

CONTENTS

Academic and Institute Policies | 4–18

Alcohol and Drugs Policy • Disabled Students • Disciplinary Policy • Grievance Procedures • Non-Discrimination Policy • Plagiarism • Sexual and Other Unlawful Harassment Policy • Student Fund Raising • Sublevel Painting Rules • Transcripts • Vandalism

Committees and Councils | 18–19

Academic Council • Deans Council • Diversity Committee • Intercultural Arts Project Committee (ICAP) • Safety and Disaster Preparedness Committee • Security Council • Special Interest Groups • Student Council

Campus Amenities | 19–21

Food Service: Café @ CalArts • Pool • Recreation Activities • Tatum Lounge • The Store @ CalArts • Weight Room

Campus Resources | 21–26

Accounting Office • Admissions Office • Alumni Association • Emergency and Project Assistance • Employment • Exchange Programs • Financial Aid • International Students and Programs Office • Library and Information Services • Registrar's Office • Student Affairs Office • Tutoring

Communication Resources | 27–28

Channel 8 • Email Mailing Lists • KCIA • Public Affairs Office • Website

Community Involvement | 28

Community Arts Partnership (CAP)

Facilities | 29–32

Building Access • Guest Policy • Housing • Keys • Mailroom and Mailboxes • Pets

Performance, Presentation, and Exhibition Activities | 32–34

Exhibitions/Presentations • Exhibition/Performance Approval • Reception Procedures • REDCAT • Ticket Office

Personal Health | 34–35

Health Service • Insurance • Smoking

Personal Safety | 35–38

Damage • Disaster Response • Emergency Telephone Numbers • Lost and Found • Rape • Safety • Security • Sleeping in Vehicles • Thefts

Transportation | 38–40

Bicycles, Skates, Skateboards and Scooters • Parking/Campus Driving • Transportation

TELEPHONE DIRECTORY

The following are telephone extensions that can be dialed from a CalArts telephone.

Accounting: 7852
Admissions: 2185
Alumni Services: 7875
Art School Office: 7801
Art Video Cage: 2103
Cafeteria: 2209 or 7855
CAP: 2708
Critical Studies Office: 7803
Dance School Office: 7898
Facilities Management: 2106 or 7807
Film Cage: 2706
Film Services Library: 7886
Film/Video School Office: 7825
Financial Aid: 7869
Housing: 2118 or 2212
Human Resources/Payroll: 7837
Institute Coordinator: 7838
Integrated Media: 3003
International Advisor: 7845
Library: 7889
Library Fax (student use): 661 254-4561
MacLab: 2111
Mailroom: 2145
Mom's Café: 2600
Music School Office: 7816 or 7817
Nurse: 7830
President's Office: 7820 or 2121
Provost: 2124
Photo Cage: 7890
Print Lab (G-Lab): 2326
Public Affairs: 7832
Reception: 0
Registrar: 3017 or 7842
Security: 2113 or 2114
Store @ CalArts: 7893
Student Affairs/Career Resources: 7874
Student Council: 2255
Super Shop: 7810
Tatum Lounge: 2638
Theater School Office: 7853 or 7854
Ticket Office: 7800

To reach these numbers from off campus use the following prefixes:

661 253-78__
661 222-27__
661 291-30__

CALARTS ACADEMIC CALENDAR 2007–2008

Fall 2007, Semester I

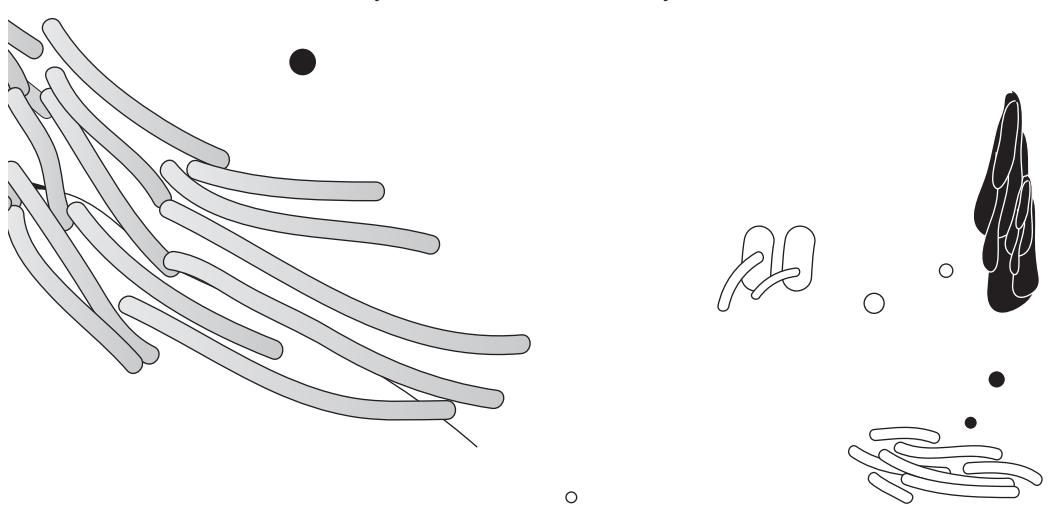
Thursday	August 30	Registration for Fall 2007 ends
Monday	September 3	Labor Day*
Tuesday–Friday	September 4–7	Orientation & class sign-up
Thursday–Friday	September 6–7	Class sign-up
Thursday–Friday	September 6–14	Late registration (\$200 fee)
Monday	September 10	Classes begin
Monday–Friday	September 10–28	Add/drop classes
Friday	September 14	Late registration ends
Monday	October 8	Indigenous People's Day*
Thursday–Friday	November 22–23	Thanksgiving Holiday*
Friday	December 3	Registration for spring 2008 begins
Friday	December 14	Last day of classes

Spring 2008, Semester II

Thursday	January 3	Registration for spring 2008 ends
Thursday–Friday	January 10–11	Class sign-up
Thursday–Friday	January 11–18	Late registration (\$200 fee)
Monday	January 14	Classes begin
Monday–Friday	January 14–February 1	Add/drop classes
Friday	January 18	Late registration ends
Monday	January 21	Martin Luther King Day*
Monday	February 18	President's Day*
Friday	March 21	Last day of classes/Spring Break
Saturday–Sunday	March 22–30	Spring Break**
Monday	March 31	Classes resume
Friday	May 16	Classes end/Commencement

*Offices closed/no classes **No classes

There are 13 weeks, 2 days in Semester I; 16 weeks, 3 days in Semester II.



ACADEMIC AND INSTITUTE POLICIES

Alcohol and Drugs Policy

Both federal and state laws prohibit the unlawful possession or distribution of illicit drugs and alcohol. In the state of California anyone under the age of 21 cannot be served or be in possession of alcohol. CalArts also has standards that prohibit the unlawful possession, use, transport, manufacture or distribution of illicit drugs, drug paraphernalia or simulated drugs and alcohol by students, staff and faculty on Institute property or as part of the Institute's activities. Alcohol may not be sold anywhere on the CalArts campus. Violations of the Institute's alcohol and drug policy will be addressed as disciplinary actions (see the Disciplinary Policy section in this handbook).

CalArts permits the lawful serving of alcoholic beverages at parties and receptions that have been approved by the Vice President for Administration. Students, faculty and staff who wish to host receptions in connection with approved events should fill out the appropriate application with the Institute Coordinator at least one week prior to the proposed event. (see the Reception Procedures section in this handbook). In the public areas of campus, the only permitted alcohol is alcohol served at approved receptions or parties. Alcohol is generally not approved for events before 5 p.m. Monday–Friday. The Vice President for Administration makes the final decision on any issues regarding the date, time or nature of an event. After approval from the relevant offices, the host of the reception must discuss the event with the Activities Coordinator in the Student Affairs Office in order to schedule a trained bartender to serve the alcohol to those of legal drinking age.

Reference to alcohol includes any beverage, mixture or preparation containing ethyl alcohol such as beer, wine and all forms of distilled liquor. Drugs are any substances that have known mind or function-altering effects on a human subject, specifically including psychoactive substances and including but not limited to substances controlled, regulated or prohibited by state and federal laws.

Disabled Students

CalArts is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which mandate equal opportunity for qualified individuals in educational programs and activities. CalArts has made all necessary adjustments and accommodations to enable individuals with disabilities to participate fully in all programs and activities. Questions or problems related to access or facilities should be directed to the Dean of Students in the Student Affairs Office. Disabled students who want to request accommodations should meet with the Dean of Students before the beginning of classes each semester and should provide recent documentation about the disability. A brochure describing services for disabled students is available in the Student Affairs Office, Room A207, as well as on the CalArts website.

Disciplinary Policy

All members of the CalArts community are expected to observe commonly accepted standards of conduct. Violations of these standards can result in the imposition of discipline. Generally, discipline will be imposed only when violations of standard conduct occur on CalArts premises or at CalArts functions. However, a student whose misconduct has a direct and/or distinct adverse impact on the CalArts community, its members, and/or its educational objectives will be subject to discipline regardless of where or when the conduct occurred.

Violations

Discipline may be imposed for violation of CalArts standards of conduct, which include but are not limited to the following:

- All forms of academic misconduct (including but not limited to, cheating, fabrication and plagiarism) and facilitating such misconduct.
- Dishonesty, including but not limited to fabricating information or knowingly furnishing false information or reporting a false emergency.
- Forgery, unauthorized alteration or unauthorized use of any official CalArts document, record or instrument of identification.
- Theft or the attempted theft of CalArts property or services or the property of others on CalArts premises or at CalArts functions, or knowingly possessing stolen property.
- Intentionally or recklessly mutilating, defacing, damaging or destroying CalArts property or the property of others (including works of art) on CalArts premises or at CalArts functions.
- Abuse or misuse of CalArts computer equipment, system, services, program, data or communications networks.
- Unauthorized entry to, possession of, receipt of, duplication of, or use of, any CalArts property (including CalArts name, logo or symbols), equipment, resources, or services.
- Physical abuse, verbal abuse, threats, intimidation, hazing, harassment (including but not limited to sexual harassment), sexual contact without permission, stalking, coercion, and any other conduct which threatens or endangers the health or safety of a student, faculty member, administrative officer, staff member or guest of CalArts.
- Intentionally or recklessly interfering with normal CalArts or CalArts-sponsored activities, including but not limited to classes, instructional sessions, performances, exhibitions, and meetings.
- Willfully failing to comply with the directions of CalArts officials, including security officers or housing staff members, acting in accordance of their duties, or failing to identify oneself to these persons when requested to do so.
- The possession, use of or threat to use explosive, incendiary materials, dangerous or noxious chemicals, or other dangerous materials, instruments, ammunition or weapons, including but not limited to gas or spring loaded guns, on CalArts premises or at CalArts functions.
- Violation of the CalArts Alcohol and Drugs Policy.
- Entry, attempt to enter, or remaining without authority or permission in any CalArts office, residence hall room, studio, classroom, facility or event.
- Violation of other established CalArts policies, regulations or rules, including but not limited to residence hall rules, parking and traffic regulations, policy on scheduling events and receptions, and computer policy.
- Inducing, coercing, or assisting another to do any act that violates CalArts standards of conduct.
- An act or omission that constitutes a violation of federal, state, or local laws.

Violations of the terms of any disciplinary sanction imposed in accordance with this policy.

Procedures

- All cases of academic misconduct shall be referred to the Associate Provost, who in consultation with the appropriate School Dean, shall determine what disciplinary sanctions, if any, shall be imposed. The sanctions of suspension and dismissal shall not be imposed unless the Provost concurs.
- All cases of nonacademic misconduct shall be referred to the Dean of Students, or in the case of violation of housing rules, to the Director of Housing, who shall determine what disciplinary sanctions, if any, are appropriate. In a case involving a violation of housing rules, the Director of Housing will determine the appropriate disciplinary sanctions in accordance with the terms of this policy and the Housing License Agreement. In certain cases, the Dean of Students may exercise discretion and delegate responsibility to the schools for determining what disciplinary sanction(s), if any, are appropriate. The sanctions of Disciplinary Probation, Suspension and Dismissal shall not be imposed unless the student’s School Dean and the Associate Provost concur.
- The disciplinary sanction(s) shall not begin until either the time for appeal as set forth below has expired without an appeal, or until the appeal process is exhausted. Nothing contained herein, however, shall preclude the Vice President for Administration or designee from suspending a student from CalArts for an interim period pending disciplinary, appeal, or criminal proceedings or medical evaluation relevant to such proceedings. The interim suspension will be effective immediately without prior notice whenever, in the judgment of the Vice President for Administration or designee, the continued presence of the student at CalArts poses a substantial and immediate threat to the student, to others, or the stability and continuance of normal CalArts’ functions. Interim suspension may, in the discretion of the Vice President for Administration or designee, be limited to exclusion from CalArts residence halls. Interim suspension excludes a student from CalArts premises and other privileges or activities. A student suspended on an interim basis will be given a prompt opportunity to appear personally before the Vice President for Administration or designee in order to discuss the following issues only:(a) the reliability of the information concerning the student’s conduct; and (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on CalArts premises poses a substantial and immediate threat to the student, to others, or to the stability and continuance of normal CalArts functions.

Consequences

When a student is found to have violated a CalArts standard of conduct, any of the following types of disciplinary action may be imposed. Any discipline imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation and the past disciplinary record of the student.

Warning

Written notice to the student that a violation of a CalArts standard of conduct has occurred and that continued or repeated violations of CalArts standards of conduct may be cause for further disciplinary action, normally in the form of disciplinary probation, loss of privileges and exclusion from activities, suspension, or dismissal.

Disciplinary Probation

A status imposed for a specific period of time in which a student must demonstrate conduct that conforms to CalArts standards of conduct. Conditions restricting the student’s privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal.

Loss of Privileges and Exclusion from Activities

Exclusion from participation in designated privileges and/or activities for a specified period of time. Failure to adhere to the limitations imposed on privileges in activities or violation of CalArts policies during the period of the sanction may be cause for further disciplinary action, normally in the form of suspension or dismissal.

Suspension

Termination of student status at CalArts for a specified academic term or terms with reinstatement thereafter certain, provided that the student has complied with any conditions imposed as part of the suspension. Violation of the conditions of suspension or of CalArts policies during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

Dismissal

Termination of student status for an indefinite period. Readmission to CalArts shall require the specific approval of the student's School Dean and the Provost. Readmission after dismissal may be granted only under exceptional circumstances.

Restitution

Reimbursement for damage to or misappropriation of CalArts property or the property of others may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.

Other

Other disciplinary actions may be imposed instead of or in addition to those specified above, including but not limited to community service, holds on requests for transcripts, diplomas, or other student records to be sent to third parties.

Appeal Process

- The student may appeal a disciplinary sanction. To do so, the student must submit, in writing, a notice of appeal. In the case of a notice to vacate housing based on a violation of the Housing License Agreement, the student must use the appeal procedures described in the Housing Brochure. In the case of sanctions imposed for academic misconduct, the notice shall be submitted to the Provost. In the case of sanctions imposed for nonacademic misconduct, the notice shall be submitted to the Dean of Students. The notice of appeal should provide a brief statement of the basis for the appeal and must be submitted within ten calendar days of the date on which the disciplinary sanction is imposed.
- Upon receipt of a notice of appeal, an Appeals Committee shall be formed as soon as is practical. Persons eligible to serve on the Appeals Committee shall be current members of the faculty, staff and student body. One member of the Appeals Committee shall be appointed by the Associate Provost, one by the Dean of Students, and one member by the student. Together, these members of the Appeals Committee shall decide who from among them shall serve as Chairperson. No person shall participate as a member of the Appeals Committee who has been involved in the events upon which the disciplinary sanction has been imposed or who are biased.
- The Director of Human Resources or designee will provide administrative support to the Appeals Committee, including but not limited to supplying copies of pertinent documents, scheduling meetings, arranging for a scribe to take and prepare minutes, and the preparation of the final report.

- Within ten calendar days of the date the Appeals Committee is formed, or as soon thereafter as practical, the Appeals Committee shall meet in closed session to consider the appeal. The members of the Appeals Committee shall respect the confidentiality of the proceedings. The student and the CalArts official(s) who imposed/recommended the disciplinary sanctions shall be provided with an opportunity to meet with the Appeals Committee, but shall otherwise be present at a meeting of the Appeals Committee only at the request or with the permission of the Appeals Committee. As it deems appropriate, the Appeals Committee shall interview other persons and shall consider written materials and other items pertinent to the appeal. When the student appears before the Appeals Committee, he or she may only be accompanied and advised by any current member of the CalArts community, (i.e. student, staff member, or faculty member) who is not an attorney, but such person may not address the Appeals Committee unless requested by it to do so.
- At the completion of its review, the Appeals Committee shall prepare a written advisory report consisting of findings, conclusions and recommendations, and shall submit it to the Provost. A determination by the Appeals Committee that a student has engaged in conduct that violates CalArts standards of conduct shall be made on the basis of whether it is more likely than not that the student engaged in such conduct. Copies of the report should also be furnished to the student and to the CalArts official(s) who imposed/recommended the disciplinary sanctions. Under separate cover, the Appeals Committee shall also forward to the Provost copies of any written material or items that it considered in connection with the appeal process.
- The Provost or designee shall consider the report and at his or her discretion take whatever action he or she deems appropriate. Prior to taking such action, the Provost or designee may discuss the report with the members of the Appeals Committee, the student or any other person. The Provost or designee shall transmit his or her decision in writing to the student, the CalArts official(s) who imposed/recommended the disciplinary sanctions, and the members of the Appeals Committee. The decision of the Provost shall be final.

Grievance Procedures

CalArts students are given an opportunity to seek an internal resolution of conflicts and complaints. This procedure may also be used by students who believe that they have been discriminated against on the basis of race, color, national origin, disability, sex or any other classification or characteristic protected by law, and is designed to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Complaints dealing with sexual and other forms of unlawful harassment are addressed under Sexual and Other Unlawful Harassment Policy. Students who seek to grieve the imposition of disciplinary sanctions are directed to Disciplinary Policy.

Students who seek to grieve matters pertaining to academic warning, probation, and/or dismissal are directed to CalArts Academic Warning, Dismissal and Appeal Policy (see the Policy section in the Course Catalog and Academic Policies). The course instructor shall address grievances regarding grades and, if necessary, the school's Dean. The decision of the Dean is final. The Financial Aid Appeals Committee handles grievances concerning financial aid.

Any student who believes that a practice, policy, or rule has been applied incorrectly as it relates to the student, or that he or she has been unlawfully discriminated against, is encouraged to informally discuss the problem with the Dean of Students. If the student is not able to satisfactorily resolve the problem informally, the student may initiate a formal grievance by submitting a signed grievance statement to the Dean of Students.

The grievance statement must describe the nature of the grievance; the practice, policy, rule or law that the student claims has been violated; and the remedy or relief requested. The Dean of Students or designee shall investigate the grievance and provide a written response within ten days of receipt of the grievance unless additional time is required to complete the investigation. If not satisfied with the response to the grievance, the student may, within ten days of the

date of the response, file a written request for review with the Dean of Students. As soon thereafter as practical, an Appeals Committee shall be formed consisting of three current members from the faculty, staff, or student body. One member of the Committee shall be appointed by the student, one member by the Associate Provost, and one member by the Dean of Students. Together these members of the Committee shall decide who from among them shall serve as chairperson. No person shall participate as a member of the Appeals Committee who has been involved in the event(s) upon which the grievance is based or who is biased.

The Director of Human Resources or designee shall provide administrative services to the Appeals Committee, including but not limited to supplying copies of pertinent documents, scheduling meetings, arranging for a scribe to take and prepare minutes, and the preparation of the final report. A student may be assisted at any stage of this procedure by a current member of the CalArts community (i.e., staff member, faculty member, or student) who is not an attorney, but such person may not address the Appeals Committee unless requested by it to do so.

Within ten days of the date the Appeals Committee is formed or as soon thereafter as practical, the Appeals Committee shall meet in closed session to consider the grievance. The members of the Appeals Committee shall respect the confidentiality of the proceedings. The student shall be provided with an opportunity to meet with the Appeals Committee, but shall otherwise be present at a meeting of the Appeals Committee only at the request or with the permission of the Appeals Committee. As it deems appropriate, the Appeals Committee shall interview other persons and shall consider written materials and other items pertinent to the grievance.

At the completion of its review, the Appeals Committee shall prepare a written advisory report consisting of findings, conclusions, and recommendations and submit it to the Provost with copies to the student and the Dean of Students. Under separate cover, the Appeals Committee shall also forward to the Provost copies of any written material or items that it considered in connection with the appeal process.

The Provost or his or her designee shall consider the report and, at his or her discretion, take whatever action he or she deems appropriate. Prior to taking such action, the Provost or designee may discuss the report with the members of the Appeals Committee, the student or any other person. The Provost or designee shall transmit his or her decision in writing to the student, Dean of Students and members of the Appeals Committee. The decision of the Provost shall be final.

Non-Discrimination Policy

CalArts is committed to the principle of equal opportunity. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, disability, age, veteran status, ancestry, national or ethnic origin, or other characteristics or classifications protected by the law in the administration of its educational; admissions; or employment policies, scholarships and loan programs, and other Institute administered programs and activities, but may favor U.S. citizens or residents in admission and financial aid.

Inquiries concerning CalArts equal opportunity policies, compliance with applicable laws, statutes, and regulations (such as Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973), and complaint procedures should be directed to the Dean of Students, Academic Room A207, 661 253-7891. Inquiries and complaints pertaining to employment-related matters, they should be directed to the Director of Human Resources, Room A210-A, 661 253-7837.

Plagiarism

Plagiarism is the use of ideas and/or quotations (from the Internet, books, films, television, newspapers, articles, the work of other students, works of art, media, etc.) without proper credit to the author/artist. While the argument in a paper can be enhanced by research, students are cautioned to delineate clearly their own ideas from source material. Students should introduce source material (either quoted or paraphrased); note when the source material ends; and provide citations for source materials using standard documentation formats. In accordance with the Disciplinary Policy, students who misrepresent source material as their own original work and fail to credit it have committed plagiarism and are subject to disciplinary action, as determined by the faculty member, the student's School Dean and the Provost Office. The reference librarians can answer questions regarding plagiarism or provide guidance instructions on how to credit source material. There are also reference guides on permanent reserve in the CalArts Library.

Sexual and Other Unlawful Harassment Policy

CalArts is committed to maintaining a learning and working environment that is free from sexual and other unlawful harassment. The purpose of this policy is to (1) familiarize all faculty, staff and students with the definition of sexual and other unlawful harassment and the forms it can take; (2) make clear that sexual and other unlawful harassment is prohibited and will be punished; (3) inform victims of the course of action they should take to report sexual and other unlawful harassment; and (4) clarify the rights of those accused of harassment.

I. Scope of Policy

This policy applies to all CalArts students, administrators, faculty (including special and adjunct faculty), staff, program participants and visitors with respect to CalArts activities and programs occurring both on campus and off-campus. Persons who are not CalArts employees, but perform work at CalArts for its benefit (such as visiting artists, contractors and temporary workers), are also protected and required to abide by this policy. By extension, this policy also applies to all of CalArts affiliated off-campus sites, including, but not limited to, REDCAT and Community Arts Partnership (CAP) sites.

II. Definition of Sexual and Other Unlawful Harassment

A. Harassment is defined as any conduct, on or off campus, directed toward an individual based on sex, sexual orientation, race, religion, color, national origin, pregnancy, physical or mental disability, age or any other basis protected by federal, state or local law that is sufficiently severe or pervasive to alter or interfere with an individual's work or academic performance, or that creates an intimidating, hostile or offensive work, educational or living environment.

B. Whether particular physical, non-verbal or verbal conduct constitutes harassment in violation of this policy will depend upon all of the circumstances involved, the context in which the conduct occurred and the frequency, severity and pattern of the conduct. Conduct does not constitute harassment in violation of this policy unless it occurs based on a legally protected characteristic or trait and is sufficiently severe or pervasive to alter or interfere with an individual's work or academic performance, or that creates an intimidating, hostile or offensive work, educational, or living environment.

The fact that someone did not intend to harass an individual is no defense to a complaint of harassment. Regardless of intent, it is the effect and characteristics of the behavior that determine whether the conduct constitutes harassment.

Conduct alleged to constitute harassment will be evaluated according to the objective standard of a reasonable person of the same protected class. Thus, conduct that is objectionable to some, but that is not severe or pervasive enough to create an objectively intimidating, hostile or offensive environment, is beyond the purview of this policy.

C. Because sexual harassment has been more thoroughly defined in the law than harassment based upon other protected categories, the following definition of sexual harassment is included in this policy.

1. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal or physical conduct of a sexual nature when one or more of the following conditions exists:

(a) submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress; and/or

(b) submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; and/or

(c) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available through the Institute; and/or

(d) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile, or offensive work, educational or living environment.

2. Sexual harassment may occur between members of the same or opposite sex. Further, harassment based on a person's sex is not limited to instances involving sexual behavior. That is, harassment on the basis of sex may occur without sexual advances or sexual overtones when conduct is directed at individuals because of their sex. This is often referred to as sex or gender harassment and is in violation of this policy.

III. Forms of Sexual and Other Unlawful Harassment

Unlawful harassment can take many forms and will vary with the particular circumstances. Examples of harassment prohibited by this policy may include, but are not limited to:

(1) verbal conduct such as epithets, remarks about a person's body or clothing, and derogatory jokes, comments or slurs;

(2) unwanted advances and/or propositions of a sexual nature, including relationships that began as consensual but later ceased to be mutual wherein one party then harasses the other;

(3) visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons or drawings not protected by CalArts Exhibitions/Presentations Policy, Censorship Policy and/or by policies on academic freedom and freedom of expression;

(4) suggesting or implying that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignment or status, salary, academic standing, grades, receipt of financial aid or letter of recommendation;

(5) physical conduct including unnecessary and unwanted touching, intentionally blocking normal movement, or assault including sexual assault and rape. (Sexual assault and rape are crimes of violence and are punishable as criminal offenses.

IV. Procedures

Requests for assistance may have several outcomes. The person who makes such a request may only want to discuss the matter with a neutral party, such as an Institute counselor, in order to clarify whether sexual or other unlawful harassment may be occurring and to determine his / her options, including the pursuit of more formal action. The only Institute personnel who may maintain total confidentiality of complaints are the professionally licensed Institute counselors in the Student Affairs Office. When incidents of possible harassment are reported to any other individual, documentation of the complaint will be made.

A. Informal Resolution Procedures

1. Individuals who believe they have been or may be the victim of sexual or other unlawful harassment (hereinafter “complainant”) may choose to avail themselves of informal resolution procedures. Use of these informal procedures is not a prerequisite to the filing of a complaint under the formal procedures described below. Informal resolution procedures are remedy-based, usually take the form of correcting the behavior, rather than formal sanctions, which can only be granted under formal resolution procedures.

The person to whom the request is brought may be asked to take action to see whether an informal resolution can be reached. If this process reaches resolution, no further actions will be taken and the matter will be considered closed. If the matter cannot be resolved informally, the person to whom the request was brought may assist the complainant in filing a formal complaint.

2. Requests for assistance under these informal procedures may be oral or written. Complaints should be made as soon as possible after the most recent alleged act of sexual or other unlawful harassment. Such requests should be directed to any of the following Institute officers: the School Dean and/or the Associate Provost; the Department Head or the Director of Human Resources; and the School Dean, the Dean of Students or the Director of Housing.

3. Requests for assistance under these informal procedures will be dealt with, to the greatest extent practical and possible, on a confidential basis and disclosure of their existence will be limited to those who, in the interests of fairness and problem resolution, have an immediate need or legal requirement to know. A person seeking assistance under these informal procedures who requests that his or her name be withheld from the person against whom the complaint is made must understand that it is not always possible to do so. Such requests will be evaluated in the context of CalArts’ obligation to provide a safe and harassment-free work and educational environment. Among the factors that CalArts will consider is the seriousness of the alleged harassment and whether there have been other complaints concerning the person against whom the complaint is made.

4. Upon receipt of a request for assistance under these informal procedures, the individual requesting assistance will be advised of options for resolving the problem and about sources of further assistance. Even under informal procedures, documentation of the complaint will be maintained in the files of the appropriate Institute officer.

5. If a request for assistance is made to a person other than one of the Institute officers listed above, a person receiving the request (other than an licensed Institute counselor in the Student Affairs Office) should report the request to the Associate Provost, Dean of Students or Director of Human Resources.

B. Formal Resolution Procedures

1. Individuals who believe they have been the subject of sexual or other unlawful harassment may file a formal complaint. Such a complaint will result in an investigation, the purpose of which shall be to determine whether a violation of this policy has occurred. An investigation may also be initiated upon the request of the President, Vice President for Administration, Associate Provost, School Dean, Dean of Student Affairs, Director of Housing or Director of Human Resources without a formal complaint from any individual.

2. Formal complaints under this procedure should be directed to one of the following Institute officers: The School Dean and/or Associate Provost; the Director of Human Resources and/or Vice President for Administration; and the School Dean and/or the Dean of Student Affairs. Such complaints must be made within one year of the most recent alleged act of sexual or other unlawful harassment. The complaint must be in writing on a form prescribed by the Institute (available through of the Offices of the Provost, Human

Resources and Student Affairs). Although the failure to initiate a complaint in accordance with the terms of this policy shall constitute a waiver of the complainant's right to utilize the Institute complaint procedures described herein, CalArts nevertheless reserves the right to pursue an investigation as it deems appropriate whenever and however it receives allegations of or information related to sexual or other unlawful harassment.

3. Upon receipt of any complaint under these procedures, the person receiving the complaint shall immediately notify the Provost who in turn shall (a) notify appropriate Institute officers, supervisors or others who have a need to know of the existence of the complaint, and (b) coordinate the investigation of the complaint. In the event of a conflict of interest, notification shall be made to the President who shall designate another Institute officer to act in place of the Provost with respect to the governance of this policy.

4. Investigation of complaints under these procedures shall be conducted by the persons designated below. Investigating officers may work as a team with other Institute officers, as appropriate. In the event of a conflict of interest or time, the Provost may designate other investigative officers.

- a. For complaints against faculty members, the investigating officer shall be the Associate Provost.
- b. For complaints against staff, the investigating officer shall be the Director of Human Resources.
- c. For complaints by students against the conduct of other students, the investigating officer shall be the Dean of Students.
- d. For complaints against anyone other than those persons referred to above, the investigating officer shall be the Director of Human Resources.

5. Before any investigation of the complaint is undertaken, the person(s) against whom the complaint has been made shall be informed of the complaint and the identity of the complainant and shall be provided with a copy of the complaint. During the investigation, the person(s) against whom the complaint is made shall be accorded a full opportunity to respond to the complaint, either orally or in writing. Every effort shall be made to complete the investigation within thirty (30) working days from the date the formal complaint is made or as soon thereafter as is practical under the circumstances.

6. The results of the investigation shall be set forth in a written report consisting of findings, conclusions and, if applicable, recommendations for remedies and/or sanctions. The report shall be submitted to the Provost, together with any written materials, interview notes and/or other items that make up the investigative file. The Provost, after consulting with appropriate Institute officers, shall take such action as s/he determines appropriate. The complainant and the person(s) against whom the complaint is made shall be promptly notified in writing of the outcome of the investigation and of the actions, if any, taken in connection with the complaint.

7. A complainant and/or the person against whom the complaint is made may appeal the outcome. Any such appeal shall be in writing and must be submitted to the President within ten (10) working days of the date on which s/he is notified of the outcome. Appeals will normally be considered only when new evidence that was not reasonably available at the time of the formal investigation becomes available, or when an allegation of substantial procedural error on the part of the investigator or the investigatory process is made, or on the grounds that the sanction was excessively severe or that remedial measures are insufficient. The President or the President's designee shall consider the appeal and take such action as s/he deems appropriate. The decision of the President or the President's designee shall be final.

C. Respect for the Rights of the Complainant and Accused

CalArts recognizes the sensitive nature of harassment and harassment complaints both for the complainant and the person(s) against whom the complaint is made. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

D. Location of Records

In the event that the investigation does not result in a finding of violation of this policy, no record of the complaint or investigation will become a part of any individual's personnel or student file. Should a violation of this policy be found, a record of the complaint and disciplinary action taken shall be made part of the permanent file of the person(s) found to have violated the policy. Records of all complaints, investigations and their resolution shall be maintained in the Provost Office for the period of time mandated by the CalArts Record Retention Policy (see Administrative Manual) and applicable law.

V. Remedies and Sanctions

A. Remedies

Remedies may include, but are not limited to offering to remove the complainant from the hostile environment; changes in classes; changes in residence arrangements; changes in schedules or work hours; and additional training in harassment prevention.

B. Sanctions

Persons who violate this policy will be disciplined. The particular form of discipline will depend on the nature of the offense. Sanctions may include, but are not limited to verbal warnings; written warnings; loss of annual and/or merit salary increase; probation; suspension; and expulsion from the Institute or termination of employment. Institute policies and/or procedures concerning the imposition of discipline (including faculty, staff and/or student appeal/grievance procedures), shall not be applicable to discipline imposed under this Policy. All such policies and/or procedures are superseded by this Policy.

VI. Retaliation Prohibited

Retaliation against any individual for seeking assistance or bringing a harassment complaint through the processes described in this policy is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious separate offense.

VII. False Accusations

Accusations of sexual and other unlawful harassment typically have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of harassment must be made in good faith and not out of malice. Knowingly making a false allegation of harassment, whether under the informal or formal procedures of this policy, is itself a violation of this policy and a basis for disciplinary action. Failure to prove a claim of harassment is not the equivalent of making a knowingly false accusation.

VIII. Academic and Artistic Freedom

CalArts adheres to principles of academic and artistic freedom. Nothing in this Policy shall be construed to limit the legitimate exercise of academic and artistic freedom, including but not limited to written, graphic or verbal expression or performance that can reasonably be demonstrated to serve legitimate educational, pedagogical or artistic purpose. Thus, this policy shall be applied in a manner which protects academic and artistic freedom and freedom of expression including, but not limited to, the expression of ideas, however controversial, in the classroom, studio, gallery, theater and other educational and artistic settings recognized by the Institute.

IX. Consensual Relationships

A. Faculty/Staff/Administrators and Student Relationships

While there is no Institute policy or proscription against consensual romantic relationships between faculty, staff, or administrators and students, such relationships, even if consensual, should be very carefully weighed as possible breaches of professional ethics counter to standards of acceptable behavior. Faculty members are especially discouraged from engaging in romantic relationships with a student who is enrolled in a class taught by the faculty member, who is studying with the faculty member, or whose academic and/or artistic work is supervised or evaluated by the faculty member. Likewise, staff and administrators are discouraged from engaging in romantic relationships with a student over whom s/he has supervisory or administrative responsibilities. While such a relationship does not, in and of itself, constitute sexual harassment, it can lead to the following negative consequences:

- (1) create a conflict of interest and/or compromise the impartiality of the student-teacher or student-staff or administrator relationship, which is primary; and/or
- (2) impair a faculty member's teaching effectiveness or collegial relations; and/or
- (3) lead to charges of favoritism brought by other students regarding grades, access to resources, financial aid, subsequent references or other educational opportunities; and/or
- (4) cloud or bias perceptions, should charges of sexual harassment arise from such a relationship.

B. Supervisor and Subordinate Relationships

CalArts also discourages faculty, staff and administrators from engaging in romantic relationships with persons who work under their supervision and who are potentially subject to their judgment concerning personnel actions. Although such relationships may be a matter of mutual consent, the power differentials inherent in such relationships can undermine the integrity of the work environment. Moreover if a charge of sexual harassment is subsequently lodged, it may be difficult to establish mutual consent.

X. Responsibility

All faculty, staff, students and other members of CalArts community are responsible for assuring that their conduct does not violate this policy. If faculty or staff members know sexual or other unlawful harassment is occurring, receive a complaint of sexual or other unlawful harassment or obtain other information indicating possible sexual or other unlawful harassment, they must take immediate steps to ensure that the matter is addressed. Administrators, managers and supervisors have the further responsibility of preventing and eliminating sexual or other unlawful harassment within the areas they supervise. Any individual with questions regarding the definition or prevention of sexual and other unlawful harassment is encouraged to contact the Associate Provost, Director of Human Resources or Dean of Students, as appropriate.

XI. Additional Recourse

Sexual and other unlawful harassment is a violation of federal and state law. This policy is intended to supplement and not to replace such laws. Whether or not the internal complaint procedures described in this policy are utilized, a CalArts employee who believes that s/he is the victim of sexual or other unlawful harassment may file a complaint with the California Department of Fair Employment and Housing, 611 W. 6th Street, Suite 1500, Los Angeles, California 90017, 213 439-6799, or the United States Equal Employment Opportunity Commission, 255 East Temple Street, 4th Floor, Los Angeles, California 90012, 213 894-1000. In addition, students and/or employees may file a complaint with the Office of Civil Rights, United States Department of Education, 50 United Nations Plaza, Rm. 239, San Francisco, CA 94102, 415 556-4275. Persons who believe they are victims of sexual or other unlawful harassment should be aware that both state and federal law impose time deadlines for the filing of complaints and

that the use of the internal complaint procedures described in this policy will not change such filing deadlines. In connection with harassment claims involving sexual assault and/or rape, other forms of recourse are available (See Rape section in this Handbook).

XII. Dissemination of Policy

The Associate Provost, Director of Human Resources and Dean of Students are charged with the responsibility for distributing copies of this policy to the faculty, staff, and students, respectively. A copy of this policy shall be included in all employee and student orientation materials. In addition, copies of this policy shall be made continuously available at appropriate campus locations. The titles/contact information of Institute officers who are designated to receive complaints under this policy shall also be posted in one or more prominent and accessible locations. Such persons shall also receive training concerning this policy and procedures for handling complaints under this policy. The Institute’s officers shall also take such other steps as are appropriate to develop educational and training programs designed to promote a work, educational and living environment that is free of sexual or other unlawful harassment.

XIII. Sources of Policy

California Education Code Section 200 et seq.; The California Sex Equity in Education Act, California Education Code Section 66250 et seq.; The California Fair Employment and Housing Act; California Government Code Section 12900 et seq.; The Age Discrimination in Employment Act of 1967, 29 United States Code, Section 621; Title VI of the Civil Rights Act of 1964, Title 42, United States Code, 2000d; Title VII of the Civil Rights Act of 1964, Title 42, United States Code, Section 2000e, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 United States Code, Section 794; The Americans with Disabilities Act of 1990, Title 42, United States Code, Section 12101 et seq.; and Title IX of the Education Amendments of 1972, Title 20, United States Code, Section 1681 et seq.

Student Fund Raising Policy

As an increasing amount of fund raising by students takes place on CalArts campus it is necessary to establish an Institute policy to be applied fairly and consistently.

Private Parties

Private parties are not allowed. Only registered student groups (clubs) and groups recognized by their School may request Institute space for a fund raising activity. This also means that outside organizations/groups/etc. cannot use CalArts facilities for fundraising purposes, even if this is a CalArts student event.

Event and Performance Checklist

A fund raising plan, which lists all planned activities for the semester, must be submitted at least two weeks before the first planned event to the Vice President for Administration. The plan should include a description of who is responsible for the collection and deposit of any money raised through the event. It should also include the approximate number of attendees and a comprehensive budget. Fund raising events may not include the serving or sale of any alcoholic beverage. Groups must abide by any relevant state laws regarding sales tax and receipts.

Any fund raising plan must be approved in full by the Vice President for Administration before a representative of the group requests space from the Institute Coordinator. Deviations from the approved plan will result in the loss of opportunity to have future fund raising events.

If the fund raising plan is approved the submission of an Event and Performance Checklist is mandatory. This form is available from the Institute Coordinator and includes:

1. No event or performance will be approved until this form is completed in full and returned to the Institute Coordinator at least 7 days prior to the event.
2. If you are having a reception a Reception Scheduling Request and Host Agreement form must be completed.
3. Spaces are on a first-come, first-serve basis.
4. All events and performances must be in conjunction with a school project.
5. The safety regulations, noise concerns, non-student performers, time limitations, reception damage deposit, and other requirements pertaining to this checklist are applicable.
6. The alcohol guidelines are not applicable because there is no serving or sale of any alcoholic beverages for student fund raising events.

Soliciting Donations

Any solicitation of donations to persons outside of CalArts must be coordinated with the Office of Advancement.

Exceptions

Only the CalArts Security Council, which meets monthly during the academic year, can make exceptions to this policy. Their decision is final.

Sublevel Painting Rules

- Only CalArts students may add to the wall paintings in the sublevel.
- Students may paint only on the walls, not on the floor, ceiling, doors, signs or fixtures.
- No spray paint may be used. Only water based paint is allowed.
- Students must clean up after painting. Failure to do so can result in charges from Facilities Management.

Transcripts

Transcripts of student academic records are issued by the Registrar's Office where students may obtain a Transcript Request Form. Official Transcripts sent by the Registrar's Office directly to other colleges and universities or sent directly to potential employers, current employers or other business or education related entities are free of charge.

Official transcripts issued directly to the student are available for a \$3 fee. Unofficial transcripts are available in the Registrar's Office free of charge. Each official transcript request must be cleared through the Accounting Office. Students who are not current with payments are not entitled to official transcripts and will be allowed only one unofficial transcript sent to her or himself.

Vandalism Policy

CalArts will respond in one of the following ways to individuals who are found to have committed vandalism on campus:

1. Non CalArts students will be referred to local law enforcement officials.
2. CalArts students who are caught vandalizing will be notified that they will be fined. Security officers will explain this to the student once they have confirmed the student's name. The incident report will be distributed to administration. A bill will be generated by Facilities based on the time and materials needed to repair the vandalism. That bill will be given to the Accounting Office for collection. The Dean of Students may follow up with additional disciplinary action.
3. If the student is identified at a later date, the investigation and mediation will be handled by the Dean of Students. The bill for repair will be determined by Facilities and given to the Accounting Office for collection.

COMMITTEES AND COUNCILS

Academic Council

The Academic Council consists of faculty representatives from each school who meet weekly to discuss academic and curricular matters throughout the Institute. The Student Council Vice President attends Academic Council meetings and represents students' opinions.

Deans Council

Deans Council is a weekly meeting of the deans of each school/division, the Provost and the President.

Diversity Committee

The Diversity Committee is a group of faculty, staff and students that plans events and supports projects aimed at engaging the CalArts community in issues of diversity. Membership is open to any interested community members. The committee accepts proposals from students, faculty and staff and awards grants for projects. Together with the Intercultural Arts Project Committee, the Diversity Committee meets on the first Tuesday of each month at noon. Proposal forms can be obtained from the Provost Office in Room F300D, ext. 2734 or 2785.

Intercultural Arts Project Committee (ICAP)

Recently renamed the Nick England Intercultural Arts Project, ICAP provides small grants to CalArts projects designed to increase and sustain the campus presence of artists from many different cultures. Schools, programs or individuals may submit project proposals for consideration. Proposal forms are available in the Provost Office, Room F300D, ext. 2732 or 2785. The Committee meets on the first Tuesday of every month at noon.

Safety and Disaster Preparedness Committee

Chaired by the Director of Facilities Management, the Safety and Disaster Preparedness Committee is a group of faculty, staff, and students who meet monthly to review reports and discuss issues relevant to safety and disaster preparedness.

Security Council

Co-chaired by the Associate Provost and the Director of Facilities Management, the Security Council is a group of faculty, staff, and students who meet monthly to review incident reports and discuss security issues

Special Interest Groups

Support is available for groups of students wishing to form a special interest group. Past groups have included a Black student group, a Latino student group, gay and lesbian and international student groups. Students may sign up at class sign-up to indicate an interest in a group. Once a student leader has come forward to organize a given group, the Student Affairs Office can provide assistance and support.

Student Council

Student Council is a student organization with leadership by elected officers that include a President, Vice President, Treasurer, Secretary and Student Trustee whose primary purpose is to function as a liaison between the Board of Trustees, the administration, faculty, staff and students. The Student Council's weekly meetings are open to the entire Institute. Student Council produces a variety of events and awards grants for selected student activities and projects. Their office is in Room D216, and their telephone extension is 2255.

CAMPUS AMENITIES

Food Service: Café @ CalArts

CalArts provides a dining service program for all students, faculty, staff and guests through Bon Appétit, an industry trendsetter and has won many awards for its non-traditional approach to food service. Food is prepared fresh daily using only the finest ingredients and features a selection of hot entrees, vegetarian meals, a full salad bar, drinks and snacks. Recognizing the cultural diversity of the community, the Café @ CalArts offers a wide range of menu choices. All first year BFA on campus resident students are required to subscribe to a meal plan for 10 meals per week. Other resident students, commuter students and all members of the CalArts community are welcome to purchase a meal plan or flex dollars.

Meal Plan

- 5 meals per week plus \$50 Flex per semester – not an option for mandatory plans
- 10 meals per week plus \$150 Flex per semester – only option for the mandatory plan

The meal plan program entitles the student to any 5 or 10 of the nineteen meals served each week from Monday breakfast through Sunday dinner. Students on the meal plan are entitled to utilize one meal during any single meal period and may use flex dollars anytime the Café is open. Meal plans can only be changed during the first week of each semester, with the authorization from the Café General Manager.

Meal Plan Allowances (based on the 10 meal plan)

Breakfast – Choice of either the daily breakfast entree or one item from the made to order grill; plus 1 selection from the fruit bar; 1 bowl of cereal; 1 bread item; and 1 large 20 oz. beverage or 2 small 12 oz. beverages.

Lunch: choice of either 1) Comfort Zone – includes 1 entrée (vegetarian or protein), vegetable, starch and bread; 2) Made to Order - includes daily special; 3) Deli – includes any grilled or cold sandwich offered with side or substitute a bag of chips; plus a cup of soup or a small salad bar selection; 1 large 20 oz. beverage or 2 small 12 oz. beverages from the beverage bar; and 1 dessert or 1 fruit selection.

Dinner: choice of either 1) Daily Dinner Entrée, vegetarian or protein, vegetable, starch and bread; 2) Entrée selection from the grill menu, vegetarian or protein, vegetable, starch and bread; plus a cup of soup or a small salad bar selection; 1 large 20 oz. beverage or 2 small 12 oz. beverages from the beverage bar; and 1 dessert or 1 fruit selection.

Extra Retail Items

The majority of items in the beverage coolers and large bags of chips and candy bars are not offered as part of the meal plan allowance. However, they may be purchased with flex dollars. Items are appropriately labeled.

Flex Dollars

Students can use Flex Dollars to purchase beverages, snacks, or even a full meal. The amount of each purchase is deducted from the Flex Dollars balance linked to the Student ID card similar to bank debit card. Additional Flex Dollars can be added at any time through the Accounting Office. Flex Dollars purchased with the 5 or 10 Meal Plan expire at the end of each semester.

Vegetarian Meals/Special Diets

Vegetarian meals are prepared daily as part of the regular dining menu. Any student who has a Meal Plan and has been placed on a limited diet by a physician should notify the Café General Manager to plan special menu items.

Pool

The pool is available to all registered students and is open 6 a.m. to 11 p.m. It is located in the center of the courtyard at Chouinard Hall. Students are required to keep noise levels to a minimum at the pool, especially during quiet hours, which are enforced between 11 p.m. and 9 a.m. No dogs are allowed on housing property at any time. No alcohol is allowed. No private parties are allowed within the pool area.

Recreation Activities

The Student Affairs Office promotes experiential learning through Institute-sponsored field trips, recreation guides, and on-campus social activities. Students should check in with the Activities Coordinator in the Student Affairs Office to find out what activities and events are planned each semester.

In addition to these formally-organized recreational activities, the Student Affairs Office facilitates students in their own adventures by checking out various equipment to CalArts students during the Fall and Spring semesters, provided the student makes the request at least 24 hours in advance of need. Equipment is not available in the summer. See “Weight Room” for more information about recreation.

Equipment Check-out Procedures

Camping Gear: At least 24 hours before it is needed, students may reserve and later pick up camping equipment such as tents, lanterns, camp stoves, and mess kits from the Student Affairs Office during normal business hours. Equipment is loaned on a first-come, first-served basis. A deposit is required but there is no charge for use of the equipment.

Sports Equipment: Equipment available includes baseball equipment, basketballs, tennis rackets, croquet sets, Frisbees, soccer balls and nets, chess sets, and pool toys through the Activities Coordinator. There is no charge to check out equipment, however, late fees may be applied if equipment is not returned on time.

Tatum Lounge

Located in D213, Tatum Lounge features a coffee bar staffed by students during posted hours and is a gathering place that is open 24 hours a day. Enjoy chatting with friends, watching television, or viewing an art exhibition in Tatum. Events in this space may be scheduled through the Institute Coordinator.

The Store @ CalArts

The Store @ CalArts, located in Tatum Lounge, D213, carries items needed by students including CalArts merchandise, including T-shirts and Sweatshirts, Film/Video supplies, animation paper, candy, sundries, postage stamps and some school and art supplies.

Weight Room

The Student Affairs Office operates a weight room in Chouinard Hall for residents of Chouinard. It has aerobic and weight training equipment including a treadmill, exercise bike, and weight bench. The weight room hours will be determined at the beginning of each semester and will be posted on the entrance door. Chouinard residents who wish to utilize this service are required to pay a minimal fee of \$10 per year to activate their student ID as a passcard. Visit the Student Affairs Office to find out more information and to pick up an access form.

CAMPUS RESOURCES

Accounting Office

Located in Room F201a, the Accounting Office provides the following services to registered students Monday through Friday 9 a.m. to 12 p.m. and 1 p.m. to 4 p.m.:

Check Cashing

Students, faculty and staff can access up to \$40 per day. If any check returned by our bank for any reason, a \$10 per-check charge is made and the student will lose check cashing privileges for one semester. Returned check abuse is grounds for permanent loss of check cashing privileges. There are no check cashing privileges for students during the summer recess unless the student is employed on campus.

Emergency Loans

Loans are made at the discretion of the Accounting Office. Students in good standing may borrow up to \$200, if funds are available. Repayment is due upon leaving CalArts (leave of absence, official or unofficial withdrawal, or graduation). No interest is charged. The loan may not be used for: tuition or loan payments; fines or fees; repayment of prior loans; automobile, appliance or furniture purchases; or cash requirements which might normally be anticipated. Loans are not available during the summer or during winter break.

Payroll Checks

Checks including work-study are disbursed by the cashier on alternate Fridays during normal business hours.

Flex Dollars

Flex Dollars can be added to student ID cards for Café purchases.

Admissions Office

Located in Room F303, the Admissions Office is open from 9 a.m. to 5 p.m. Monday through Friday during the academic year and Monday through Thursday during the summer. Responsible for answering inquiries from potential applicants, handling recruiting activities and processing all applicants for admission to the Institute, the Admissions Office also keeps track of a wide variety of statistics concerning applications and applicants.

All members of the CalArts community are welcome to contact the Admissions Office regarding the Institute and admissions procedures.

Alumni Association

CalArts welcomes graduates and students who have successfully completed at least one full year to membership in its Alumni Association. Through the Association, members have access to a benefits program that provides resources and information on insurance, financial services and retail discounts; a career mentoring and networking initiative; a free CalArts e-mail account for life; admission to a variety of performances and events; print and electronic publications; and access to CalArts library services.

For more information, alumni are encouraged to contact the Alumni Relations Office at alumni@calarts.edu or 661 253-7875; or visit us online at calarts.edu/alumni.

Emergency and Project Assistance

Students who experience personal emergencies may be eligible for the following types of assistance:

Emergency Loans

See the Accounting Office section in this handbook

DAFCA (Disney Artists for CalArts)

DAFCA grants are designed to assist students with emergencies that cannot be addressed by obtaining an Emergency Loan. Registered students who have unmet financial need are eligible to receive \$100 maximum but in special circumstances may be eligible for up to \$200 per academic year. Applications are available through the Student Affairs Office. Grants are awarded as long as funds are available and are not made during breaks.

Deans' Reserve Funds

These funds are distributed at the discretion of the Dean of each school or his/her representative. Like the DAFCA grant, it is given only to students who have unmet financial need. More information is available from the offices of the individual Deans.

Grocery Gift Certificates

The Student Affairs Office may have a limited number of grocery store certificates, which are purchased through a donation. These certificates are available for emergencies only to students who are not eligible for an Emergency Loan or the DAFCA grant.

Ahmanson Foundation Project Grants

Registered students who have unmet financial need and need assistance with the completion of a project are eligible for these grants. Awards are generally \$100. Applications are available in the Student Affairs Office and are reviewed and awarded at the end of each month, as long as funds are available. Grants are not made during breaks.

Student Council Grants

See the Student Council section in this handbook.

Diversity Committee Grants

See the Diversity Committee section in this handbook

Employment

The Financial Aid Office, located in Room F305; and the Student Affairs Office, located in Room A207, are available to help students look for employment.

Students who have been awarded work study as part of a financial aid package can search for a work study job online at calarts.edu/workstudy. Any questions regarding work study should be directed to the Financial Aid Office at 661 253-7869.

Non-work study jobs on campus are extremely limited. Students possessing a highly technical or specialized skill have a greater likelihood for possible employment in an office or department on campus. Students looking for non-work study jobs should inquire within each office or lab about available positions. Each fall, Student Affairs hires and trains students 21 and over to work as bartenders at receptions and parties.

Off campus job assistance is available from Student Affairs-Career Resources. It maintains job and internship* banks with full-time, part-time and freelance opportunities. This and other career-related information is available online at calarts.edu/career (password = lemon). Available off campus positions range from professional positions to service jobs such as wait staff, childcare, sales personnel, etc. The Student Affairs Office also has daily copies of two Los Angeles area newspapers with job listings and a large number of trade papers and periodicals that all contain job postings. Students should see the Career and Internship Advisor in Student Affairs with career-related questions.

A further source of jobs for students may be the CAP office. See the CAP section in this handbook for more information.

*Detailed information about interning for credit is listed in the Course Catalog and Academic Policies booklet.

Exchange Programs

CalArts offers exchange opportunities with the following schools abroad:

Universitat der Kunste, Berlin
 London Contemporary Dance School, London
 Glasgow School, Glasgow
 Ecole Nationale Superieure des Beaux-Arts, Paris
 Royal Scottish Academy of Music and Drama, Glasgow
 Toi Whakari:New Zealand Drama School, Wellington
 Gobelins, L'Ecole de L'Image, Paris
 Dartington College of Arts, Dartington, Devon
 Ecole Nationale Superieure des Arts Decoratifs, Paris

Details on eligibility and requirements are available from the Office of International Students and Programs or the individual school offices. The deadline for submission of applications to participate during the 2007–2008 academic year is December 1, 2007.

Financial Aid

The Financial Aid Office, F305, is open 9 a.m. to 12 p.m. and 1 p.m. to 4 p.m. Monday through Friday during the academic year. A Financial Aid Handbook is published each year, giving specific details and deadlines, and is available in the Financial Aid Office in early December.

Federal, state and institutional forms for financial aid are available to students at CalArts. In order to be eligible for any type of financial aid through CalArts, students must apply for aid using the Free Application For Federal Student Aid (FAFSA) and submit the appropriate tax returns. It is important to meet the established priority deadline, since campus-based funds are limited and go first to those students who meet this deadline. California undergraduate residents are urged to apply for California State Scholarships.

Forms and deadlines may change from year to year; therefore students are encouraged to stay in close contact with the Financial Aid Office, attend the workshops offered in the spring, and check their campus mailboxes for the latest financial aid information.

Applying for aid must be done annually and timely completion of all requirements can yield the most aid available.

International Students and Programs Office

Located in F304, the International Students and Programs Office provides a multitude of services for the international student at CalArts, including advising on visa and immigration regulations, ESL classes off campus, and general practical information about living in the U.S. International students may also obtain information on U.S. income tax preparation, employment authorizations (practical training), and other Dept. of Homeland Security (formerly INS) forms and applications. In addition, the International Students and Programs Office counsels U.S. and international students wishing to study abroad. Study abroad programs include exchange programs in France, Germany, New Zealand, and the U.K. Information and assistance with applications for Fulbright and DAAD grants are also available. From time to time, the International Students office presents entertainment and cultural events for the international students as well as the CalArts community.

Library and Information Services

The Library is a major resource for CalArts students and serves as a central location for study, research, and leisure. The Library houses a collection of books, scores, recordings, periodicals, slides, software, digital images, films and videos, which have been selected to support the curriculum as well as the wide range of interests of students and faculty. There is equipment available for listening and for viewing video, phonographs, audiocassettes, and compact discs.

The Library faculty is available to guide students in using the collection and facilities effectively. Instruction sessions can be arranged if a faculty member wishes to bring a class to the Library to work on assignments as a group. Interlibrary loan services are available.

Instruction in the use of the online catalog is available from the reference librarian during orientation at the beginning of each term, and by request throughout each term. A course, offered through the School of Critical Studies, titled "Irreverent Research" (CS114), gives in-depth instruction in the use of the Library's information resources and the Internet for research.

The general collection of library materials (books, sound recordings, exhibition catalogs, current periodicals, reference materials) is located on open access shelving and available for use all the hours the Library is open. Back issues of periodicals can be requested at any time the library is open either at the Periodicals Office or at the Circulation and Information Desk. Periodicals may only be used in the Library for two hours at a time.

Materials from the Institute Archives must be retrieved for users by library staff. Please fill out an Archives Request Form at the Circulation and Information Desk. Allow at least two business days for the materials to be retrieved. Items from our Special Collections (rare and fragile

items), performance scores, and artists' books can be found searching the library online catalog. Please search the catalog, write down the call number, and present the call number to staff at the Circulation and Information Desk who will then retrieve the materials. Special Collections items and Artists' books must be used in the Library, under supervision of Circulation staff.

Digital images and slides are managed through the Image Services department located within the Library. The moving image collections are located in the Film Services Library (Room D205E). Most materials, except for films, are available for in-house viewing. Media equipment carts are available for classroom use or reviews by faculty, staff and students. Carts can be scheduled up to two weeks in advance. The Film Services Library hours are Monday through Thursday, 9 a.m. to midnight; Fridays, 9 a.m. to 9 p.m., Saturdays, 1 p.m. to 5 p.m. and Sundays, 1 p.m. to midnight.

The Natural History Collection is located in glass cabinets and drawers opposite the sound recordings. It holds specimens of animals and plants, extant and extinct, as well as minerals and various representations of them. The collection is open to all for use in the library. The top of the chest of drawers is an extendable work surface, with a built in grid for scale.

The Library operates a computer lab equipped with multimedia-capable computers and scanning equipment. This facility is used primarily for classes and workshops. In addition, sixteen workstations located in study carrels along the west wall of the Library are available for student use. These computers, both PCs and Macs, are equipped with word processing software and Internet access capability. Assistance in using these facilities is available from the Help Desk. The Library also manages and operates the Bijou Theater, the Institute's main screening room. Two black-and-white photocopiers are available for student use. Color scanning and printing from library computers is available. Fax service is also available in the Library. Inquire at the circulation desk for fax rates and procedures.

The Library's hours are Monday through Thursday, 9 a.m. to midnight; Fridays, 9 a.m. to 9 p.m.; Saturdays, 1 p.m. to 5 p.m.; Sundays, 1 p.m. to midnight. The Library is closed over the Thanksgiving weekend and between Christmas and New Year's Day, and has reduced hours and limited services during the winter and spring breaks and during the summer. Check online at www.calarts.edu/library for current information.

Registrar's Office

I.D. Cards

A one-time I.D. card is issued to students at initial enrollment and will be validated at each class sign-up thereafter. Students who fail to have their photo I.D. issued at class sign-up may do so in the Registrar's Office during the first four weeks of the semester on Thursday afternoons from 1 p.m. to 4 p.m. without charge. There is a fee of \$3 charged for replacement of lost I.D. cards.

A valid CalArts I.D. card is needed to cash checks on campus, to check out equipment from the shops and cages and to gain access to the main building after hours. It may be used as a Café debit card and is required for use of the Library facilities.

Name Change

A student whose name has been legally changed and wishes to have that change reflected in his/her permanent record must complete a Change of Status form available in the Registrar's Office. Name changes must be substantiated by Social Security card, marriage certificate or court order showing the new name.

Veteran's Benefits

Counseling regarding V.A. Benefits and requirements is available in the Registrar's Office. Students receiving Veteran's Administration (V.A.) educational benefits are responsible for knowing the contents of the Admissions Bulletin, the Course Catalog and Student Handbook, and for adhering to the standards of Satisfactory Progress.

These students are required to notify the Veterans Representative in the Registrar's Office immediately of any changes in class schedule or attendance, including call to active duty at any time during the semester. Each semester, V.A. students must complete a Request for V.A. Benefit Certification form. This document is mailed with registration materials and must be returned to the Veterans Representative.

Student Affairs Office

The Student Affairs Office, located in Room A207, is open Monday through Friday from 8:30 a.m. to noon and from 1 to 5 p.m.

Student Affairs provides a variety of services focused on improving the quality of life for students. These services are designed to do several things: (1) to help integrate students into the Institute; (2) to provide a communication link among the various constituents of the Institute; and (3) to help in solving the issues affecting student life. The aim is to provide information and ways of thinking that will make it possible for students to take care of their own growth and change.

Services offered by the Student Affairs Office include: consultation with the Dean of Students, who assists with finding resources, resolving conflicts, organizing student activities and events, and a variety of other issues; personal counseling with two licensed counselors; career development workshops and counseling; off-campus jobs and internships; off-campus housing assistance; recreation activities and equipment; and information and referrals for transportation, hotel accommodations, food banks, attorneys, and other professional services. A telephone is available for limited free use in the office, as is a reference library for career related resources, legal assistance, overseas travel, state and county services, maps, etc.

During the school year, Student Affairs invites companies to CalArts for on-campus presentations and recruiting. The Office also hosts workshops throughout the year with topics such as: résumé and cover letter writing, legal issues in art, teaching, grant writing, budgeting and credit, tax preparation and time management. Handouts for résumé and cover letters are available in the Office. There is a Career Resources mailing list that receives postings of new job and internship opportunities, call for entries, and information about upcoming workshops and presentations. For instructions on how to sign up for the list, see the Career Resources section of the Life Preserver or see the Career and Internship Adviser in the Student Affairs Office.

Tutoring

The Student Affairs Office coordinates a peer tutoring program for students who need assistance with English as a second language, music skills and theory, study skills and other academic subjects taught in Institute classes, depending on the availability of tutors and funding. Details about peer tutoring are available in the Student Affairs Office.

COMMUNICATION RESOURCES

Channel 8

CalArts' student-run, closed-circuit television station provides the campus with 24-hour programming. Channel 8 can be seen on monitors in the Café, Tatum Lounge, and the Ahmanson and Chouinard dormitories. Students and faculty are encouraged to screen their work on Channel 8. Videotapes and DVDs may be dropped off in the Channel 8 mailbox in the mailroom. For more information, visit calarts.edu/channel8.

Email Mailing Lists

CalArts email accounts are created for all enrolled students so that CalArts communications will be sent to students' CalArts email addresses. Students should check their email on a frequent and consistent basis in order to stay current with CalArts communications.

Students are responsible for insuring that there is sufficient space in their accounts to allow for email delivery and for recognizing that certain communications may be time-critical. Students will not be held responsible for an interruption in their ability to access a message if system malfunctions or other system-related problems prevent timely delivery of, or access to, that message.

Email is a means for official communication by CalArts with students unless otherwise prohibited by law. CalArts reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion. CalArts email addresses are included automatically on the selected distribution lists in order for the CalArts community to receive timely information from the Institute. In most cases, only official Institute message will be distributed through these distribution lists.

Students are required to abide by the Network Computer Use Policy, available at calarts.edu/network.

Announcements of performances, shows, exhibitions and other events are distributed through a separate "CalArts Events" email distribution list for weekly updates of on-campus, off-site, and REDCAT events. Sign-up at: calarts.edu/events to receive these academic year emails about upcoming CalArts Events.

All student distribution lists are moderated by staff to ensure appropriate usage of the lists along the guidelines listed below. Official correspondence and announcements from an administrative officer of the Institute (e.g., the President, Provost, Registrar's Office, Student Affairs, Dean, Director, etc.) and from campus organizations (e.g. Student Council, Academic Council, etc.) may be sent to all students.

Email messages will not be distributed if they:

- Advocate or encourage a political or religious viewpoint
- Announce events unrelated to CalArts
- Sell a product or service
- Announce a student's individual show or performance (the weekly CalArts Events list is for this purpose)

KCIA

KCIA is the CalArts campus radio station. CalArts students host weekly music programs which are broadcast on the station. For more information, check the KCIA website at kcia.calarts.edu

Public Affairs Office

The Public Affairs Office is responsible for developing and implementing initiatives that communicate and promote the Institute and its programs through public relations, community affairs, marketing, graphic design, editorial services, publications, photography, and web resources. As the primary contact between CalArts and the community, the media, and the public, the Public Affairs office provides expertise and services that build public understanding of and support for the Institute. In addition, the Public Affairs Office oversees the Ticket Office and coordinates the scheduling of on-campus events.

Website

The calarts.edu web site is managed by the Public Affairs Office which is responsible for its design and content. Information available on the site includes academic and admissions information, calendar of events, course catalog, directories, general contact information, faculty bios, policies, and news and press releases. Additional web-based resources such as the library, student academic services online (grades, class schedules, and financial aid offers), and specific department and academic program sites are accessible through the web site. The site is best viewed using Mozilla Firefox 2.0.x on a PC; or Safari or Mozilla Firefox 2.0.x on a Mac.

COMMUNITY INVOLVEMENT

Community Arts Partnership (CAP)

The Community Arts Partnership (CAP) is an academic program which links CalArts to neighborhoods throughout the Los Angeles area through collaboration with prominent art centers and public high schools in these communities. Each center offers instruction in the arts for talented young people in its locale. CAP is designed to form a bridge between these young people and the talent and resources of CalArts. Music, dance, theatre, visual art, public art, photography, printmaking, animation, drawing, graphic design, digital media, puppetry, video and writing are some of the programs offered free-of-charge to young artists through CAP.

In the CAP program, students and faculty from all the schools at CalArts work with the CAP partner art centers, public schools, and Los Angeles-based artists to plan and produce classes, workshops, performances, exhibitions, concerts, readings and screenings which involve junior and senior high school students in imaginative and intensive training in the arts. CAP assists these students to fulfill their artistic potential, and enables CalArts students to teach, learn and share their work in community settings in a sustained and creative way. All junior and senior high school students in the CAP programs have the opportunity to work on their art forms at the CalArts campus, as well as at a variety of community sites.

The CAP office is located across from the Tatum Lounge in Room D214. CAP programs are ongoing six days a week throughout the year and provide CalArts students with a variety of experiences including teaching, assistant teaching, exhibition installation, video production and post-production, photo documentation, van driving, gallery sitting, teacher training workshops, arts pedagogy courses, multicultural resource materials, set design, performing, costume design, lighting design, master classes, field trips, stage management, production experience, and a connection to community arts centers, schools, museums and others venues throughout Los Angeles County. The CAP office can be reached by calling 661 222-2708 (from off campus) or by dialing ext. 2708 (on campus). The fax number is 661 222-2726, and email is received at cap@calarts.edu.

FACILITIES

Building Access

When classes are in session all major entrances to the main building remain open. During holiday and vacation periods, the main building is accessible through the major entrances between 7 a.m. and 6 p.m. on normal business days. Access at other times is through the loading dock door near the Security office. Students will be asked to present a valid CalArts I.D. card to sign in and out of the building.

During the academic year, access to certain rooms/spaces within the Institute may be restricted by the schools (e.g., costume shop, music practice rooms, editing rooms) and special keys or passes may be required. See individual school's administrative assistants and the Keys section of this handbook for more information on restricted areas.

During the summer months, building and facilities access may be restricted. Use of practice rooms, studio spaces, equipment and other facilities is by specific approval of school offices and/or the administration. The facilities of the Institute are often committed to special events and groups during the summer months and students must not assume access to and use of the facilities.

Guest Policy

In order to establish reasonable precautions to ensure the privacy and safety of students and yet avoid either unrealistic or over-restrictive procedures, the Institute asks students to notify Security when they are going to have guests arrive on campus after 8 p.m. Security should be called the day that the guest is expected so that Security will have the person's name at the front gate and the name of the host student.

Academic Buildings

Guests who are on the guest list will be directed to the academic buildings. Guests visiting students in the academic buildings should be told by the student where they will meet within the buildings. Security can then direct the guest to that area. Guests must be with the student at all times, and students are responsible for the behavior of their guests.

Housing (Chouinard Hall & Ahmanson Hall)

If security has advance notice of a visiting guest the visitor will be allowed on campus and directed to the appropriate housing facility. The name and room number of the student will be noted.

Guests Not on the List

If the student is an on-campus resident the visitor will remain at the gate and Security will contact the Resident Assistant on duty to locate the student. If the student cannot be located then the guest will be advised to contact the student by phone or other means until clearance is made before the guest is permitted on campus.

Parties (including Halloween & Spring Party)

A student guest list will be established by the person(s) hosting the party. This guest list will be furnished to Security in advance of the party. The list will include the student's name as well as the guest(s) name(s). If a person is not on the guest list but gives the full name of the student, they will be admitted at the front gate but must be accompanied by the student in order to be admitted to the party.

Performances, Openings and Other Events Commencing after 8 p.m.

In order to be admitted at the gate, guests must know the location and type of performance and the host student's name, if applicable.

Housing (Overnight Guests)

- Roommates and suitemates must agree in advance.
- The guest must be registered with the Housing Office (forms are available in the Housing office).
- There is a limit per student of one guest per semester for a maximum of three days/two nights.
- Guest must be with student at all times.

For complete information on the procedures to follow, refer to the “CalArts Housing” brochure and/or the Housing Office.

Housing (Off-Campus)

The Student Affairs Office, located in Room A207, maintains off-campus housing referrals. Referral listings typically include rooms offered in apartments, condos, townhouses, and private homes, and roommate wanted listings. These listings are posted at www.calarts.edu/housing and on the bulletin board outside the office. Students wishing to live off campus are urged to begin house-hunting no later than mid-August for the Fall semester. In addition to referrals, the Student Affairs Office can assist by providing area maps, hotel and motel listings and resource handbooks dealing with tenant-landlord laws.

Housing (On-Campus)

Students wishing to live on campus, either in Chouinard or Ahmanson Hall, must contact the Housing Office directly in order to receive an on-campus housing package. Students are urged to contact the Housing Office as early as possible, since the demand for on-campus housing often exceeds available space.

On-campus housing is available in two facilities: Chouinard Hall provides dormitory-style living for 347 students in double-occupancy rooms with baths shared by two or three rooms, one of which is modified for occupancy by handicapped students. Each room is equipped with two twin beds, two desks, two chairs, one double or two single wardrobes or walk-in closet space. Students must provide their own lighting (table lamps only, no halogen torchieres permitted), linens, pillows and blankets. Each hallway contains a pantry with cooking appliances; students must provide their own cooking utensils.

William H. Ahmanson Hall provides apartment-style housing for 99 students in 17 apartments, one of which is modified for occupancy by handicapped students. New and returning graduate students and returning third and fourth year undergraduate students are eligible to live in Ahmanson Hall. Each apartment has either 5 or 6 bedrooms each assigned to a single student, a shared living room, kitchen and bathroom. Apartments are fully furnished; students must supply their own linens (twin size extra long) and cooking utensils.

The Housing Office handles room assignments and every effort is made to meet residents' specifications. Room Change Request Cards are available in the Housing Office for those students unhappy with their room assignment. Requests for room changes will be processed, if space is available, by the Housing Office staff after October 1, or February 1, depending upon the semester in which it is to be effective.

Keys

Access to particular areas of the Institute is limited, and may require special keys. The following listing includes those areas most commonly used by students. Contact the administrative assistant in the school involved for information about an area or space not included here. For all schools, individual keys issued require a \$15 deposit.

- Art School studios require individual keys. A \$15 deposit is required. Art students should contact the school secretary.
- Dance students requiring access to the body conditioning studio may check out studio keys from the Security office or Facilities Management after approval from the Dance School faculty to use the studio. No deposit required.
- Film/Video equipment and editing rooms require special keys; students needing access must be checked out on the equipment. Keys and information come from the Operations Director for the School of Film/Video.
- Music practice rooms require keys. Students needing practice room keys must pay a \$15 deposit, and should contact the secretary in the Music School office at registration.
- Ahmanson and Chouinard Hall residents will be given two keys; one for their room and one for the outside doors. If lost, there is a \$10 fine for room keys and a \$25 fine for outside door keys. If a lock change is necessary, there is an additional fine of \$50 for Chouinard Hall residents and a \$25 per tumbler fine for Ahmanson Hall residents.
- There is a \$5 refundable deposit for Chouinard Hall residents who wish to receive a hall pantry key. Keys for on-campus housing must be returned to the Housing Office upon student checkout.
- Theater School classroom spaces and work areas require keys for access. See the program administrative assistants for specific information.

Mailroom and Mailboxes

Each student is assigned a CalArts mailbox upon enrolling; students retain their mailboxes for as long as they are continually registered at CalArts. Mailbox assignments are made by the Registrar's Office and questions or problems with student mailboxes should be directed to the mailroom. Students' mail should be addressed to them, c/o CalArts Box #, 24700 McBean Parkway, Valencia, CA 91355 and have the mailbox number clearly noted.

Student mail arriving from off-campus is sorted in the mailroom and placed in the student boxes at approximately 3:30 p.m. Monday through Friday. The mailroom does not receive any Saturday deliveries. Mail from the Institute offices is placed in student boxes throughout the day. Correspondence from the Schools or departments of the Institute is sent to the students' mailboxes, so they should be checked daily. Mailboxes are located on the D100 level in the Facilities Management area.

Pets

Pets of students are allowed on campus and in the academic building on a leash held by a person. Prior to bringing a pet on campus, the owner must register the pet with CalArts. Pets must be licensed by Los Angeles County and wear their license while on campus.

Pets are not allowed:

- In or on Chouinard or Ahmanson property, including the pool area and Mom's Cafe.
- In the following areas of the academic building: Café @ CalArts serving and dining areas, the Bijou Theater, offices, Library, Tatum Lounge, classes when either students or faculty object, any area in which a performance of any type is being held and other areas which may be noted as "off limits" from time to time for specific reasons.
- To run free, nor may they be tied either inside or outside the building.

Failure to have the pet on a leash after a second fine will result in losing the privilege of having the pet on campus. Bringing a pet on campus after the privilege has been denied could result in suspension. Any pet that attacks a person or another pet will be banned from campus. Penalties for Pet Violations: \$25 for each violation.

PERFORMANCE, PRESENTATION, AND EXHIBITION ACTIVITIES

Exhibitions/Presentations

Institute Policy

- Outdoor space is available for Institute purposes for the use of students, faculty or staff at the discretion of the President. Allocations may not be made on a permanent basis nor may so much space be allocated to one project that other projects have less than adequate space.
- In allocating space, all possible latitude will be allowed for use of CalArts grounds, spaces, interior and exterior walls, provided that there is no glue on glass windows, painting or other markings directly on the wall, or any alterations to Institute property without specific permission of the Deans, Director of Facilities Management and the Institute Coordinator. School Deans are responsible for authorizing use of that school's allocated space. The Institute Coordinator is responsible for approving the use of all other space except for outdoors and office space noted in paragraph 1 and 3. Space is allocated on a first-come, first-served basis.
- All posters are to have either the date of the event or must be dated. Posters may not be removed before the event and are not to be placed on glass or wooden doors due to safety codes and/or fire regulations. Posters advertising an event are considered artwork and may not be vandalized, damaged or stolen. Posters are to be removed after the event or after 30 days, whichever comes first.
- The use of office space is at the discretion of the Dean or department head. The use of the administrative foyer and hallway (F-block, 3rd floor) and the main entry lobby (west wall and south walls) are at the discretion of the President.

Institute Exhibit Review Committee

In order to implement and maintain exhibit policies, there shall be an ad hoc review committee. The Institute Exhibit Review Committee shall consist of one representative from each School (appointed by the Deans), the Vice President for Administration, the Director of Facilities Management and the Institute Coordinator. The responsibilities of this committee will be the review of policy to govern the use of exterior space and the allocation of space or the adjudication of any difference of opinion concerning an exhibit or presentation.

School Responsibilities

Each School is responsible for choosing a representative to the committee, establishing procedures for governing the hanging/exhibiting of objects and/or presentations within the space assigned to the School, and assuring that presentations meet all applicable city, county, state and federal laws.

Censorship

CalArts does not censor any work on the basis of content, nor is any work at the Institute subject to prior censorship.

If any person objects to any exhibit or presentation, that person should convey the objection in writing to the respective school Dean. The person will receive a written answer to the objection within 48 hours of its receipt. If the person is dissatisfied with the decision, he/she may appeal it to the Committee. The decision of the Committee is final.

Safety

The primary responsibility for determining that an exhibit or presentation is physically unsafe or hazardous belongs to the Dean of the school and the Director of Facilities Management or the Director's delegate. Exhibits/presentations must meet all city, county, state and federal safety rules and regulations. If these two officials do not agree, the matter will be reviewed by the Committee. The chair will advise each member of the Committee that a question of safety has been raised and will request the opinion of each member. If the majority of the Committee believes that the exhibit or presentation is unsafe, the person responsible will be requested to modify or remove the exhibit or presentation. If it is not removed or corrected immediately, the chair will make a report to the Dean and the provost, who will take immediate action.

Exhibition/Performance Approval

All performances, exhibitions, recitals, etc. which occur in the Institute are arranged through the approval of the Institute Coordinator's office. An event checklist must be filled out completely and signed by all responsible participants prior to the event. In addition, anyone scheduling off-campus events requiring publicity should submit performance checklists. The office is in room A303a near the switchboard and can be reached by phone at Ext. 7838.

Reception Procedures

Authorized receptions must be held in conjunction with an opening, recital, performance or other approved event. Events that are organized by a school, department, or recognized student organization may also be considered; however, there are no "private parties" for students.

Any reception held in conjunction with an approved event requires a completed Reception Scheduling Request a minimum of one week before the reception. These forms are available at the Institute Coordinator's Office, near the switchboard. After clearing the time and location with the Institute Coordinator, obtain all necessary signatures and return this form to the Institute Coordinator. Receptions held in student run spaces, such as Stevenson Blanche Gallery, still require a completed Reception Scheduling Request.

Any requests for equipment, including tables, chairs, ice buckets, disposable trash bins, mop and bucket, etc. require a completed facilities management work order a minimum of one week before the reception. Refreshments cannot be served in glass containers. All supplies including refreshments, cups, napkins, corkscrews, bottle openers, are the host's responsibility.

Provide Security with a list of names of off-campus people who may be attending the event. Make sure that guests know the organizing student's full name and the name of the event or performance in case their names are not on the list at the gate. Performers (DJ, band, etc.) who are not currently CalArts students must be cleared by the Director of Facilities Management.

Students of legal drinking age, 21 years or older, may choose to serve alcohol at their receptions with clearance from the Activities Coordinator in Student Affairs on the Reception Scheduling Request. There are limits to the amount and type of alcohol that may be served and the type of alcohol and intended amount must be included on the Reception Scheduling Request. At least one case of water is required for all receptions. Student Affairs provides a maximum of 2 hours free bartending time. Any additional time must be paid prior to the event at a rate of \$12 per hour per bartender. A \$50–\$100 deposit is required and will be returned if no damages, policy violations, or clean up occur. All set-up and tear down are the host's responsibility, not the bartender's. Empty bottles and cans should be taken to the recycling bins on the loading dock. Additional procedures are described in the Host Agreement form that is signed by those hosting receptions with alcohol.

Only an approved bartender can serve alcohol on campus. The bartender may only serve alcohol during the hours stated on the Reception Scheduling Request. The alcohol should not be left unattended. If the bartender does not arrive at the scheduled time, contact Security to get in touch with the Activities Coordinator or another bartender.

REDCAT

Located in the Walt Disney Concert Hall in downtown LA, the Roy and Edna Disney/CalArts Theater is CalArts' center for innovative visual, performing and media arts. All CalArts students are eligible to receive discounts on most REDCAT events. Student must show a valid CalArts ID with a current sticker on the back in order for the Box Office to redeem the discount at will call. Refer to the season brochures or redcat.org for program details and ticket pricing. Seating is limited and advance purchases are strongly encouraged by phone at 213 237-2800 or in person at the Box Office. All events are general admission; seating at REDCAT is unassigned. The REDCAT box office is open Tuesday through Saturday from noon to 6pm and two hours prior to curtain.

Ticket Office

Tickets to all CalArts paid events are available from the Ticket Office, which is located adjacent to the reception desk in the front lobby (Main Gallery room A303). The Ticket Office is open Monday through Friday from noon to 5 p.m. and on the evenings of major performances one hour prior to the start of the performance. The Institute Coordinator, who reports directly to the Associate Director of Public Affairs, supervises the office. For 24 hour recorded messages with all current performance information, contact ext. 7800. From outside the school the number is 661 253-7800. Tickets can also be reserved by contacting tickets@calarts.edu.

PERSONAL HEALTH

Health Service

A Registered Nurse provides general care, such as first aid for injuries, conferences on health problems and treatment for minor illnesses. Students are referred to physicians and/or nearby hospitals when necessary. Information is available on a wide range of health matters (e.g.: free and anonymous HIV testing) in the Health Office, Room D208, from 8:30 a.m. to 4:30 p.m., Monday through Friday during the academic year. The nurse's office telephone extension is 7830.

Insurance

CalArts requires that all registered students have health care insurance. Through Blue Cross, CalArts offers an insurance plan to students not already covered by a comparable plan. Students waiving the CalArts plan are required to submit a waiver form and evidence of existing coverage to the Accounting Office at registration.

The CalArts insurance coverage is for the full calendar year. The annual premium is \$1,119, with \$373 due in the fall semester and \$746 due in the spring semester. Coverage provided is outlined in the brochure given to each insured student.

During the academic year, insured students needing medical care should contact the nurse in Health Services.

Smoking

CalArts does not allow smoking in its academic buildings and residence halls. Ashtrays for smokers have been placed in convenient areas outside of the main building and more than twenty feet from an entrance. The Institute policy is to protect the non-smoker while also recognizing the rights of smokers.

PERSONAL SAFETY

Damage

Any damage to Institute property or equipment that is caused by a student will be charged to that student's account and the student will be subject to disciplinary actions as described in this handbook.

Disaster Response

CalArts has an agreement with the Ringling School of Art and Design in Sarasota, Florida where they will act as an emergency response center for us in case of a disaster or similar emergency.

The telephone numbers for Ringling School are:

Switchboard: 941 351-5100

Fax: 941 359-7634

Security Office: 941 359-7500 (24-hour coverage)

Toll-free number: 800 255-7695 (answered during business hours with a voice mail option after hours)

Emergency Telephone Numbers

After calling the Sheriff's or Fire Department or any other emergency service to come on campus, students must immediately advise the CalArts Security Office, which will be contacted first to get directions to the emergency caller.

Emergency: 911

CalArts Security (Emergencies): ext. 2222

Fire Department: 661 259-2111

Sheriff's Department: 661 255-1121

Henry Mayo Newhall Memorial Hospital: 661 253-8000

Health Office–Nurse, Audrey Hampton: ext. 7830

211 LA County (formerly Info Line Los Angeles): 211
 Olive View–UCLA Medical Center: 818 364-1555
 Poison Control Center: 800 876-4766
 L.A. Gay and Lesbian Center: 323 993-7400
 L.A. County Mental Health Department: 800 854-7771
 Valley Trauma Center (Rape Hotline): 661 253-0258
 Suicide Prevention Line: 877 727-4747 (toll free) or 310 391-1253
 Domestic Violence/Shelter (24 Hour Hotline): 661 259-8175
 Do It Now (Drug Counseling): 323 465-3784

Location of Emergency Telephones

CalArts has installed ten emergency call boxes around campus, which connect directly to the Security office. They are located in these areas:

- Parking Lot #1, north, south and west sides
- Parking Lot #2
- Parking Lot #3
- Parking Lot #4
- Parking Lot #5
- Graduation Courtyard
- In front of Ahmanson, across from Tatum
- Chouinard pool area

Lost and Found

Students who lose items on campus should ask for them in the Security Office. If a found item can be identified as belonging to a particular student, the student will be notified via his or her mailbox. Items in the lost and found will be kept for only four weeks from the date of discovery, with the exception of wallets, jewelry, equipment and other valuable objects. Found library books will be returned to the Library.

Rape

CalArts expects that all members of the community should be able to pursue their work and education in an environment free from sexual coercion, violence and intimidation of any kind.

As defined under California law, rape is non-consensual sexual intercourse that can occur under a variety of circumstances. Most often rape involves the use or threat of force, violence or immediate and unlawful bodily injury. Rape also occurs when the victim is incapable of giving legal consent because he/she is 17 years of age or younger, or the victim is impaired due to alcohol or drugs. More than 50 percent of rape victims are assaulted by someone they know.

Acquaintance rape is forcible sexual intercourse undertaken by a friend or acquaintance without the consent of the other person. Date rape is forcible non-consensual sexual intercourse in a dating situation. Regardless of the relationship between them, if one person uses force to coerce another into submitting to sexual intercourse, the act is defined as rape. Coercion usually includes verbal threats, physical strength to intimidate or overpower or psychological pressure. Group rape is defined as sexual intercourse by two or more people on another person. In addi-

tion, sexual assault is a sexual encounter other than intercourse that is against a person's will and without his or her consent.

CalArts will not tolerate sexual assault in any form, including acquaintance, date or group rape. Where there is an accusation that CalArts' regulations prohibiting such conduct have been violated, the Institute will provide a review of the case and severe disciplinary penalties, if warranted (usually suspension or expulsion) may be imposed. A student charged with sexual assault can be prosecuted under California statutes and disciplined by the Institute. Victims are encouraged to proceed against an assailant through both processes.

In the Event of Rape

- Get to a safe place and call the police and a trusted person to go to the hospital; a roommate, family member, a good friend, Dean of Students, RA or Housing Director. Also see Emergency Phone Numbers for hotline and clinic information.
- Do not shower, bathe, douche, change or destroy clothes, or straighten up the area, to preserve any important evidence.
- Reporting is an individual choice. Write down all the details of the assault for reference in case the report is not made immediately.
- Whether or not the rape is reported, it is important to go to the hospital for treatment of external and/or internal injuries, tests for STDs and pregnancy, gathering of medico-legal evidence, counseling and/or referral for emotional support.
- The Student Affairs counselors are available to counsel students. These counselors can be called during non-office hours by asking Security to call the Dean of Students. There are also community-based counseling services available by referral from Student Affairs. These outside community sources are listed in the Community Services section of the local telephone directory.
- Living arrangements can be modified and should be discussed with a counselor or the Director of Housing. Any academic concerns should be discussed with a counselor or the Dean.

Safety

CalArts strives to provide a safe working and learning environment for students, faculty and staff; as well as safe working conditions, safe equipment, and training for staff, faculty and students in safe work practices. CalArts will provide or make available necessary personal protective equipment. In case of injury, first aid and medical services will be provided or obtained, as appropriate.

The CalArts safety program includes training by the Institute's Safety Coordinator and sessions within certain schools, written incident reports and records, and adherence to operating practices and procedures. Also see the Safety and Disaster Preparedness Committee section in this handbook.

The full support of faculty, staff and students is essential to the effectiveness of this program and the control of work-related injuries. It is the responsibility of each person to be aware of the legal requirements and to report unsafe conditions to the person responsible for the area or to the Institute's safety officer.

If a show, performance or other student work involves the use of space or materials that may have an impact on the building's air quality, the safety of the artist and/or others, this use should be discussed in advance of such usage. The student's School can provide guidance and the Institute Safety Coordinator (Room D100) should also be consulted.

Security

Security staff is on duty at all times during the academic year and is responsible for campus security and are authorized to call the local law enforcement authority when they deem it necessary to ensure campus security.

Security is to be notified of any crime committed on campus. Students are encouraged to file an incident report with Security in the event of theft, damage or vandalism to any personal property, physical or verbal assault or any situation that causes concern to the student. Students may request a copy of an Incident report in which they are named from the Dean of Students.

Every student is required to carry their CalArts I.D. card with them at all times while on campus. It must be presented upon request.

Access to the housing areas (Chouinard and Ahmanson Halls) is for residents and their guests only. Residents are issued room keys and are responsible for keeping their rooms locked.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), the Institute prepares an annual campus safety report documenting crime prevention policies and disclosing statistics on the incidence of crime on campus. Also see the Security Council section in this handbook.

Sleeping in Vehicles

For personal safety reasons, no one is allowed to sleep in a vehicle on campus.

Thefts

Any theft of student property must be reported in writing to Security/Facilities Management and to the local Sheriff's department, if necessary. Students may request a copy of the Incident Report filed by Security and may pick it up the following workday in the Director of Facilities Management Office.

TRANSPORTATION ON CAMPUS

Bicycles, Skates, Skateboards, and Scooters

In order to ensure the safety of everyone walking in the hallways of the academic building and housing area, no one is allowed to ride bicycles, rollerblades, skates, skateboards, scooters or any motor driven vehicle within the campus building or on the ramps, porches or other areas in front of the entrances to the building. Rollerblades, roller-skates, skateboards, bicycles and scooters cannot be ridden in any of the hallways of Chouinard Hall or Ahmanson Hall. All violations will be reported to the Facilities Management Office. The penalty for violations is a \$25 fine.

Parking/Campus Driving

On-campus parking is available to all students, with parking lots located adjacent to Chouinard Hall and the main building; students with automobiles must have a parking permit displayed in the vehicle's front left window. Parking permits may be obtained from the Security Office D100. No fee is required. The speed on campus is 10 mph. It is the responsibility of each person to abide by all traffic laws as set forth in the California Vehicle Code, as well as regulations established for this campus. Those charged with speeding or reckless driving will be fined \$50. All fines are due and payable upon receiving notice of violation and are issued by Security.

Parking in a red zone, parking in a handicapped or reserved space, parking longer than 20 minutes in a temporary parking (green) zone, or visitors space, or parking in a hazardous manner; parking in spaces reserved for the President, President's guests or the nurse. These rules are enforced on a 24-hour a day, seven-days a week basis. A parking violation notice will be placed under the windshield wiper and a \$25 fine will be levied.

Ahmanson Hall Road is a fire road and may be used only for loading/unloading for a maximum of 20 minutes. All vehicles, including those of residents, must be removed and parked in other designated parking areas. A \$50 fine is assessed for any violation.

Parking in the Library Loading Dock Area, E-Ramp and the C-Annex Red Zone will result in a \$100 fine.

Any vehicle left on campus which does not have a current vehicle registration (with the Department of Motor Vehicles) or which is not in a drivable condition will be considered an "abandoned vehicle." The vehicle is subject to removal by the Institute 10 days after issuing notice to the owner. If the vehicle is not registered with CalArts, then no notice can be given and the notice period is waived.

Any continuing student who wishes to leave a vehicle on campus during the summer recess must receive approval in advance from the Security Office (D100) and leave a vehicle key and address/phone number where he/she can be reached. Due to maintenance/construction, it may be necessary to have the vehicle moved. This is done at the owner's risk. Each student is authorized to have no more than one vehicle on campus.

TRANSPORTATION TO CAMPUS

Airport Transportation

The easiest way to travel between the airports and CalArts is door-to-door shuttle service. Prime Time Shuttle, 800 733-8267 and Super Shuttle, 800 258-3826 serve the Santa Clarita area. These shuttles service both Burbank Airport and Los Angeles International Airport and are available by reservation, 7 days a week, 24 hours a day. Call for prices or reserve online at www.primetimeshuttle.com or www.supershuttle.com.

The LAX Flyaway Service is a bus service operating between Los Angeles International Airport and L.A. Union Station, Van Nuys Airport, and Westwood/UCLA. For LAX FlyAway locations, schedules, service hours, parking, passenger drop-off/pick-up and driving directions see www.lawa.org/lax/LAXflyAway.cfm or call 1-866-435-9529. Fare is \$4 one way and \$8 roundtrip. All FlyAway buses drop-off passengers on the Upper/Departures Level of each terminal at LAX. Passengers board buses on the Lower/Arrivals Level in front of each terminal under the green "FlyAway, Buses and Long Distance Vans" signs. Each bus is marked with its service location.

Buses

Santa Clarita Transit services the Santa Clarita area, including Valencia, Newhall, Saugus, Canyon Country and Sylmar. The fare for local service is \$1 and monthly passes are also available. Santa Clarita Transit also runs express buses to the San Fernando Valley that cost \$3.50 to \$4 for adults and \$1.75 to \$2 for students (fare varies by route). Additionally, there are express buses into Los Angeles that run during rush hour times in the early morning and afternoon, as well as buses that connect to the Metrolink train service to downtown Los Angeles. For bus schedules contact the Student Affairs Office or 661 294-1287, or go to www.santaclaritatransit.com.

MTA services the greater Los Angeles area, and has routes throughout Los Angeles and the San Fernando Valley. It takes roughly 25 minutes for every 5 miles traveled on local routes, but there are also express buses. Schedules are available online, at MTA centers and on the buses, as well as some grocery stores. Please note that MTA buses are accessed in the San Fernando Valley, either using the Santa Clarita Transit buses, the Metrolink train, or private car to get there. For more information, go to www.mta.net or call 1.800.COMMUTE (266.6883).

Driving

California Driver's Licenses are granted after passing a written examination, a vision test and possibly a driving test. Students intending to become a California resident must apply for the license within ten days of arrival in the state and will be required to relinquish the out-of-state license. The cost of a driver's license is \$27; a California State Identification Card (for non-drivers) is \$22. The Department of Motor Vehicles (DMV) is responsible in California for the registration of automobiles and issuance of Driver's Licenses and State ID cards. The local DMV office is located at 24427 Newhall Ave., south of Lyons Ave. Operating hours are Mondays, Tuesdays, Thursdays and Fridays from 8 a.m. until 5 p.m. and Wednesdays from 9 a.m. to 5 p.m. For more information go to dmv.ca.gov or call 800 777-0133.

All out-of-state license plates and automobile registrations need to be changed to California plates and registered within 20 days from date of receiving a California Driver's License or becoming a California resident. Anyone who has accepted gainful employment in the state; rented or leased a residence off campus; enrolled in an institution of higher learning as a California resident or have dependents enrolled in school, grades K to 12; or registered to vote is considered a California resident and will have 20 days to register their car.

California registration fees are based on the value of the car. The car must pass a strict emissions test (about \$68) in order to qualify. For more information, contact the Bureau of Automotive Repair and Smog Check Center at 800 622-7733.

Metrolink

Operating between Los Angeles Union Station and the three stations in the Santa Clarita area, this train service runs Monday through Friday during rush hour times, and limited hours on Saturdays. Travel time to Los Angeles is approximately one hour. Metrolink also stops in Sylmar, Burbank and Glendale. The fare is approximately \$7.25 one way on weekdays and \$5.50 on weekends, depending on destination. Monthly passes are available. For more information, go to www.metrolinktrains.com or call 800 371-LINK.

