



Summer 2010 Student Newsletter

Welcome Students! Good luck this quarter and we'll see you on campus!

Don't forget to pick up your **New Photo ID Badge for SU10**
and wear it at all times while on campus!

***** **Important Academic Dates and Deadlines** *****

Quarter Start/End Dates:

Monday, July 5 – First day of classes
Sunday, September 19 – Last day of classes for students not graduating at the end of Spring Quarter
Sunday, September 26 – Last day of classes for graduating students at the end of Spring Quarter
Monday, October 4 – First day of classes for Fall 2010 Quarter

Holidays this Quarter:

Thursday, July 1: Canada Day – no classes, campuses are closed.
Monday, August 2: BC Day - no classes, campuses are closed.
Monday, September 6: Labour Day - no classes, campuses are closed.
*On holiday weekends, regular classes will run on Saturday & Sunday and normal attendance policies are followed.

Schedule Changes/Grade Appeals:

Friday, July 9 – All grade appeals due in writing to your Academic Director by 4:00pm.
Monday, July 12 – All course section change requests due by 4:00pm to your Advisor or Director.

Course Load Changes: ** *Withdrawing from a class will have both Academic and Financial implications. Please be sure you have spoken to your Academic Director and Financial Services before deciding to change your course load.* **

Monday, July 12 - Last day to withdraw from a class and have it *not appear* on your transcript.

Friday, September 3 - Last day to withdraw from a class and have a "Withdraw" appear on your transcript.

Monday, September 6 - If you withdraw as of this date or later, you will receive an automatic "F" for the course and a "WF" on your transcript.

Important: Class times for Renfrew are as follows:

**Morning session - 8:30am to 12:30pm, Afternoon session - 1:30pm to 5:30pm
and Evening session - 6:30pm to 10:30pm.**

***** **AWARDS** *****

Student Service Award: Students who contribute 30+ hours of volunteer service to the school are eligible to receive the Student Service Award. Volunteer opportunities can include club leadership, assisting with campus events and activities, peer mentorship, involvement with the student association, etc. The Student Service Award is presented at the Graduation Ceremony. Recipients will receive a special achievement pin recognizing their contribution to the school.

Merit Scholarship Award: At The Art Institute of Vancouver, we believe in recognizing individuals that excel academically. In each quarter, students who achieve a high Grade Point Average (GPA) in their program of study will receive a Merit Scholarship that will be applied to their next quarter.

Perfect Attendance Award: Each quarter, students who achieve perfect attendance for the quarter will be entered in to a drawing for a prize. Keep your eyes open for this quarter's award!

***** Attendance and Grade Policies *****

Attendance Policy - Attendance plays a crucial role in student success so it is important that students **be present at every class**. The Art Institute programs are content rich and designed to replicate industry practice. This unique instructional mix of theory, technique training and practice occurs best in the classroom under the guidance of an instructor.

A student who is absent for four (4) or more cumulative classes in a course will be withdrawn from the course seven (7) calendar days after having missed the last class. The student may appeal the withdrawal. Please see the student handbook, p. 13 for more information.

Academic Achievement - The Art Institute of Vancouver has strict policies in place with regards to students' academic achievement. In order to continue in a program and graduate, students must maintain a minimum GPA and complete all courses in a timely manner. The minimum standards are outlined in the chart below. At any time, should a student fall below these standards, they will be notified and placed on Academic Probation. Continued performance below the standards will result in Academic Termination.

GPA & ICR Milestones and Evaluation Points – Diploma Students

Diploma	Evaluation Point	Milestones (CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Probation
	End of Second Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Second Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Fourth Quarter And every quarter thereafter	< 2.0 and 66.67%	Dismissal

GPA & ICR Milestones and Evaluation Points - Degree Programs:

1. At the end of second quarter, student must achieve a CGPA of 1.0 and an ICR of 33.3%. Anything below these milestones will result in probation.
2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of sixth quarter, and every second quarter thereafter students must accomplish a CGPA of 2.0 and an ICR of 66.67%.
5. Anything below these milestones will result in dismissal.
6. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

Exam Policy

The Art Institute of Vancouver has strict policies regarding the writing, canceling and rescheduling of exams. If a student cannot make their class scheduled midterm or final exam, or any others, your Academic Director must be notified before the examination date. Exam make-ups and/or re-scheduling are allowed only for family and medical emergencies. Evidence will be requested to substantiate the reason. In order to maintain fairness, students are not allowed access to the campus and cannot attend classes until the exam has been written. An exam rescheduling fee will be in effect.

Rescheduled Classes - It is the intention of the school NOT to cancel classes. We make every effort to maintain your educational schedule. Please understand that emergencies may occur and in these cases, classes may be cancelled or rescheduled. NOTE: Students are **not** phoned with regards to class cancellations. We will be ensuring that the Student Affairs website is completely up-to-date with class cancellation and class makeup information: <http://studentaffairs.artschool.com> NOTE: We will also email students' Ai email accounts.

***** Campus Resources and Contact Information *****

We want you to be able to spend as much time as you can on your program studies, group projects and exams. Therefore, we have made it convenient for you to access multiple resources right on campus! Have any questions or concerns about school, living, finances, etc? Chances are we have someone on campus who can help! Feel free to contact or visit any of the staff listed below. Remember, we all have the same goal – to help you through your program successfully!

Accounting – studentaccounting@aii.edu If you need to make a tuition payment or need information on various payment plans, please contact the Accountant. Email or stop by at the campus locations: Renfrew – 1st floor Accounting Window; Culinary - 3rd floor Accounting Window.

Academic Directors, Program Heads, Advisors and Dean

Milan Petrovich, *Dean of Academic Affairs*
Ted Gervan, *Associate Dean of Academic Affairs*

mpetrovich@aii.edu 778-373-8930
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Marc Aubanel, *Academic Director – Game Design & Game Programming*
Kwee Joon Chew, *Academic Director – Fashion Design & Marketing*
Andrew Czink, *Academic Director – Recording Arts*
Benny Faber, *Academic Director – Culinary Arts*
Mike Granek, *Program Head – Event Management*
Corrie Heringa, *Academic Director – Graphic Design & Web Design*
Jeremy McCarron, *Academic Director – Animation, 3D Modeling & VFX*
Seng Sengsavanh, *Academic Director – Interior Design*
Sunita Wiebe, *Academic Director – General Education*
Terri Anne Wilson, *Program Head – Digital Film & Video*

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Chantal Brown, *Academic Advisor (Renfrew, Culinary)*
Victoria Haynes, *Academic Advisor (Renfrew)*

chbrown@aii.edu 778-373-8923
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Career Services - careerservices@aii.edu

Wondering what types of careers are out there for you? Looking for information on local industry news? Looking for a part-time job? Career services is here for you! Open every weekday 9am – 5pm. Stop by and find out what is going on in the workplace for your industry.

Clubs, Activities and Events – Student Affairs is dedicated to helping you get more out of your education than just classroom knowledge. They provide opportunities for you to get involved in clubs, activities, and community events that will help you to further enjoy the college experience. If you would like to join, or have an idea, see Lisa Elliott (lelliott@aii.edu) or go to <http://studentaffairs.artschool.com>

Financial Services – myaicampus.com Student Accounts page

Our Student Financial Services (SFS) department is available to assist you at anytime should you need to revise your original student financial plan, apply for future funding or are struggling with your payments. Remember, we are here to assist you, so please drop by at anytime and see one of our student financial planners. In addition, **if you are receiving student aid** to fund your educational costs, it is critical that you contact our office each quarter for information.

Housing – myaicampus.com Campus Life page, Student Housing Information (under Useful Links)

Interested in School-Sponsored Housing or need some assistance finding independent housing? Contact Student Affairs.

Lost & Found – There is a Lost & Found located at all the Security desks. If you have misplaced something recently or last quarter please check to see if we have found it! You are ultimately responsible for your personal items and should be diligent about not leaving them unattended. Even a minute or two could result in the theft of something like a thumb drive that could hold projects and assignments.

Disability Services & Student Support Services – Anna Webster – 778-373-8965 and counselor@aii.edu or studentsupport@aii.edu

The Art Institute of Vancouver is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of its full range of academic services, programs and activities. Notifying the school that you have a disability is optional and confidential. If you have a disability and believe you might need accommodations, please contact Anna at the contact info above.

Student Support provides an opportunity to explore issues or problems in your life that impact your goals, relationships, feelings, academic performance and overall health and wellness. Common concerns students bring to counseling are: stress management, relationship issues, depression, anxiety, time management, etc. Contact Anna for further information on our 24/7 Student Assistance Program.

Registrar - If you have any questions or business pertaining to Transcripts, schedule changes, Confirmation of Enrolment, Funding / Bursary forms or attendance issues then you need to see someone in the Registrar's Office. If you have recently **changed your address** please fill out an Address Change form at the Registrar's Office, available at the Admin Window in the North Building (Burnaby) or on the 1st Floor (Renfrew). Students providing a **doctor's note to explain an absence** should submit the **original** to the Registrar's Office, ensuring their ID number is printed clearly on it.

Tutoring – Tutors are available to help you in your studies. Please see your instructor, Academic Director or Academic Advisor. Tutoring is only available for students who choose to attend classes.

Academic Resource Centre (Library) - The Library on the 1st floor of the Renfrew campus and at the Culinary Bookstore. Students can check out and return items at either of these libraries. The library can also transfer materials between campus libraries so that you can pick up materials where it's most convenient for you to do so.

Don't forget to visit our *Electronic Resources* page found on the library website to explore our wealth of online books, magazines, and media. Below is the log in information to access these resources from home or on campus. *Please don't lose this information!!!*

- **Fashion Snoops:** User ID: aivanstudent / Password: aivan7694
- **Getty Images:** Please see the library for access information.
- **Groves Dictionary of Art:** User ID: AiVan/ Password: AiVan
- **HWilsonWeb Omnifile Full Text Select:** User ID: AZF09/ Password: INBC231807
- **i-Cook:** User ID: StudentAiBC / Password: icookai
- **Killer Tracks:** User ID: aivinfo@aia.edu / password: KTspr10
- **Oxford Reference Online:** User ID: AiVan/ Password: AiVan
- **Proquest BigChalk Electric Library:** User ID: 74-76776/Password: bigchalk
- **Proquest "Big Bundle":** User ID: aivpro2008 / password: AIVmags
- **Safari Technical E-Books:** User ID: aivsafari / Password: aivbooks
- **VTC:** User ID: AiVStu / Password: VTCspring

For more library information and access to the library catalogue and online resources, please visit the Library Website at <http://library.artschool.com>. We look forward to seeing you!

***** **Technical/Facility Support and Services** *****

Student and Staff Security and Facilities Support Center

If you have **any** Security or Facility Emergency needs you may now contact Security via phone: 778-373-9000

Printer & Copier Access

Students are provided with \$40.00 printing credit at the start of each quarter. If you run out of printing credit before the start of the next quarter, you may purchase additional credit from the campus bookstore. Bring your receipt to Campus Resources and your copy/printer account will be credited accordingly.

Printing/Photocopy Costs

Paper size	Cost	Ink Type	Paper size	Cost	Ink Type
8.5 x 11.0	\$0.10	Grayscale	8.5 x 11.0	\$0.15	Colour
8.5 x 14.0	\$0.10	Grayscale	8.5 x 14.0	\$0.15	Colour
11.0 x 17.0	\$0.15	Grayscale	11.0 x 17.0	\$0.20	Colour
Plotter	\$0.03/inch Colour and grayscale				

Got mail?
A user's guide to MyAiCampus.com

Make a habit of checking your student account and email often. All notifications of class changes and reschedules, school announcements, grades, attendance and financial information will automatically be sent to your Ai school email address. **Should you choose to use a separate account, please be sure to have your Ai account forwarded to it.** See instructions below on how to forward your email. NOTE: Be sure that your account is not automatically sending emails from Ai to your Spam folder.

- **Logging onto your Art Institute student Email account:**
 - Renfrew – Equipment Room, beside the Library
 - Culinary – Reception
 - 1. Using the web browser, type in <http://myaicampus.com>
 - 2. Under "First Time User?", select "click here" to set up your new account.
 - 3. Type in your user name and password.
 - 4. Enter the site.
 - 5. Click on "My Email" (the envelope icon).
- **Forwarding your Art Institute Email account to another address:**
 - 1. Log in to your myaicampus.com account.
 - 2. Click on the "Email" button.
 - 3. Click on "My Account" in the header.
 - 4. Click on the "Email Forwarding Service" option (bottom).
 - 5. Type in the email account you would like to forward emails to, then press the "Update" button.

NOTE: If you choose to save a copy of the forwarded email in your student account folder then select the check box.

*Please be advised that we have received several reports of ISPs (Internet Service Providers) blacklisting (blocking) these email addresses (stu.aii.edu). This is mainly occurring when someone forwards their email account to a personal email address.

The ISPs that have been reported to us are: **earthlink.net, hotmail.com, and gmail.com**

If you are not receiving your forwarded emails; please contact your ISP to check if they are blacklisting their Ai email account.

• **Checking your grades and schedules and other academic information on your myaicampus.com account:**

1. Log into your account at **myaicampus.com**.
2. To the right is the "My Self-Service" dialogue box. Click on either "Check grades" or "See your schedule".
3. This will take you to a screen with student information. On the left side of the page under "Student Information", you will find grades, schedules and other academic information.
 - You can click on "Grades" to see your current grades, or change the settings to see previous grades.
 - You can click on "Schedule" to see your currently registered schedule, or change the settings to see the previous quarter's schedule.
 - You can click on "Biographical" to the information we have on file for you.

NOTE: You cannot update your biographical information through this site. Please contact the Registrar's Office on your campus to update or fill in the information in this category.

• **If you have forgotten or lost your password, go to Technical Services – passwords cannot be given via phone:**

Renfrew – Equipment Room, by the Library

Culinary – Reception

• **If your student email account is not working or you are having technical difficulties, please send a tech assistance request via email to aivhelpticket@aii.edu**

Tech Support – All Campuses – 778-373-9009 or email a request to aivhelpticket@aii.edu

Renfrew – Equipment Room, beside the Library

Culinary - Reception

****Please note: Passwords and other confidential information cannot be given over the phone – you need to come personally to complete those tasks.**

*******Campus Hours of Operation*******

Regular student access hours are 7:00 AM to 11:30 PM Monday to Saturday, and 8:00 AM to 7:00 PM on Sundays (student ID must be visible at all times)

After Hours Student Access

Students who would like to gain access to the campus to work on school projects between 11:30 PM and 7:00 AM will submit an online request form at least one business day prior to the requested access date/time. Guests/visitors will not be allowed access without prior authorization.

Renfrew Campus will have the following rooms open for after-hours access: two open computer labs; one fashion lab

- Sound stage
- Designated audio studio/control rooms

Once authorization has been granted to access the school after hours, student ID must be shown to security at the main door and sign in/sign out to enter and leave the building. Please see the FAQ at the end of this document for additional information.

After Hours Access FAQ

1. Does the lower student fee mean we are losing 24-hour access?

- a. No, students will still have 24-hour access. The request process for access ensures that only current students have access to our facilities. Student fees are being reduced due to anticipated efficiencies in security and utilities requirements, reduction in vandalism/theft, improved preventative maintenance.

2. Is Renfrew currently not accessible after hours?

- a. Currently Renfrew is not available after hours. We are making a change starting July 5, 2010.

3. Will Renfrew and Culinary students now have 24-hour access?

- a. After-hours access to facilities at the Renfrew campus will be available to all current students.

4. What does an online request form mean?

- a. The online request form will be a simple web page students can visit to request access. Simply fill out your information and hit "Send" to make your request.

5. What if my AD is away from the office, who do I contact?

- a. The online request form will first go to your Academic Director for approval. If the Academic Director is not available the request will be redirected for approval.

- 6. Why is it necessary to request access 24 hours prior to my need? What if I have an emergency?**
- The approval process will allow us to make sure that only current students are using campus resources after hours. This should reduce the incidence of theft, vandalism and wear on equipment. The system also allows us to better anticipate student needs and make the appropriate resources available to you.

We are moving toward an industry standard approach to after-hours access. We believe this system will help prepare you for what you will encounter in industry.

It is strongly recommended that requests are put in 24 hours in advance. We will make every effort to respond to last-minute requests, but we cannot guarantee a response for last-minute requests.

- 7. What if I need access for more than one day?**
- You will be able to make multiple day requests up to 7 consecutive days.
- 8. When do I need to submit a request for weekend access?**
- Access requests need to be made on business days during the week. For weekend access, requests need to be submitted **before noon on Friday**.
- 9. How many computer labs will be open?**
- There will be 2 designated open labs with software relevant to media and design programs. As needed, additional labs will be made available based on the number of requests submitted.
- 10. I need more machines for rendering, why can't I access all the labs?**
11. We are working on a rendering management system that is expected to address this need. It is currently being tested and should be available for summer term.
- 12. How will I access the audio control rooms and studios?**
- Students will use the current method used in Burnaby for studio access. If that access time occurs after hours, an after-hours request will also need to be submitted.
- 13. Can I bring guests, band members, actors in after hours?**
- There will be a field in the online request form where you can list the names of the guests who are necessary for your production. All guests must be approved by your Academic Director. These individuals must show photo identification and sign in at security. You are responsible for their actions while on campus.
- 14. Audio studio time is very limited. How will priority be determined?**
- Audio and video studios will be reserved in the same way they are now. The only difference is the need to put in an after-hours request if your studio time occurs after hours. Priority of usage will be determined by the Academic Director, in the same way it has been done for the Burnaby campus.
- 15. What if I'm working late and also have after hours access—will I be asked to leave?**
- Yes, everyone will be asked to leave the building at the scheduled closing time. Students with after hours access should gather under the overhang in front of the gallery. Once the building has been cleared, students will sign in at the security desk and show their student ID.
- 16. Will I need to wear my student I.D. badge to get access?**
- Yes, your student ID will need to be displayed at all times. Students without IDs will be asked to leave the campus.
- 17. If I don't show up for an Open Lab booking, will I be penalized?**
- The booking process allows us to anticipate student needs and make the appropriate resources available for you. You will not be penalized if, on occasion, you do not show up for an Open Lab booking. However, a pattern of repeated no-shows may prompt a discussion with your Academic Director. No-shows for audio or video lab times may result in loss of access for those resources.
- 18. How will Renfrew hours be affected by statutory holidays?**
- There will be no change in access on statutory holidays. All school buildings and services will be closed to student access.