

**A Handbook for Parents of  
CalArts Students**

*from the Office of Student Affairs*

## Alumni Relations

telephone: 661.253.7875

CalArts has a vibrant alumni community with nearly 14,000 members worldwide. The Office of Alumni Relations provides alumni with a range of information and resources to support their transition to life after CalArts. In addition to professional networking and mentoring programs and access to an online community, alumni are eligible to receive benefits including admission to various CalArts events, discounted tickets to REDCAT and subscriptions to CalArts publications, access to the Library and online job bank, and a lifelong CalArts email account.

For more information, contact the Office of Alumni Relations online at [calarts.edu/alumni](http://calarts.edu/alumni), call 661.253.7875 or e-mail [alumni@calarts.edu](mailto:alumni@calarts.edu).

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## **Café @ CalArts**

cashier telephone: 661.253.7846

All BFAs who reside on campus will participate in a meal plan offered by the café. Other students may also purchase a meal plan. In addition, a café debit card is a convenient way to pay for meals in the café. Since no tax is charged on food bought with a debit card, it also saves money. The Accounting Office handles meal plans and debit cards. If you have any questions about the meal plan, please call the Student Accountant at 661.253.7847. Money can be added to a student's debit card by cash, check or credit card. When mailing a check, please be sure to send it to the attention of the Accounting Office. If you are paying by credit card, call the cashier at 661.253.7846. CalArts accepts Discover, Visa, MasterCard and American Express.

## **CalArts Policy on Alcohol and Drugs**

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 the possession of alcohol. The Institute 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. Violations of this policy may lead to disciplinary sanctions, outlined in the Student Handbook and the Housing license agreement.

CalArts permits the lawful serving of alcohol beverages at parties and receptions that have been approved by the Vice President/CFO. Alcohol must be served by an Institute-trained bartender who is responsible for checking identification and monitoring guests. Beer and wine are the only alcohol permitted and the Institute has set limits on the amounts to be served.

## **CalArts Website**

[www.calarts.edu](http://www.calarts.edu)

The calarts.edu website 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 catalogue, directories, general contact information, faculty bios, policies, and news and press releases. Additional web-based resources such as the library, academic services online (grades, class schedules, and financial aid offers), and specific department and academic program sites are accessible through the website. The site is best viewed using Mozilla Firefox 1.5 on a PC; or Safari or Mozilla Firefox 1.5 on a Mac.

## **Computer Help Desk**

telephone: 661.253.7887

If your son or daughter brings a computer to CalArts and will be residing on campus, he or she can connect to the internet on the CalArts network using an Ethernet jack and a category 5e patch cable. Wireless access points, as well as routers, are not permitted. Students should ask at the Help Desk in the Library if they need assistance with this procedure.

All computers connecting to the CalArts Network must be free of viruses and patched with the latest security patches for their respective operating system before they can be connected to the CalArts Net. Loss of network access can occur at any time for violation of the above.

CalArts has computers available for student use in the Library, and there are specialized computer labs in the Schools.

## Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Education Rights and Privacy Act of 1974 (Buckley Amendment) is a federal law requiring the Institute to maintain the confidentiality of all “eligible students” education records. CalArts accords all rights under the law to students who are or have been registered. “Eligible student” is defined as one who has reached 18 years of age or is attending an institution of postsecondary education. When a student becomes an “eligible” student, the rights accorded to and consent required of parents transfer from the parent to the student.

### Parental Access to Student Records

Educational records may be released to a parent only if one of the following conditions has been met:

- 1) through the written consent of the student,
- 2) in compliance with a subpoena,
- 3) in connection with emergency health or safety issue,
- 4) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.

The Act does not require CalArts to disclose information from the student’s education records to any parent of a dependent student. We may, however, exercise discretion to do so.

We encourage you to view the Course Catalog and Academic Policies, 2008-2009. It is available at the CalArts website, [www.calarts.edu](http://www.calarts.edu). This publication will answer most of your questions regarding your student’s academic requirements.

## Financial Aid

telephone: 661.253.7869 or 800.443.0480

The Financial Aid Office is located in F305 and is open from 9 am until noon and 1 pm until 4 pm, Monday through Friday during the academic year. The telephone number is 661.253.7869, and the toll free number is 800.443.0480.

A Financial Aid Handbook is published each year, giving specific details and deadlines. The Handbook is available from the Financial Aid Office in early December. You can request a copy or obtain a copy online at [www.calarts.edu](http://www.calarts.edu).

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

Forms and deadlines may change from year to year and it is important for students to stay in close contact with the staff of the Financial Aid Office. It is very important for students to check their campus mailboxes for the latest financial aid information.

Applying for aid must be done each year and timely completion of all requirements will guarantee the most aid available.

## Giving to CalArts

Tuition covers only 68% of the actual cost of a CalArts education. Donations from a wide variety of sources, including parents and families, are essential to help enrich the student experience on campus and sustain the life-long benefits of a CalArts degree. Tax-deductible donations help to fund programs such as student exhibitions and performances, as well as CalArts administrative and student services offices. Your gift - in any amount - makes a difference in the lives of all CalArts students.

### Parents Council

Parents who make an annual contribution of \$2,500 or more are invited to join the CalArts Parents Council. Parents Council Members receive the following benefits in thanks for their generous contribution for their integral role in the CalArts community:

- + Membership in Friends of CalArts (FOCA), CalArts' annual giving society. Included in your FOCA membership are invitations to special events with CalArts president and world renowned artistic leadership throughout the year. These intimate salons, which take place in the Los Angeles area, provide engaging conversation on the visual and performing arts. Tiered membership offers additional benefits for gifts from \$5000 through \$100,000.
- + Recognition in the CalArts Honor Roll, published annually in the CalArts magazine.

Gifts from parents of any size can be used for a current year scholarship or to enhance programs. Donations of \$25,000 or more can be used to create an endowed fund that will benefit young artists for years to come and ensure the future strength of the Institute. Parents may direct gifts toward their student's school or toward the Institute as a whole. For more information on parent giving and the CalArts Parents Council, please call (661) 253-7736 or email: [parents@calarts.edu](mailto:parents@calarts.edu).

## Health Services

telephone: 661.253.7830

Health Services is staffed by a Registered Nurse who provides general care such as first aid for injuries, treatment for minor illnesses and consultation on health problems. Students are referred to physicians and/or nearby hospitals when necessary. The nurse will assist students regardless of whether or not they have purchased the CalArts student health insurance. If parents have concerns about the health of a student, do not hesitate to telephone the nurse at 661.253.7830.

CalArts offers Anthem/Blue Cross student health insurance that must be purchased unless students have comparable alternative coverage. Enrolled students pay \$392 for the first semester, which covers September through December. The second semester payment is \$784, which covers January through August.

## Mailing to Your Student on Campus

Mail sent to your student should be addressed as follows:

<p>Student's Name Mailbox Number 24700 McBean Pkwy. Valencia, CA 91355-2340</p>
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## On Campus Housing

telephone: 661.253.7897

Living on campus is certainly an experience for all new students, and a challenging one. As a parent you are no doubt eager to help your son or daughter with housing arrangements. However, we encourage the student to be responsible for his or her own living situation. Information regarding present or future housing and billing is sent directly to the student, not to parents.

On campus housing information is handled only through the Housing Office. When a student applies to live on campus, cancels his or her application, withdraws from school or takes a leave of absence, contact in regard to Housing must be handled through this office. Notice to any other office does not release a student of responsibility for a room or apartment on campus.

By the end of this academic year, your son or daughter is classed as a returning or continuing student. As a returning student, he or she is not required to live on campus. However, each student does have to submit a new housing agreement for each academic year if he/she would like to return to on campus housing. Returning student space is assigned usually around April 1 of each year. All returning students are advised of the specific date, six weeks prior to the sign-up.

Applications for returning students are processed via lottery drawing. Just because one now lives on campus does not guarantee one a space for the following year. Students will submit a new application and receive a lottery number. Deposits for the following year can be made after the lottery process is complete. If the deposit is not received by the deadline and the student has secured space, the space will be revoked and the student will be placed at the bottom of the returning student waiting list.

During the school year it is not unusual that a roommate dispute may arise or that a student may have a difficult time adjusting. The Housing Office encourages the student to discuss the situation with his/her Resident Assistant. RA's can help with disputes and conflicts and offer resolutions. If this does not work to everyone's satisfaction, the Housing Director will discuss the situation and try to work out an amicable agreement for all concerned. More serious problems, including alcohol or drug related issues, may also be forwarded to the Dean of Students or a counselor. Housing works in conjunction with Student Affairs.

Since your son or daughter is now a registered college student and may have signed his or her own license agreement with Housing, there are certain conversations that may not occur between the Housing Office and a parent. Please refer to the section of this handbook titled "Family Education Rights and Privacy Act."

## Performance and Exhibition Calendar

The most inclusive and up to date listing of CalArts performances and exhibitions is posted on [calarts.edu](http://calarts.edu).

## School Offices

There may be occasions when parents need to speak to an administrator or faculty member in the school in which their son or daughter is enrolled. The easiest way to contact the school is through the administrative assistant, who can then connect you with the appropriate party.

Following is a list of phone numbers for the schools.

<b>School of Art</b> includes programs in Art / Graphic Design / Photography	661.253.7801
<b>School of Critical Studies</b>	661.253.7802
<b>School of Dance</b>	661.253.7898
<b>School of Film/Video</b> includes programs in Film / Video / Character Animation / Experimental Animation / Film Directing	661.253.7822
<b>School of Music</b>	661.222.2778
<b>School of Theater</b>	661.253.7834

## Security (Campus Safety)

telephone: 661.255.1050 x 2114

Campus Safety staff are on duty at all times during the academic year. They are to be notified of any crime or incident committed on campus. Students are encouraged to file an incident report with Campus Safety 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 an escort from the Campus Safety staff to accompany them to campus housing or the parking lot.

### Campus Security Report

The Campus Security Report is published each October for the previous three calendar years. Copies may be requested from the Office of the Vice President/CFO at 661.253.7835 or [www.calarts.edu/about/safetyreport.html](http://www.calarts.edu/about/safetyreport.html)

### Dealing with Emergencies

The Institute is committed to the safety and security of all members of the campus community. In times of emergency, the Institute will provide appropriate campus-wide response to assure life safety and minimize losses. A Campus Emergency Procedures quick reference guide for efficient action has been distributed to all schools and departments.

CalArts has an agreement with Ringling School of Art and Design in Sarasota, Florida wherein they act as an emergency response center for us. This means that if there is a disaster at CalArts, such as an earthquake, and persons are not able to contact CalArts, they can contact Ringling School for information about the CalArts emergency.

### The telephone numbers for Ringling School are:

Switchboard	941.351.5100
Fax	941.359.7515
Security Office (24 hour coverage)	941.359.7500

## Student Affairs Office

telephone: 661.253.7874

The Student Affairs Office offers a variety of services, activities and resources to assist students in managing their lives. The office coordinates educational resources such as peer tutoring and services for students with disabilities, and the Dean of Students meets with students about complaints, problems and concerns. Two licensed counselors are available to work with students in a confidential setting, free of charge. Our career services include online job and internship banks, workshops on career-related skills and issues and a program to bring speakers on campus. Student Affairs is also the office that sponsors off campus activities and special interest groups, and oversees student government. The staff can assist students with financial emergencies, and is ready to listen to any student's problems or concerns.

If you are worried about your student's welfare or progress at CalArts, call the Dean of Students, Yvonne Guy. She will make every effort to reach out to the student and provide the resources that may help. Since the privacy of college students, regardless of age, is protected under the Family Education Rights and Privacy Act of 1974 (also known as the Buckley Amendment), parents should recognize that they may not be given confidential information about their sons or daughters, unless an emergency exists or the student allows for such information to be shared. However, any parent may speak with the Dean or one of the counselors to express concerns and ask for assistance for their son or daughter. The counselors are Linda Hoag and Melissa Shepherd.

### Our Student Affairs Staff can be reached at:

Yvonne Guy, Dean of Students	661.253.7891
Linda Hoag, Counselor	661.253.7873
Melissa Shepherd, Counselor	661.253.7871

## Student Evaluations

telephone: 661.253.7842

Faculty assign grades at the end of each semester. Grades are available online via the CalArts Academic Services website, [aar.calarts.edu](http://aar.calarts.edu).

At CalArts academic/artistic credit for work completed is awarded in semester units. One semester unit is awarded on the basis of 45 hours of work during a semester. In order to receive credit in a class, a student must be registered at CalArts and enrolled in the class. The quality of work performed is then recognized by award of the following evaluations:

**HIGH PASS (HP)**      Passing with excellence

**PASS (P)**              Passing with quality

**LOW PASS (LP)**      Passing

### INCOMPLETE (I)

Temporary evaluation. Through agreement between student and instructor, Incompletes must be made up during the following semester. Incomplete evaluations not made up within the specified period of time will convert to "NC".

### MULTIPLE (M)

Temporary evaluation assigned in the first semester of a two-semester sequence course. A final evaluation for both semesters of the sequence will be assigned at the end of the second semester.

### NO CREDIT (NC)

Work did not meet the criteria for credit. "NC" evaluations may not be converted to credit bearing grades except by petition to the Deans Council initiated by the instructor of the class or, in the instructor's absence, the Dean of the school offering the course. "NC" evaluations do not appear on a student's permanent record for external purposes.

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**INSUFFICIENT ATTENDANCE (NX)**

Indicates that the student did not attend the class with sufficient frequency. Assumes a minimum allowance of 3 unexcused absences. Refer to individual school handbook for specific policies. "NX" evaluations may not be converted to credit bearing grades. "NX" evaluations do not appear on a student's permanent record for external purposes.

**NO GRADE RECORDED (NG)**

Symbol assigned by automated process to indicate no evaluation was assigned by instructor. If a final grade is not received within one year after graduation or withdrawal from the Institute, the symbol will convert to "NC".

**WITHDREW (W)**

Given only when a student officially withdraws from the Institute during a semester.

CalArts does not use a Grade Point Average (GPA) as part of its marking system. However, for external purposes when a GPA is required, the following formula may be considered:  $HP=4.00$ ,  $P=3.00$ ,  $LP=2.00$ .

**Students with Disabilities**

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. The Student Affairs Office provides assistance and resources to enable students with physical, perceptual, emotional, ADHD and learning disabilities to act independently while pursuing their educational goals.

Registering with the Student Affairs Office is on a voluntary, self-identifying basis. Services are available only after a student has presented certified, current documentation of the disability from an appropriate medical or educational specialist, and this documentation has

been reviewed and accepted as complete. Generally, the documentation should be based on an evaluation done within the past three years; an IEP from secondary school is not considered sufficient.

After documentation is reviewed by the Dean of Students, the student must arrange to meet with the Dean to discuss his or her schedule for the semester and to make a plan for accommodating the disability. The request for services must be renewed each semester.

**Visiting CalArts**

CalArts does not offer a parents' weekend; instead, we encourage you to attend any and all performances and exhibitions during the academic year. For an up to date schedule of events, visit [calarts.edu](http://calarts.edu).

**Notes**

