kuraica - Game Art & Design; Media Arts & Animation.....	(916) 830-6347
John Mounier - Digital Filmmaking & Video Production; Web Design & Interactive Media.....	(916) 830-6964
Tamara Pavlock - Graphic Design.....	(916) 830-6980
Toussaint Potter -Culinary.....	(916) 830-6323

### DEPARTMENTS

Campus Store.....	(916) 830-6975
Career Services.....	(916) 830-6979
Academic Affairs.....	(916) 830-6336
Equipment Cage.....	(916) 830-6967
Financial Aid.....	(916) 830-6346
Library.....	(916) 830-6961
Registrar.....	(916) 830-6340
Student Accounts.....	(916) 830-6327
Student Affairs.....	(916) 830-6973

### BUILDING AND LAB HOURS

Monday – Thursday:	5:30 a.m. – 12:00 a.m.
Saturday	5:30 a.m. – 7:00 p.m.
Sunday	CLOSED

## **CAMPUS CRIME AND SECURITY ACT REPORT**

The Art Institute of California – Sacramento Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request through the Student Affairs Office. Employees receive a copy via departmental meetings. The report is distributed to all students through The Art Institute of California – Sacramento’s New Student Orientation.

The annual Crime Report contains the following pertinent information:

1. The Art Institute of California – Sacramento’s Safety and Security Procedures;
  - a. The procedures for reporting a crime;
  - b. Security personnel at The Art Institute of California -- Sacramento;
  - c. Policies for preparing the annual crime report;
  - d. Security and access to campus facilities;
  - e. Campus law enforcement;
  - f. Programs offered about campus security and the prevention of crime;
  - g. Off-campus student organizations;
  - h. Drug and alcohol policies;
  - i. Sexual assault policies and the rights of victims;
  - j. Information regarding registered sex offenders;
  - k. Fire Safety;
  - l. Missing Student Notification.
2. The crime statistics for The Art Institute of California – Sacramento’s Campus, Non-Campus Buildings and Public Property for calendar years 2008-2010.

## **ALERTFIND EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of California – Sacramento’s AlertFind System will inform members of The Art Institute of California – Sacramento community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S, as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college’s crisis communication team only when required for safety purposes.

Information regarding the future implementation of and registration for the AlertFind system is available in the Student Affairs office.

## **LOST AND FOUND**

Items found shall be kept in the Academic Affairs Office on the 2nd floor. However, The Art Institute of California – Sacramento is not responsible for any damage, theft, or loss to personal belongings. Any unclaimed items may be discarded or donated to local charities.

## **PARKING**

There is no additional charge for parking in the lot that services The Art Institute of California – Sacramento campus. Because we share a parking lot with other businesses, it is always recommended that you lock your vehicle at all times and do not leave personal items visible through the windows. The school is not responsible for lost, damaged, or stolen property from the parking lot. If you need to report an incident, please see security at the main entrance.

## **SAFETY AND SECURITY**

The Art Institute of California – Sacramento contracts with an outside company to provide security personnel on campus during open hours. Please see security staff at the main entrance of the building if you need assistance or need to report an incident.

**ACCREDITATION AND LICENSING**

The Art Institute of California – San Diego is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC can be contacted at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201; Telephone (703) 247-4242.

The Art Institute of California – San Diego has been granted approval to operate by the California Bureau for Private Postsecondary and Vocational Education (California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834; Telephone (916) 574-8200; www.bppve.ca.gov).

**ADMINISTRATION**

Elizabeth Erickson, President.....	(858) 598-1485
Jean Branan, Dean of Career Services.....	(858) 598-1263
Rebecca Browning, Dean of Academic Affairs.....	(858) 598-1278
Carol Campo, Director of Human Resources.....	(858) 598-1275
Jennifer Donaldson, Associate Dean of Student Affairs.....	(858) 598-1469
Melissa Garcia, Director of Admissions.....	(858) 598-1208
Angela Harbin, Director of Facilities.....	(858) 598-1412
Beverly Miller, Director of Accounting & Financial Services.....	(858) 598-1308
Kurt Schwend, Director of Technology.....	(858) 598-1257

**ACADEMIC DIRECTORS/LEADERSHIP**

Kim Varey - Associate Dean of Academic Affairs.....	(858) 598-1274
Christian Bradley - Game Art & Design; Visual & Game Programming.....	(858) 598-1279
Jaye Brown - Fashion Design, Fashion Marketing & Management.....	(858) 598-1333
Donna DiGioia - Advertising.....	(858) 598-1282
Joe Godfrey - Audio Programming; Web Design & Interactive Media.....	(858) 598-1277
AJ Jonas - General Education.....	(858) 598-1406
Jason Katsoff - Media Arts & Animation.....	(858) 598-1495
Amin Khalil - Graphic Design.....	(858) 598-1288
Laird Livingston - Culinary Programs.....	(858) 598-1281
Tricia Murray - Interior Design.....	(858) 598-1284

**BUILDING AND LAB HOURS**

North Building

**Building Hours:**

Monday – Friday:	6:00 a.m. – 11:00 p.m.
Saturday:	7:00 a.m. – 10:00 p.m.
Sunday:	CLOSED

**Lab Hours:**

Monday – Saturday:	6:30 a.m. – 10:30 p.m.
Saturday:	7:00 a.m. – 9:30 p.m.
Sunday:	CLOSED

South Building

**Building Hours:**

Monday – Friday:	7:00 a.m. – 11:00 p.m.
Saturday:	7:00 a.m. – 6:00 p.m.
Sunday:	CLOSED

**Lab Hours:**

Monday – Friday:	7:00 a.m. – 10:30 p.m.
Saturday:	8:00 a.m. – 5:30 p.m.
Sunday:	CLOSED

## **CAMPUS CRIME AND SECURITY ACT REPORT**

This is a notice that the annual Jeanne Clery Disclosure of Campus Crime and Security Act Report is available on The Art Institute of California – San Diego's website at [www.aicasd.artinstitutes.edu](http://www.aicasd.artinstitutes.edu). Students will be notified via campus email when the annual Jeanne Clery report is updated. Paper copies of the Crime Report are available on campus in the Student Affairs Office (Room 178) or by calling The Art Institute of California – San Diego at (858) 598-1200.

The annual Crime Report contains the following pertinent information:

1. The Art Institute of California – San Diego's Safety and Security Procedures;
  - a. The procedures for reporting a crime;
  - b. Security personnel at the Institute;
  - c. Policies for preparing the annual crime report;
  - d. Security and access to campus facilities;
  - e. Campus law enforcement;
  - f. Programs offered about campus security and the prevention of crime;
  - g. Off-campus student organizations;
  - h. Drug and alcohol policies;
  - i. Sexual assault policies and the rights of victims;
  - j. Information regarding registered sex offenders;
  - k. Fire Safety;
  - l. Missing Student Notification.
2. The crime statistics for The Art Institute of California – San Diego's Campus, Non-Campus Buildings and Public Property for calendar years 2006, 2007 and 2008.

## **ALERTFIND EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of California – San Diego's AlertFind System will inform members of The Art Institute of California – San Diego community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S., as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding registration for the AlertFind system is available in the Student Affairs office.

## **LOST AND FOUND**

The Art Institute of California – San Diego offers a lost and found service. All items lost and found are taken to the Equipment Cage. Remember to always check there first. Unclaimed items are donated to a charity organization at the end of each quarter.

## **PARKING**

Parking regulations have been designed to maintain convenient and orderly parking for the students, faculty, staff and guests of The Art Institute of California – San Diego. Signs and markings are placed in the driving and parking areas to facilitate ease of parking and safe traffic. All motor vehicles on campus must be registered, and must display current The Art Institute of California – San Diego parking permits. Student parking permits can be purchased in Student Accounts for \$30.00 per quarter. Vehicles not properly displaying a valid permit are subject at any time to immediate towing from the property. The Art Institute of California – San Diego is not responsible for any loss or damage to students' automobiles or their contents. Parking is on a first come first served basis. Students are prohibited from parking in spaces reserved for staff and visitors. Note: Students parking off the premises must obey city and state parking codes and the posted restrictions of our neighbors.

## **SAFETY AND SECURITY**

The Art Institute of California – San Diego is dedicated to providing safety and security on our campus. Security guards are available to all staff, faculty and students during business hours.

**ACCREDITATION AND LICENSING**

The Art Institute of California – San Francisco is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associate’s degrees and bachelor’s degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002; Telephone (202) 336-6780.

The Art Institute of California – San Francisco has been granted approval to operate by the California Bureau for Private Postsecondary and Vocational Education (California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834; Telephone (916) 574-8200; www.bppvca.gov).

**ADMINISTRATION**

Byron Chung, President .....	(415) 276-1086
Clark Dawood, Dean of Student Affairs .....	(415) 276-1004
Donna Dessart, Director of Career Services .....	(415) 276-4002
Louie Garcia, Senior Director of Admissions .....	(415) 276-1027
Maria Juravic, Director of Student Financial Services .....	(415) 276-1059
John McCullough, Director of Human Resources .....	(415) 276-1017
Caren Meghreblian, Ph.D., Dean of Academic Affairs .....	(415) 276-1018
Justine Nguyen, Director of Technology .....	(415) 276-1070
Henry Pegueros, Director of Accounting /Student Financial Services .....	(415) 276-1035
Elizabeth Shurtliff, Facilities Manager .....	(415) 276-1067
Jennifer Tomaro, Director of Public Relations .....	(415) 276-1030

**ACADEMIC DIRECTORS/LEADERSHIP**

Angela Jones, Ph.D. - Associate Dean of Academic Affairs .....	(415) 276-4022
Bo Breda - Fashion Design .....	(415) 276-6793
Nathan Breitling, Ph.D. - Audio Production .....	(415) 276-6794
Linda Carucci - Culinary Programs .....	(415) 276-4001
Angella Hoffman - Fashion Marketing & Management .....	(415) 276-6792
Lexi Leban - Digital Filmmaking & Video Production .....	(415) 276-4009
John Nettleton - Graphic Design; Advertising .....	(415) 276-1038
Jeff Nokkeo - Interior Design .....	(415) 276-4008
Todd Robison - Game Art Design; Visual & Game Programming .....	(415) 276-1003
John Stover - General Education .....	(415) 276-1077
Celeste Scott - Web Design & Interactive Media .....	(415) 276-6795
Jill Taffet - Media Arts & Animation .....	(415) 276-1006

## **BUILDING AND LAB HOURS**

### Main Building: 1170 Market Street

Monday-Friday: 7:00 AM-Midnight  
Saturday: 7:00 AM - Midnight  
Sunday: CLOSED  
Sunday (Weeks 8,9,10,11): 10:00 AM – 6:00 PM

### The “EL” (Equipment Library and Printshop) Main-620

Monday - Friday 7:30am – 10:30 PM  
Saturday: 8:00am – 4:00 PM  
Sunday (after Week 8): 10:00am – 3:00 PM

### 10UN Building: 10 United Nations Plaza

Monday - Friday: 7:00 AM - Midnight  
Saturday: 7:00 AM - Midnight  
Sunday: CLOSED  
Sunday (Weeks 8,9,10,11): 10:00 AM – 6:00 PM

### The “EL” (Equipment Library and Printshop) 10UN-205

Monday- Friday 8:00 AM – 5:00 PM  
Saturday 10:00 AM – 3:00 PM  
Sunday (after Week 8) 10:00 AM – 3:00 PM

### Jamie A. MacInnis Memorial Library 10UN-202

Monday-Thursday 7:45 AM - 9:00 PM  
Friday 7:45 AM - 7:00 PM  
Saturday 10:00 AM - 5:00 PM  
Sunday: CLOSED

## **CAMPUS CRIME AND SECURITY ACT REPORT**

This is a notice that the annual Jeanne Clery Disclosure of Campus Crime and Security Act Report is available in paper form in the Student Affairs Office (Room 514605) or by calling The Art Institute of California – San Francisco at (888) 493-3261.

The annual Crime Report contains the following pertinent information:

1. The Art Institute of California – San Francisco’s Safety and Security Procedures;
  - a. The procedures for reporting a crime;
  - b. Security personnel at The Art Institute of California – San Francisco;
  - c. Policies for preparing the annual crime report;
  - d. Security and access to campus facilities;
  - e. Campus law enforcement;
  - f. Programs offered about campus security and the prevention of crime;
  - g. Off-campus student organizations;
  - h. Drug and alcohol policies;
  - i. Sexual assault policies and the rights of victims;
  - j. Information regarding registered sex offenders;
  - k. Fire Safety;
  - l. Missing Student Notification.
2. The crime statistics for The Art Institute of California – San Francisco’s Campus, Non-Campus Buildings and Public Property for calendar years 2006, 2007, 2008.

## **ALERTFIND EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of California – San Francisco. AlertFind System will inform members of The Art Institute of California – San Francisco community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S, as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding registration for the AlertFind system is available in the Student Affairs office.

## **LOST AND FOUND**

Campus lost and found services are coordinated by Student Affairs and the staff of the Library. Lost property can be reported to either department. Found property is taken to the library and can be claimed there. Students who believe their property has been stolen should report the incident in writing as soon as possible either to the Security staff or to the Department of Student Affairs.

## **PARKING**

The Art Institute of California – San Francisco does not own or control parking. However, there are numerous parking facilities in close proximity to the school. Prices vary and students and staff park at their own risk. Nearby parking includes:

- San Francisco Civic Center Plaza Garage; 355 McAllister Street (In front of City Hall). Reduced rates for students; To get the reduced rate you:
  - Must be a student at The Art Institute of California – San Francisco
  - Must show The Art Institute of California – San Francisco student ID when exiting the garage — NO EXCEPTIONS
  - Must print on the back of your ticket: Name, School, & Student ID Number
  - Lost or misplaced tickets pay normal rates
  - No overnight parking
- Trinity Plaza Apartments; 1169 Market Street.
- SOMA Grand: 1160 Mission Street
- Central Parking System: 99 Golden Gate Street
- Turk Street Garage: 175 Turk Street
- Super Parking Inc: 64 Golden Gate Avenue

## **SAFETY AND SECURITY**

The security guards employed by The Art Institute of California – San Francisco are available at designated times (posted) and/or by request to walk with members of the campus community to various areas within and in proximity to the school facilities. This includes the Muni and BART entrance, nearby bus stops and parking garages, and to/from either of the campus buildings. Please go to the security guard station on the first floor to view times and or to request an escort. Security staff are also available to help manage attendance and access to student club events, and other such community activities being held on campus.

**ACCREDITATION AND LICENSING**

The Art Institute of California – Sunnyvale is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associate’s degrees and bachelor’s degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002; Telephone (202) 336-6780.

The Art Institute of California — Sunnyvale has been granted temporary approval to operate by the California Bureau for Private Post-secondary and Vocational Education (California Department of Consumer Affairs, 1625 North Market Boulevard, Suite S-308, Sacramento, CA 95834; Telephone (916) 574-8200; www.bppve.ca.gov) in order to enable the bureau to conduct a quality inspection of the institution.

**ADMINISTRATION**

Daniel Cardenas, President.....	(408) 962-6401
Steven Franklin, Director of Student Affairs & Career Services .....	(408) 962-6410
Joanne Graham, Director of Accounting and Financial Services .....	(408) 962-6453
Lisa O’Farrell, Human Resources Generalist.....	(408) 962-6431
Liane Soohoo, Senior Director of Admissions .....	(408) 962-6402
Greg Stout, Dean of Academic Affairs .....	(408) 962-6434

**ACADEMIC DIRECTORS/LEADERSHIP**

Catherine Chanse - Graphic Design; Web Design & Interactive Media .....	(408) 962-6400
Eric Frauwirth - Culinary Programs .....	(408) 962-6423
Jinah Oh - Fashion Marketing & Management.....	(408) 962-6446
Joo Yeon Christina Ri - Digital Filmmaking & Video Production .....	(408) 962-6449
Jerome Solomon - Game Art & Design; Media Arts & Animation .....	(408) 962-6452
Sandie Slade - Interior Design.....	(408) 962-6450

**DEPARTMENTS**

Campus Store.....	(408) 962-6414
Career Services.....	(408) 962-6440
Equipment Cage.....	(408) 962-6418
Financial Aid .....	(408) 962-6412
Student Affairs .....	(408) 962-6410
Library.....	(408) 962-6424
Registrar .....	(408) 962-6422
Student Accounts.....	(408) 962-6416

**BUILDING AND LAB HOURS**

**Building Hours:**

Monday – Friday	6:30 a.m. – 10:30 p.m.
Saturday	6:30 a.m. – 6:00 p.m.
Sunday	CLOSED

**Lab Hours:**

Monday – Thursday	8:00 a.m. – 10:30 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	6:30 a.m. – 5:00 p.m.
Sunday	CLOSED

## **CAMPUS CRIME AND SECURITY ACT REPORT**

The Art Institute of California – Sunnyvale’s annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is available in paper form in the Student Affairs Office, or by calling The Art Institute of California – Sunnyvale at (408) 962-6400. The report is also distributed to students via e-mail, and during New Student Orientation.

The annual Crime Report contains the following pertinent information:

1. The Art Institute of California – Sunnyvale’s Safety and Security Procedures;
  - a. The procedures for reporting a crime;
  - b. Security personnel at The Art Institute of California – Sunnyvale;
  - c. Policies for preparing the annual crime report;
  - d. Security and access to campus facilities;
  - e. Campus law enforcement;
  - f. Programs offered about campus security and the prevention of crime;
  - g. Off-campus student organizations;
  - h. Drug and alcohol policies;
  - i. Sexual assault policies and the rights of victims;
  - j. Information regarding registered sex offenders;
  - k. Fire Safety;
  - l. Missing Student Notification.
2. The crime statistics for The Art Institute of California – Sunnyvale’s Campus, Non-Campus Buildings and Public Property for calendar years 2008-2010.

## **ALERTFIND EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of California – Sunnyvale’s AlertFind System will inform members of The Art Institute of California – Sunnyvale community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S, as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college’s crisis communication team only when required for safety purposes.

Information regarding the future implementation of and registration for the AlertFind system is available in the Student Affairs office.

## **LOST AND FOUND**

The Art Institute of California – Sunnyvale provides a lost and found service. All items found are taken to the Student Affairs Office. Unclaimed items are discarded or donated to a charity organization at the end of each quarter.

## **PARKING**

Parking regulations have been designed to maintain convenient and orderly parking for the students, faculty, staff and guests of The Art Institute of California – Sunnyvale. Signs and markings are placed in the driving and parking areas to facilitate ease of parking and safe traffic. The Art Institute of California – Sunnyvale is not responsible for any loss or damage to students’ automobiles or their contents. Parking is on a first come, first served basis. Students are prohibited from parking in spaces reserved for staff and visitors. Students parking off the premises should obey California state parking codes and the posted restrictions of our neighbors. Cars may not be left on the premises overnight or they will be subject to towing.

## **SAFETY AND SECURITY**

The Art Institute of California – Sunnyvale contracts with an outside company to provide security staff on campus during business hours. Security staff are also available for presence during club activities and other events held on campus.