



CALIFORNIA  
COLLEGE  
OF THE ARTS

UNDERGRADUATE  
ENROLLMENT GUIDE  
2012-2013

CCa



Congratulations on your admission to California College of the Arts! This is an impressive achievement. We are glad you have decided to join the CCA community and we look forward to your arrival. Life at CCA will be uniquely engaging, challenging, and brimming with opportunities. You will learn from and work closely with some of the finest artists, designers, and scholars in the world. We offer an intimate college experience that will expose you to a universe of possibilities.

Student life at CCA is dynamic and creative. We encourage you and your fellow students to contribute your skills and perspectives to the life of the college by participating in activities and events that ignite your passions. The Chimera Council, a group of undergraduate student leaders who work to enrich the community and empower students, as well as numerous other student clubs, councils, and groups, enable you to connect with fellow students and shape your surroundings. We also welcome you to initiate new organizations that carve a new niche.

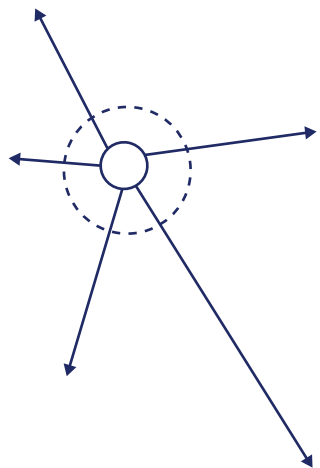
You will find many opportunities to make a difference, and to just have fun. Outside the studio and the classroom, our students participate in career-focused internships; mentor young students at local schools; attend lectures and demonstrations by renowned artists, designers, architects, and other creative individuals; absorb the Bay Area's rich culture and art scenes; and study abroad for a semester or part of the summer. These are just a few of the many exciting things that await you at CCA.

CCA is a supportive community. Our faculty and staff, as well as your new peers, will prove to be valuable resources as you pursue your goals. We offer a range of programs and services to enhance your academic, personal, and professional development. I look forward to meeting you and sharing more information about CCA and the resources that will be available to you.

We look forward to seeing you at orientation!

Sincerely,

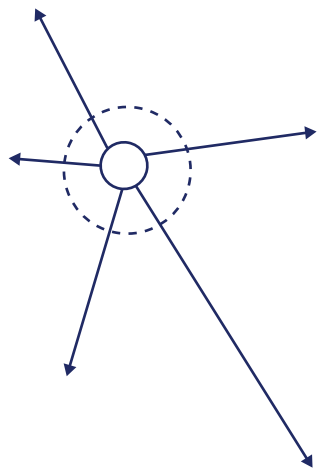
George Luis Sedano  
Vice President for Student Affairs





## Table of Contents

New Student Checklist	4
Money Matters	7
General Information and Next Steps	7
Student Employment	9
Disbursement of Financial Aid	9
Payment of Tuition and Fees	10
Student Accounts Billing Worksheet Instructions	12
Frequently Asked Questions	15
Residential Life	17
Career Services	19
Educational Technology Resources	20
International Students	23
Academic Advising	27
English Placement Exam	28
Registering for Courses	30
Travel Between Campuses	33
Health Insurance	34
Disability and Access Services	36
Additional Student Resources	37
Orientation	38
Academic Calendar	39
CCA Directory	41



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY

## New Student Checklist

When students first receive their admission letter and packet, they are often very excited and have many questions about the next steps. This guide is intended to serve as a reference as you begin the process of joining the CCA community.

You can download all the forms mentioned in this guide at [cca.edu/students/forms](http://cca.edu/students/forms).

### MAY DEADLINES

#### Confirm your attendance by May 1

Submit your official intent to enroll (the tear-off form is on the second page of your offer of admission) and your \$265 enrollment deposit (\$150 tuition deposit plus \$115 registration fee) to confirm your place for the fall semester. Submitting your enrollment deposit after the May 1 deadline may jeopardize your opportunity to receive priority housing.

#### Set up your CCA email account

Establishing your CCA email account unlocks your ability to apply for campus housing, register for courses via WebAdvisor, access your student records, and receive important collegewide announcements throughout the year. Within 24 hours of processing your \$265 enrollment deposit, we will send you an email with instructions on how to set up your new login and password. (Please note that these will be different from the login and password you used during the application process.)

#### Complete an online housing application by May 15

If you submit your enrollment deposit by May 1 and establish your CCA email account, you can complete an online housing application via WebAdvisor. To be guaranteed housing, you must submit your completed online application and \$750 housing deposit by May 15. Applications and deposits received after the deadline will be considered on a space-available basis.

#### Obtain your I-20 and F-1 Visa (international students only)

If you are an international student, you must obtain a student F-1 visa. Begin this process by submitting an I-20 application form and a bank statement showing that you have access to enough funds to meet your educational costs for the year.

NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY

## JUNE/JULY DEADLINES

### [ ] Register for classes

The registration process for fall 2012 takes place June 1–29. If you have confirmed that you will attend CCA, you will be contacted via your CCA email in mid-May with instructions and deadlines for the online registration process that is specific to your program and level. The registration process is different for transfer, second-degree, and first-time freshman students. If you miss the June registration, you may register during orientation. Students starting in the spring semester will register during orientation as long as they have made their first tuition payment, due November 1.

### [ ] Submit your student accounts billing worksheet

See the Money Matters section for details. The first tuition payment and your student accounts billing worksheet for the fall semester are due July 15; the first tuition payment for the spring semester is due November 1.

### [ ] Submit a health insurance waiver (if applicable)

All full-time students must be covered by CCA's student health insurance unless they submit an insurance waiver form and proof of other medical coverage. The deadline is the last day of the add/drop period each semester. We strongly recommend that you submit your waiver, if you intend to do so, with your student accounts billing worksheet.

All international students are required to purchase CCA Kaiser health insurance unless they have a spouse, partner, or parent in the United States with domestic health insurance (specifically through an employer or school) that meets CCA's standards for a waiver.

### [ ] Submit your emergency contact form

You must complete an online CCA emergency contact form prior to orientation telling us who we are authorized to contact in case of an emergency. Once you have made your enrollment deposit, you will then be able to complete your emergency contact information using WebAdvisor.

NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY

### AUGUST DEADLINES

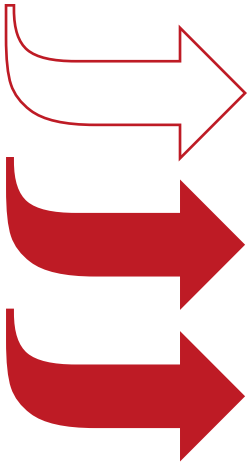
Submit your final transcripts and standardized test scores by August 1

All new students must submit final high school or college transcripts and standardized test scores no later than August 1 (if you are entering in the fall semester) or December 15 (if you are entering in the spring semester).

Attend orientation

Mark your calendar and make travel arrangements in advance for the orientation that is specific to your student status.

NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Money Matters

- [CCA.EDU/ADMISSIONS/FINANCIALAID](http://CCA.EDU/ADMISSIONS/FINANCIALAID)
- [CCA.EDU/STUDENTS/HANDBOOK/TUITION\\_FEES](http://CCA.EDU/STUDENTS/HANDBOOK/TUITION_FEES)
- [CCA.EDU/ADMISSIONS/FINANCIALAID/LOANS](http://CCA.EDU/ADMISSIONS/FINANCIALAID/LOANS)
- [CCA.EDU/STUDENTS/HANDBOOK/PAYMENT-PLANS](http://CCA.EDU/STUDENTS/HANDBOOK/PAYMENT-PLANS)

CCA will be your partner in meeting your educational expenses. We have two dedicated offices for this purpose. The Financial Aid Office helps you access scholarships, grants, loans, and work-study employment. The Student Accounts Office sends bills for tuition, helps you arrange payments, and collects your payments.

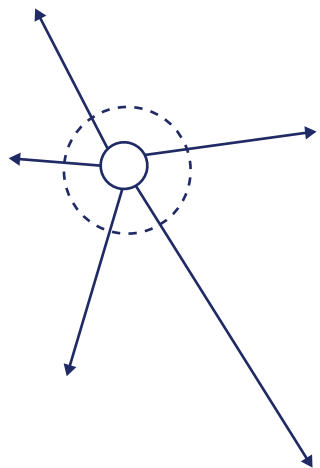
### CCA'S ARTS-EDUCATION PARTNERSHIP

CCA's financial aid program is designed to assist students in overcoming common financial barriers and making its arts education affordable and accessible. We understand that attending CCA requires a significant investment. We are committed to maintaining a consistent level of scholarship funding each year. As long as your family's financial situation remains relatively unchanged, you can expect to receive an equivalent total offer of scholarship and grant assistance for each year you are enrolled full time and remain in good academic standing. In general, the amount of this support does not increase with tuition.

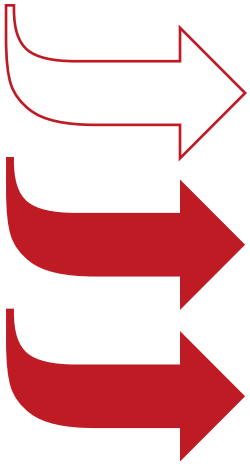
We expect all financial aid recipients to continue to apply for any state or federal awards for which they are eligible. This allows CCA to maximize its resources and assist as many students as possible.

### NOTICE OF ELIGIBILITY

If you have completed the Free Application for Federal Student Aid (FAFSA) and met CCA's priority admissions deadlines, a financial aid award letter will arrive shortly after your offer of admission. This letter will list all financial aid for which you are eligible, including merit-based scholarships, need-based scholarships, grants, loans, and work-study. Sign and return the award letter by the stated deadline. International students are eligible for merit scholarships only; more information about outside resources is available at [cca.edu/admissions/international/funding](http://cca.edu/admissions/international/funding).



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



### NEXT STEPS

#### [ ] Accept or reject your financial aid awards

To indicate which awards you wish to accept, use the “Accept or reject your financial aid award” function in WebAdvisor, or else follow the steps on the back of your printed award letter and return it to CCA’s Financial Aid Office.

#### [ ] Complete your Direct Loan requirements

New student loan borrowers must complete a Master Promissory Note (MPN) and a loan entrance counseling session for loan funds to be disbursed. Parent PLUS Loan borrowers must complete a PLUS MPN and a PLUS Loan request form. These forms can be completed at [studentloans.gov](http://studentloans.gov).

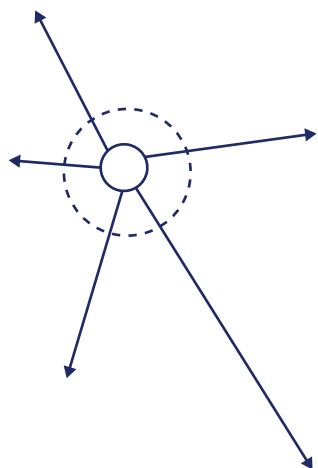
#### [ ] Develop a financing plan using your financial aid award letter, sample billing worksheet, and cost of attendance estimates

Remember that in addition to tuition and fees, you need to plan for expenses such as rent, food, transportation, books, and supplies. You can find CCA’s estimated costs of attendance for entering students at [cca.edu/admissions/financialaid](http://cca.edu/admissions/financialaid). The numbers are updated each April for the following school year. You and your family should discuss how you plan to cover these expenses.

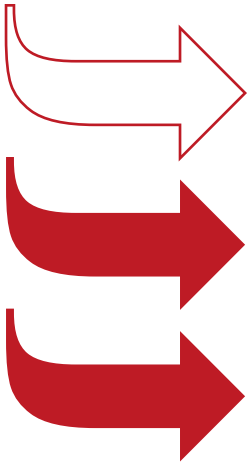
Please feel free to contact us if you are interested in seeking additional loan funding to help defray these costs. Before making a decision about any loan, carefully read the information in your award letter guide and at CCA’s website.

### FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

Student records, including financial information, are protected under the 1974 Family Educational Rights and Privacy Act (FERPA). This means that third parties who are not CCA staff (such as spouses and parents) do not have access to a student’s account information without the student’s written authorization. If you wish to make your account details or other records available to others, each CCA office (Student Accounts, Financial Aid, Student Records, et cetera) will require a separate release of information form.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## STUDENT EMPLOYMENT

A work-study award represents an amount that you can earn; it is not an amount that you are guaranteed to receive. Students are encouraged to begin their employment search as early in the semester as possible to increase their chances of securing a position. Work-study job listings are posted at CCA's online job board ([cca.edu/admissions/financialaid/board](http://cca.edu/admissions/financialaid/board)).

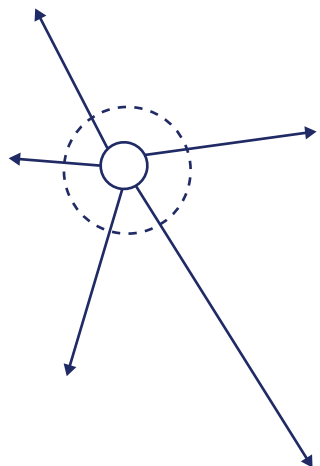
Any CCA student is eligible for work-study, even if they did not apply for financial aid or receive a federal work-study award. However, since students with federal work-study awards have the greatest financial need, they have priority in applying for on-campus jobs. There are additional requirements for international student employment. Please contact the International Student Affairs and Programs Office for more information.

In general, work-study awards are \$3,000 for the academic year; most students can reasonably earn that amount by working seven to eight hours per week from September through May. For federal work-study recipients, the allocation reflects your eligibility (and priority) for a part-time job and authorization to earn up to the amount indicated. You will only receive what you earn, and those earnings cannot be subtracted directly from any balance that you may owe the college.

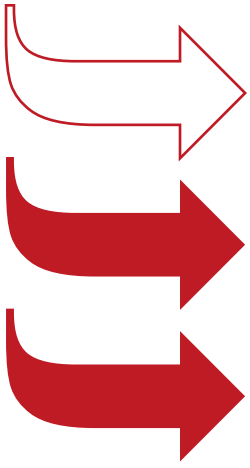
## DISBURSEMENT OF FINANCIAL AID

Most financial aid funds are credited directly to your student account and are applied first to institutional charges (e.g., tuition and housing) for the current semester. Funds are credited no earlier than the first day of the current semester. Aid that can be credited directly to your account will be credited when you have: accepted or rejected your awards online via WebAdvisor or in hard copy via your award letter, provided all required documents for the aid programs you have been awarded, made satisfactory academic progress, enrolled in the minimum required units, and completed loan counseling (if applicable).

If the disbursement of your aid results in a credit balance, any aid awarded in excess of institutional charges will be paid to you after the start of the semester. Checks are mailed approximately one week from the time the credit balance appears on your student account. They will automatically be sent to your billing address on file at the Student Accounts Office (you can update this address using WebAdvisor). We recommend arriving at campus with enough money to cover your living expenses (rent, food, books, supplies, et cetera) for at least your first month.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



You have the right to cancel your Direct Loan(s) anytime before disbursement and up to 120 days after disbursement. Direct Loan (subsidized and unsubsidized), PLUS loan, and alternative loan funds are disbursed in the following order to enrolled students whose financial aid files are complete:

- 1st week of classes: fourth-year and graduate students
- 2nd week of classes: third-year students
- 3rd week of classes: first- and second-year students

Budget carefully, since you will most likely receive your entire financial aid refund at the beginning of the semester.

#### PAYMENT OF TUITION AND FEES

Tuition is due in full on or before final registration, unless you are on one of the college's payment plans. Three payment plans are available to full-time, degree-seeking students:

Payment in full

Due July 15 for fall semester, November 1 for spring semester.

EZ six-month payment plan

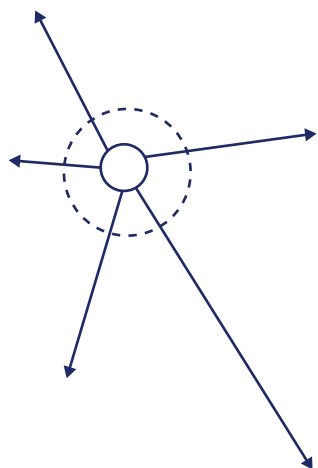
Tuition is paid in six monthly installments each semester: May 1 through October 1 for fall, and November 1 through April 1 for spring.

Half and half payment plan

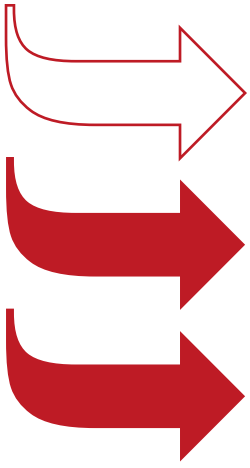
For the fall semester, half of the tuition is due by July 15, and the balance by September 1. For the spring semester, half of the tuition is due by November 1, and the balance by January 1.

Your student accounts billing worksheet outlines your payment plan and tracks financial aid awards. For up-to-date information on the status of your account, log into your account statement at WebAdvisor. You can do this at any time, and you should plan to do it at least once a month.

Students will receive a monthly billing statement notice at their CCA student email address. In addition, at the start and end of each term, CCA will send you a billing statement via postal mail. Please pay close attention to these mailings, as we will often enclose important reminders concerning payment deadlines, registration information, and financial aid deadlines.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY

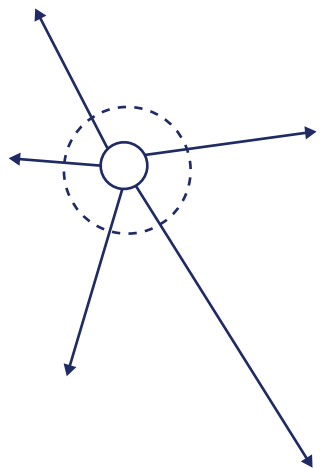


You will also receive important billing reminders at your CCA email address.

A \$25 monthly charge will be applied to late payments and/or unpaid balances. Students with unpaid balances due to unsecured financial aid (aid that has not yet been finalized) also incur a monthly \$25 late fee.

If you apply for financial aid but your financial aid file is not yet complete by August 1 (for the fall semester) or December 1 (for the spring semester), you should be prepared to make an initial payment to register, or to secure any preregistered courses. You may be dropped from registered courses if you have any outstanding payments or if your financial aid application is not complete prior to the deadlines. You must be up to date with your tuition payments by final registration or the add/drop period. Students with delinquent financial accounts may have their registration privileges revoked. Remember that the timing of financial aid disbursements varies based on your class level.

CCA reserves the right to withhold issuance of degrees, certificates, transcripts, grade reports, or statements of recommendation to, or on behalf of, any student whose financial account with the college remains unpaid, in full or in part. Students are liable for all costs and legal fees incurred in the process of collection on delinquent accounts.





## STUDENT ACCOUNTS BILLING WORKSHEET INSTRUCTIONS

All students must complete and submit a student accounts billing worksheet every year. The form for the upcoming school year is available starting in April. Completed worksheets, along with appropriate tuition payment, are due to the Student Accounts Office on either campus by July 15 for the fall semester, November 1 for the spring semester.

The worksheet lists tuition, fees, and financial aid, and calculates either the balance due to the college or the anticipated refund to you. Make a copy of your completed worksheet for your records. Twice per semester CCA will also send you financial statements listing your account activity. These statements do not detail monthly amounts due or pending financial aid transactions, but only overall remaining balances.

### Fees

Use the tuition and fee numbers for the next academic year (updated in April at [cca.edu/students/handbook/tuition\\_fees](http://cca.edu/students/handbook/tuition_fees)) to complete this section.

#### Tuition

List appropriate tuition amounts for each semester.

#### Registration

Nonrefundable, applies to all students upon registration.

#### Insurance

May be waived by completing and returning the health insurance waiver form by the last day of the add/drop period.

#### Activities

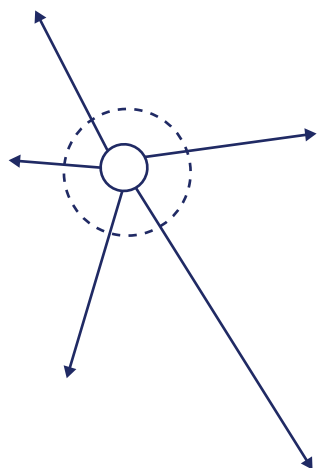
Applies to all full-time students.

#### Materials

Applies only to some courses. For current tuition and fees please see [cca.edu/students/handbook/tuition\\_fees](http://cca.edu/students/handbook/tuition_fees).

#### Housing

If you will be living in CCA housing but have not yet received your assignment, list the charge for Clifton Hall and revise your worksheet as soon as you know of any changes.



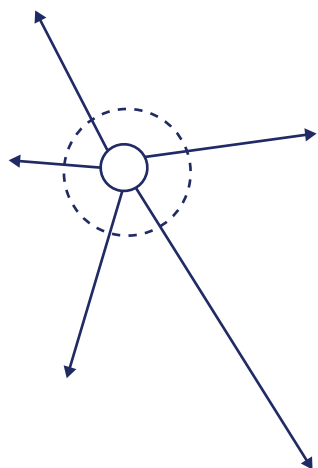


- Housing deposit  
\$750 (\$500 nonrefundable, \$250 refundable).
- Less payments made  
Subtract any payments or deposits that have already been made.
- Total  
Total for this section.

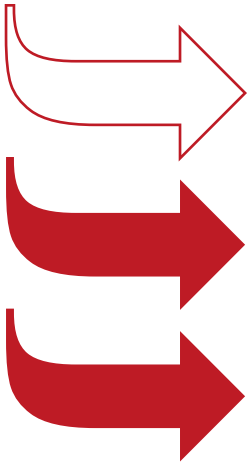
#### Financial Aid

Use your financial aid award letter to complete this section.

- Scholarships  
Include scholarships from CCA and from any other institutions. Scholarships from other institutions may only be listed if you can submit written proof from the institution to the Student Accounts Office.
- Grants  
All grants, including SEOG, Cal Grants, and Pell Grants.
- Loans  
All loans that you are accepting. Deduct the origination fees if applicable (these fees may apply to student Direct Loans and PLUS Loans).
- PLUS Loan  
List only the amount for which you have already been approved.
- Perkins loan  
This loan must be signed for in the Student Accounts Office during the add/drop period.
- Other aid  
Include here any outside student loans from alternative lenders. You must submit official documentation of final, approved amounts. Do not include loans that have not yet been approved and finalized.
- Total aid  
Total for this section.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



### Fees Minus Financial Aid

Payment due

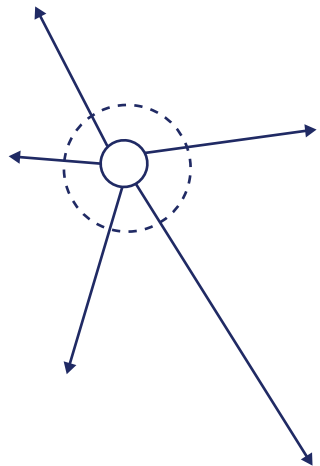
This is the amount you owe, if your total fees exceed your total financial aid.

Refund due

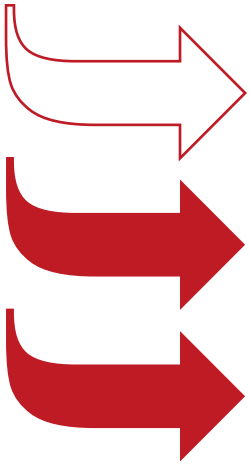
This is the amount owed to you as a refund, if your total financial aid exceeds your total fees.

### Payment Plans

Select a payment plan if a tuition payment is due.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## FREQUENTLY ASKED QUESTIONS

### [ ] What is the student accounts billing worksheet?

You must complete and submit this form every year. It lists your tuition, fees, and financial aid, then calculates either the balance due to the college or the anticipated refund due to you. If your charges are not covered in full by financial aid, you must select one of the three payment plans. The form for the upcoming academic year becomes available in April at [cca.edu/students/forms](http://cca.edu/students/forms).

After completing the worksheet, don't forget to make a copy for your records before submitting it to the Student Accounts Office along with your first tuition payment. The deadline is July 15 for students entering in the fall semester and November 1 for students entering in the spring semester.

### [ ] What address should I provide on the worksheet?

List your billing address. Billing statements and other vital account information will be mailed to this address. You can update your address any time at WebAdvisor.

### [ ] What if I have not yet received a financial aid award letter by the first payment deadline?

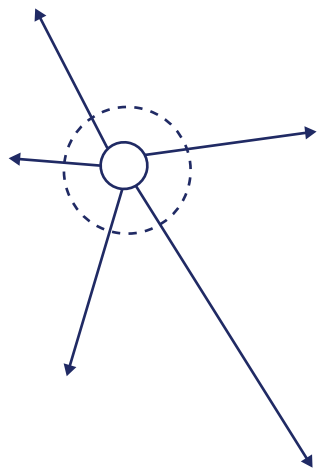
Contact the Financial Aid Office to ask whether all of your required documents have been submitted, received, and reviewed. CCA's policy is that if a student has not been awarded financial aid, they must calculate their payment without financial aid.

### [ ] Where do I get more information about CCA health insurance policies and fees?

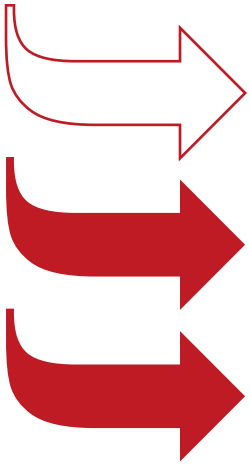
Visit [cca.edu/students/health](http://cca.edu/students/health) or see the second page of the financial information document included in your first billing statement. Contact the Student Affairs Office if you still have questions.

### [ ] What payment methods does CCA accept?

CCA accepts cash, check, credit card, and wire transfer. Visa, MasterCard, American Express, and Discover can be used when you are paying in the Student Accounts Office or online at WebAdvisor.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



Where should I direct my payments?

Mail payments (be sure to include your name and student ID number) to:

Attn: Student Accounts  
 California College of the Arts  
 5212 Broadway  
 Oakland CA 94618-1426

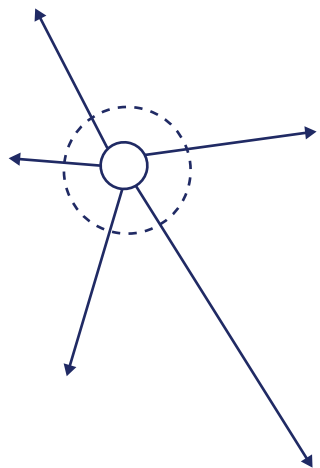
or

Attn: Student Accounts  
 California College of the Arts  
 1111 Eighth Street  
 San Francisco CA 94107-2247

For directions regarding wire transfers, please contact the Student Accounts Office at 510.594.3703, 415.703.9578, or [studentaccounts@cca.edu](mailto:studentaccounts@cca.edu).

Can CCA automatically bill my credit card every month?

Yes, you can set this up through the Student Accounts Office by filling out a form. Only students who are enrolled full time and on the six-month payment plan are eligible. This service is free, and it must be renewed each academic year.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Residential Life

CCA.EDU/STUDENTS/HOUSING

CCA’s residential communities are a vibrant part of campus life. Whether you are new to the Bay Area or have always lived here, living at school is a great way to get to know your new colleagues and immerse yourself in the college experience. Many students who meet in CCA housing later choose to live as roommates off-campus. CCA offers a variety of affordable housing options that foster community spirit and lifelong friendships.

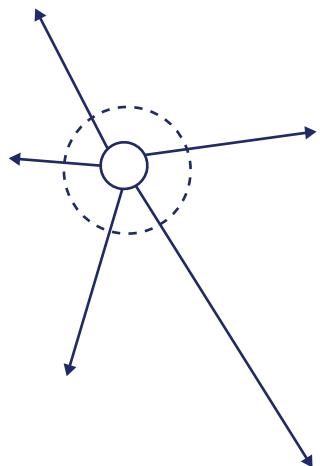
The First-Year Communities—Clifton Hall, Irwin Hall, and the Avenue Apartments—are open to all new first-year students under the age of 20. They are on CCA’s Oakland campus. Graduate, returning, international, transfer, and first-year students over the age of 20 (or who are turning 20 in the upcoming academic year) may choose to live in one of two continuing student communities. One of these is Webster Hall, in downtown Oakland. The other is the California Street Residences, located in the Nob Hill neighborhood of San Francisco. Space is limited in all of the residence halls, so please adhere to the timeline below. Housing applications are available at WebAdvisor beginning April 1.

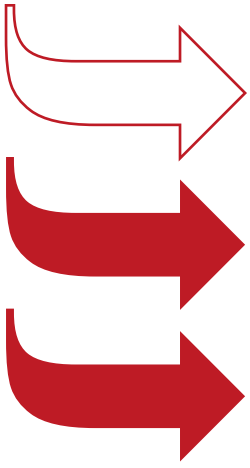
### HOW TO APPLY

To be guaranteed a space in the residence halls, first-year students entering in the fall must submit their \$265 enrollment deposit and official intent to enroll by May 1, and their housing application and deposit by May 15. Applications received after the deadline will be considered on a space-available basis. (Rooms in Webster Hall and the California Street Residences are also reserved on a space-available basis.)

To apply for housing, log into WebAdvisor, select the “Students” tab, and then under “Residential Life” select “Housing Application.” Complete the application. When you reach the confirmation page, print it out. Mail it along with your \$750 deposit (\$500 of this is nonrefundable, and \$250 is a refundable damage and cleaning deposit) to:

CCA Office of Residential Life  
5276 Broadway  
Oakland CA 94618-1426



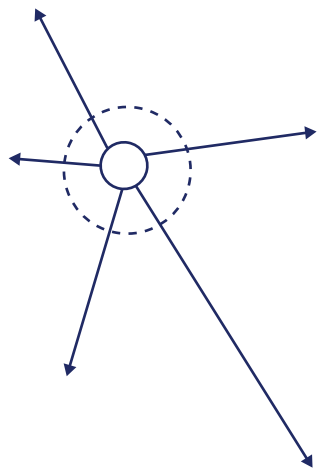


NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY

Once we receive your materials, we will confirm your housing reservation via email (sent to your CCA account). Room assignments and roommate information are posted at WebAdvisor in the second week of August.

### SPRING HOUSING

Students arriving in the spring semester are offered housing based on availability, not by their housing preferences listed on the housing application. If you are applying for admission in the spring and are interested in housing, be sure to begin the above process no later than December 5. If space permits, we will confirm your housing reservation via email after we receive your materials.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Career Services

[CCA.EDU/STUDENTS/CAREERS](http://CCA.EDU/STUDENTS/CAREERS)

For more than a century CCA has prepared individuals for professional careers in myriad creative fields. Our graduates find that their CCA education opens doors everywhere, across the United States and around the world.

Career Services at CCA aims to empower CCA students with the tools and skills needed to launch their creative aspirations. We partner with faculty and industry leaders, linking students to internships and jobs locally and internationally. Visit our website to learn more about the wide range of programs we offer. We look forward to getting to know you during your time at CCA.

### INTERNSHIPS

[CCA.EDU/STUDENTS/CAREERS/INTERNSHIPS](http://CCA.EDU/STUDENTS/CAREERS/INTERNSHIPS)

Internships enable you to build professional contacts and experience while you are still in school. They bring you into contact with top industry leaders in your field of interest, from art to design, architecture, nonprofits, museums, publishing, and beyond. Many of our programs build professional practice into the curriculum by requiring an outside internship, and students in every program are encouraged to pursue internships.

### SERVICES PROVIDED

[CCA.EDU/STUDENTS/CAREERS/STUDENT-SERVICES](http://CCA.EDU/STUDENTS/CAREERS/STUDENT-SERVICES)

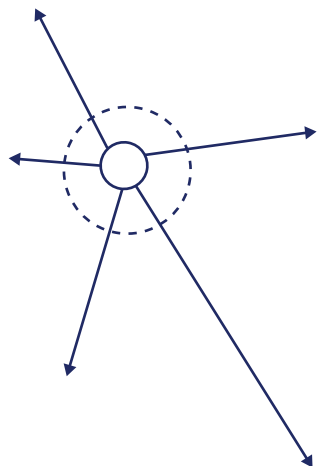
Career counseling: résumé review, job search strategies, and interview coaching

Career Expo: annual internship and job fair

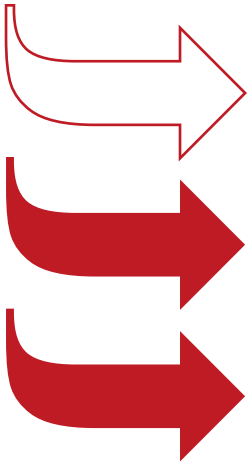
Café Résumé: informal drop-in résumé feedback

Career Symposium: a day of workshops and panel discussions focusing on professional development for artists and designers

Online job board: [cca.edu/admissions/financialaid/board](http://cca.edu/admissions/financialaid/board)



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Educational Technology Resources

[TECHNOLOGY.CCA.EDU](http://TECHNOLOGY.CCA.EDU)

### CCA EMAIL ACCOUNTS

[WEBMAIL.CCA.EDU](http://WEBMAIL.CCA.EDU)

Once Enrollment Services has processed your official intent to enroll and received your \$265 enrollment deposit, you can activate your CCA email account at [webmail.cca.edu](http://webmail.cca.edu). We urge you to do this as soon as possible, and to check your account regularly for important announcements, news, and deadlines.

If you have multiple email accounts, we recommend using a mail client to manage them from one interface. See [technology.cca.edu/support/knowledgebase](http://technology.cca.edu/support/knowledgebase) for instructions on setting this up in Apple Mail or Mozilla Thunderbird.

### COMPUTER LABS

[TECHNOLOGY.CCA.EDU/LABS](http://TECHNOLOGY.CCA.EDU/LABS)

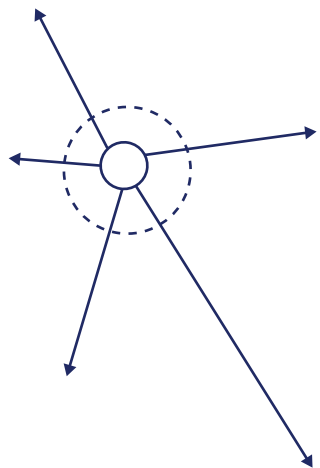
Computer labs on both campuses offer the latest media production technologies for high-end digital graphics and rendering. While classes are in session, the San Francisco labs are open 24 hours, seven days a week, and in Oakland the lab hours are 8 a.m.–midnight, seven days a week. Oakland lab hours are usually extended during midterms and finals. Specific lab hours are posted outside each lab and at [technology.cca.edu/labs](http://technology.cca.edu/labs).

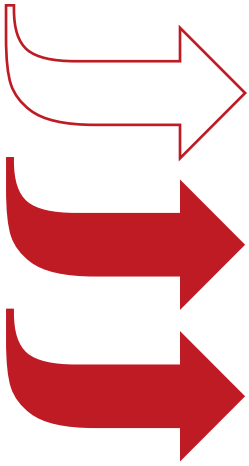
User support staff members manage the academic computing facilities, providing technical assistance and troubleshooting services from 8 a.m.–8 p.m., Monday through Friday. Student (work-study) lab monitors are also available for technical assistance and help in the labs. Academic computing offices are located in San Francisco on the second floor, near SF Lab D, and in Oakland in Irwin Hall, inside Oak Lab A.

### MEDIA CENTERS

[TECHNOLOGY.CCA.EDU/MEDIACENTERS](http://TECHNOLOGY.CCA.EDU/MEDIACENTERS)

The Media Centers offer audiovisual support and equipment checkouts for students, faculty, courses, and CCA's many extracurricular events. Other uses of their resources are allocated according to availability. Media Center circulation desk hours are 8 a.m.–8 p.m., Monday through Thursday, and 8 a.m.–6 p.m. on Friday, while classes are in session.





NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY

## DIGITAL OUTPUT RESOURCES

[TECHNOLOGY.CCA.EDU/PRINTSERVICES](http://TECHNOLOGY.CCA.EDU/PRINTSERVICES)

On the Oakland campus, the Digital Fine Art Studio (DFAS) has several Epson inkjet printers (4880, 4900, and 9900 models) and offers various media options for fine artists. Students are required to take a training workshop to use this facility. On the San Francisco campus, the Digital Color Center (DCC) offers various wide-format printing options for architecture and design students. The Rapid Prototyping Studio has two laser cutters, a CNC router, and an Eden 3D prototyping machine.

## PURCHASING COMPUTERS AND SOFTWARE

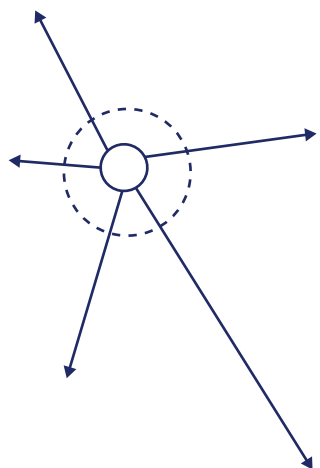
[TECHNOLOGY.CCA.EDU/STORE](http://TECHNOLOGY.CCA.EDU/STORE)

CCA students enjoy educational discounts and promotional pricing on Apple computers, hardware, and software through our online Apple store. Your CCA email username and password are required to access the store. Promotional pricing on HP computers is available through our online HP store as an alternative system for architecture students. Non-Apple software titles, such as Adobe Creative Suite and Microsoft Office, are available through CCA's online software shop powered by Journey Education, as well as directly from various software manufacturers, at discounted pricing. CCA offers every student a free copy of Sophos Anti-virus software (downloadable from the Educational Technology Services website). CCA is a Mac-based campus and works with Apple to provide a customized laptop bundle that includes a specially configured 15-inch MacBook Pro and Apple's extended warranty. Apple typically revises its hardware models each July. Please check the ETS website for the latest updates on custom hardware models and promotional pricing.

## LAPTOP AND SOFTWARE REQUIREMENTS

[TECHNOLOGY.CCA.EDU/LAPTOPS](http://TECHNOLOGY.CCA.EDU/LAPTOPS)

The Architecture (grad and undergrad), Graphic Design, Industrial Design, Interaction Design, Interior Design, MBA in Design Strategy, and Graduate Design programs require ownership of a laptop upon entry into the program (for undergraduates, this usually means your second year). CCA works with Apple to offer a custom-configured, specially priced laptop bundle that meets the minimum technical requirements for the programs. A custom HP laptop bundle is offered at a special price for Interior Design and Architecture students as an alternative to the MacBook Pro. If you are entering in the fall, we recommend waiting until July to purchase your laptop in order to take advantage of the latest available hardware. For updated information on collegewide hardware and software student purchasing requirements and recommendations, please check the ETS website or your academic program's website.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



### WIRELESS NETWORK

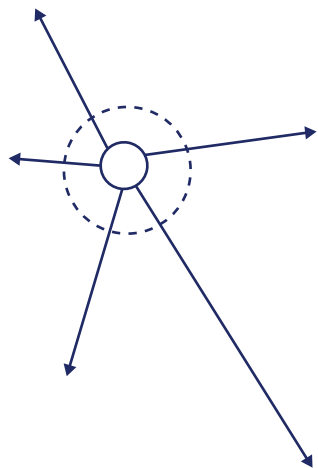
Both CCA campuses have 90 percent wireless coverage. The wireless networks are intended for checking email and browsing the Internet; they are not effective for sharing, distributing, or transferring large files.

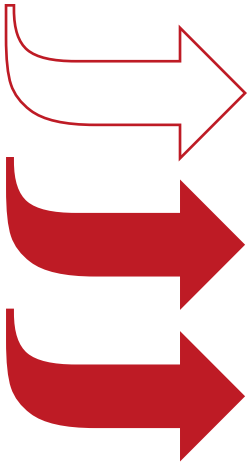
### CASUAL-USE COMPUTER STATIONS

These stations are located in the campus libraries, the Oakland A2 Café, and by the Academic Advising Office on the San Francisco campus. They offer Internet, email access, and word processing.

### INTERNET IN THE RESIDENCE HALLS

All college residences are equipped with Internet access.





## International Students

CCA.EDU/ADMISSIONS/INTERNATIONAL

More than 200 international students from more than 40 different countries are currently studying at CCA, greatly enriching the diversity of our college community. We encourage admitted international students to submit their paperwork as early as possible and to keep in close touch with us to ensure a smooth enrollment process.

### APPLYING FOR YOUR F-1 STUDENT VISA

In addition to the standard application materials, international students must also apply for an F-1 visa. The first step is to request an I-20 form from CCA by submitting:

#### [ ] I-20 request form

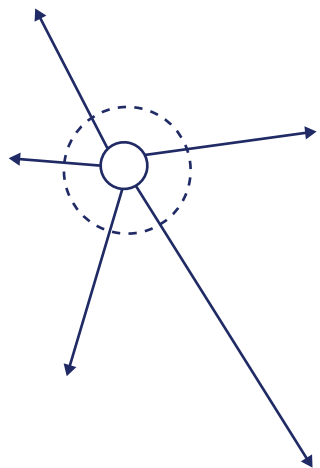
The I-20 request form is a four-page document. The first two pages provide clear instructions; please read them carefully and thoroughly.

#### [ ] Official bank statement(s) from a parent or sponsor(s)

These statement(s) should demonstrate your ability to cover your total living costs plus the costs of attending CCA for the 2012–13 academic year. Please see [cca.edu/financialaid](http://cca.edu/financialaid) for estimated costs of attendance; this info is updated every April for the following school year. Please send original bank documents (translated into English) and convert total amounts into U.S. dollars. If you are being sponsored by someone other than your parents, a letter of support must accompany the official bank statement. CCA does not provide a special form for this verification of finances. All financial documents are completely confidential.

### I-20 AND SEVIS I-901 FEE

After we have received, reviewed, and approved your I-20 request form and bank documents, CCA will create a new I-20 form and send it to the address you provided on your I-20 request. It contains information that you will need in order to pay the U.S. Student Exchange and Visitor Information System (SEVIS) I-901 fee. Do this at [ice.gov/sevis/i901](http://ice.gov/sevis/i901) and print out your receipt. After paying your I-901 fee, you must make an appointment with your nearest U.S. embassy or consulate (a list of them is at [usembassy.gov](http://usembassy.gov)) for your F-1 visa interview. To make the appointment you will need your SEVIS I-901 receipt and I-20 N number (located on the upper-right corner of the first page of the I-20).



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## GETTING YOUR F-1 VISA

You will need to bring several documents to your F-1 visa interview: a valid passport, the CCA-issued I-20, the SEVIS I-901 fee receipt, your original bank statement(s), and your letter of acceptance from CCA. The letter enclosed with your I-20 will include more details.

Your particular embassy or consulate may require additional documents. Check its website before you go in person. Some embassies require the scheduling of a visa interview appointment a month or two in advance, so do not wait until the last minute! After successfully going through the interview you will receive the F-1 visa stamp in your passport. To maintain F-1 status, you must carry a full-time course load each semester. For undergraduates, this means a minimum of 12 units. You will learn more about how to successfully maintain your F-1 status during international student orientation.

## TRANSFERRING TO CCA FOR F-1 VISA STUDENTS CURRENTLY IN THE U.S.

If you are already studying in the United States and have F-1 status, you must submit:

- I-20 request form
- I-20 request for release of SEVIS records form
- A copy of your current F-1 visa

Your current school's international advisor must complete and sign this document before transferring your SEVIS record to CCA.

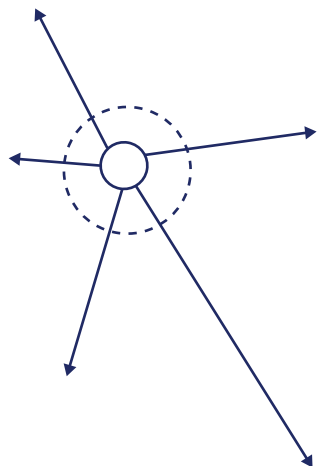
## MEDICAL INSURANCE REQUIREMENT

All international students are required to purchase CCA Kaiser health insurance unless they have a spouse, partner, or parent in the United States with domestic health insurance (specifically through an employer or school) that meets CCA's standards for a waiver.

## INTERNATIONAL STUDENT AFFAIRS AND PROGRAMS (ISAP) OFFICE

This CCA office processes applications for the I-20 form (required for the F-1 visa) and the DS-2019 form (required for the J-1 visa). It also assists international students with pre-arrival preparations, provides airport meeting and help service, hosts orientation programs for new international students, and advises students on cultural adjustment, academics, and immigration matters.

ISAP hosts workshops, social events, and exhibitions serving international students. It also offers resources for domestic students who are interested in studying abroad.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## INTERNATIONAL AND EXCHANGE STUDENT ORIENTATION

[CCA.EDU/ADMISSIONS/ORIENTATION/INTL-EXCHANGE-ORIENTATION](http://CCA.EDU/ADMISSIONS/ORIENTATION/INTL-EXCHANGE-ORIENTATION)

International student orientation will help you make a successful start at CCA and adjust to your new environment. You will receive information on the college, its faculty and staff, the programs, the campuses, and maintaining F-1 or J-1 visa status (including where and how international students can work in the United States). You will meet other international students, possibly others from your native country.

All international degree-seeking F-1 visa and nondegree exchange J-1 visa students are required to attend both the international student orientation and the regular orientation for their particular student status (see page 38 for the schedule). Fall 2012 international student orientation takes place August 22–24. Spring 2013 international student orientation takes place January 15.

## SUMMER ENGLISH + ART STUDIO PROGRAM

[CCA.EDU/ACADEMICS/SUMMER/ESL](http://CCA.EDU/ACADEMICS/SUMMER/ESL)

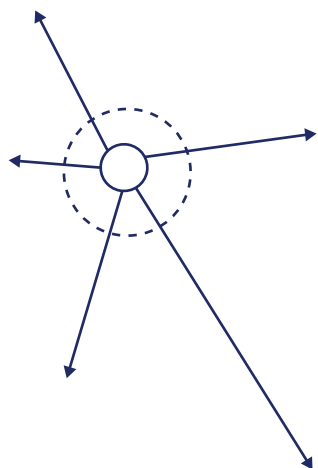
This six-week program introduces international students to CCA and the San Francisco Bay Area while improving their English language skills. Many international students discover that they require additional language support to succeed at an American college. Some need an extra semester or two to graduate. This program can accelerate your advancement in college-level English and equip you to participate fully in your studio courses. Participants earn 3 units of credit. The summer 2012 program takes place July 16–August 24. Housing check-in is July 14, and housing checkout is August 26.

## EMPLOYMENT FOR INTERNATIONAL STUDENTS

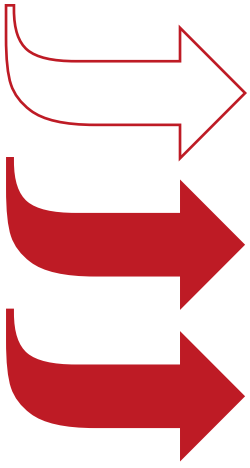
[CCA.EDU/STUDENTS/ISAP](http://CCA.EDU/STUDENTS/ISAP)

The International Student Affairs and Programs Office hosts many different workshops each semester related to employment, including Curricular Practical Training (off-campus internships), Optional Practical Training (employment in the United States after graduation), and H-1B information sessions (employment in the United States after graduation in a “specialty occupation” requiring specialized knowledge and attainment of a bachelor’s degree or higher).

International students can also participate in the Creative Careers Symposium and the Career Expo.

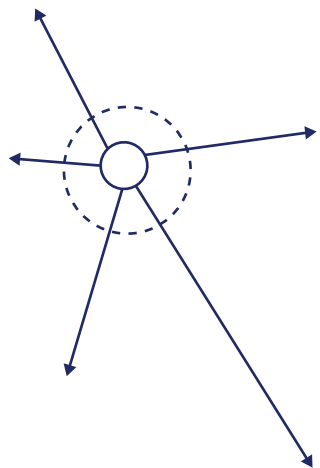


NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY

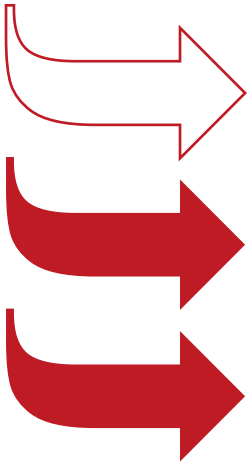


CCA's various departments and offices offer opportunities for international students to gain work experience while in college. International students with F-1 visas may work on campus 20 hours per week while classes are in session, and up to 40 hours per week during summer and holiday breaks. International students may also be authorized to work for local nonprofit organizations that partner with CCA's Center for Art and Public Life. Students must check with the ISAP office for more information before accepting any type of employment opportunity.

Also, through practical training programs, international students with F-1 visas may request authorization from United States Citizen and Immigration Services (USCIS) to accept off-campus employment in their field of study. Collaboration with the ISAP office is required prior to submitting an application to USCIS for practical training.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Academic Advising

[CCA.EDU/STUDENTS/ADVISING](http://CCA.EDU/STUDENTS/ADVISING)

Academic advisors are available to assist you in your academic and studio endeavors by providing guidance, support, and information. They can help you set academic and career goals, guide you in understanding and completing your degree requirements, and provide information about opportunities to enhance your educational experience. Additionally, if you need assistance with personal, financial, or other nonacademic issues, they can direct you to the appropriate resources.

Your advisor is determined first by your entry status (first-year, transfer, or second-degree) and then by your program of study. You can view your advisor's name and contact information at your "Academic Profile" page on WebAdvisor. Students entering college for the first time are assigned a first-year advisor. These advisors focus on challenges and opportunities that are specific to the freshman experience. You will be assigned a program-specific advisor when you declare a major and attain sophomore standing. Transfer and second-degree students are assigned directly to a program advisor, who helps them clarify a path within the program, select courses each semester, and make career decisions.

### WEBADVISOR

[WEBADVISOR.CCA.EDU](http://WEBADVISOR.CCA.EDU)

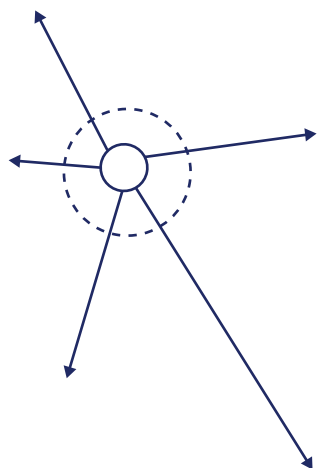
WebAdvisor is where you get your course schedule and grades, and track your progress toward graduation. Log in using your CCA email username and password. If you have just created your CCA email account, please wait 24 hours before trying to use WebAdvisor. A PDF user guide for students is a link on the WebAdvisor home page. Please note that once you have created your CCA email account, the WebAdvisor login you used during the application process will no longer work.

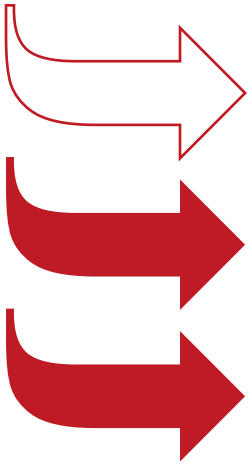
### OTHER ACADEMIC PLANNING AND ADVISING TOOLS

[CCA.EDU/STUDENTS/ADVISING/PLANNING](http://CCA.EDU/STUDENTS/ADVISING/PLANNING)

You can download curriculum sequence charts, annotated sequence charts, course info charts, and program tip sheets here. You will also find a test schedule worksheet, which is a blank template to use while getting ready for your registration appointment.

At your individual program page ([cca.edu/academics](http://cca.edu/academics)) you will find even more information, including course requirements categorized by curriculum area (first-year core, Humanities and Sciences, and electives).





NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY

## English Placement Exam

[CCA.EDU/ADMISSIONS/ADMITTED/ENGLISH](http://CCA.EDU/ADMISSIONS/ADMITTED/ENGLISH)

This essay and reading comprehension test enables the college to place you in the appropriate first-year English course. You may take the exam only once. It is required unless you have either completed the equivalent of CCA's English 1 (WRLIT100) with a grade of C or better, or provided the college with official standardized test results that entitle you to transfer credit. If you have not submitted official test scores by the time you register for courses, you will be placed in an English "placeholder" course, which reserves a spot in your schedule. Then you will need to take the exam at the scheduled time during orientation.

If you are a student with a disability and are seeking accommodations, such as extra time to take this test, please contact Suzanne Raffield, Director of Access and Wellness Services, at [sraffeld@cca.edu](mailto:sraffeld@cca.edu). Please make sure you have documentation to support your request.

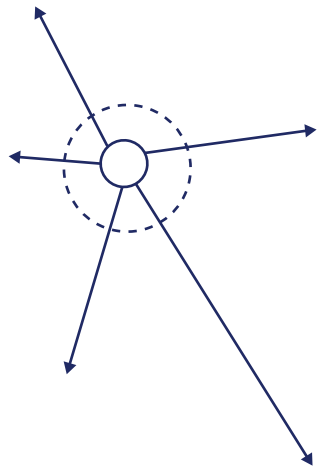
The exams are evaluated by CCA Writing and Literature faculty, who will place you into one of the following four categories:

- Writing Skills Workshop—ESL
- Writing Skills Workshop
- English 1—ESL
- English 1

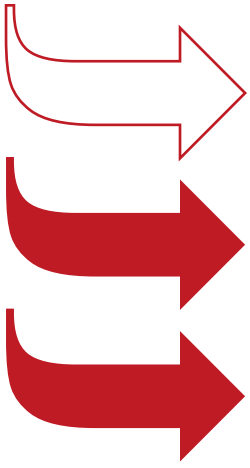
You must place at the English 1 level in order to enroll in Introduction to the Arts (VISST 104). Those who place into Writing Skills Workshop (WRLIT 099) are restricted to a 12-unit course load during their initial semester.

### ADVANCED PLACEMENT (AP)

You will receive 3 units of transfer credit for English 1 if you have a score of 3 or higher on either the English Language or English Literature AP exam. You will receive 3 units of transfer credit for English 1 and 3 units of transfer credit for English 2 if you have a score of 3 or higher on both of these AP exams. Official AP scores must be sent directly to CCA for you to receive credit.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



### SAT/ACT/IB

If you have an SAT score of less than 440 (critical reading or writing) or an ACT of less than 17 (reading and English), you will be placed into Writing Skills Workshop.

If you have an SAT score of 450 or higher (critical reading and writing), an ACT of 18–26 (reading and English), a standard-level IB English of 4 or higher, or a higher-level IB English (language A) of 3 or higher, you will be placed into English 1.

If you have an SAT score of 620 or higher (critical reading and writing), an ACT of 27 or higher (reading and English), a standard-level IB English of 6, or a higher-level IB English (language A) of 4 or higher, you will be placed into English 2.

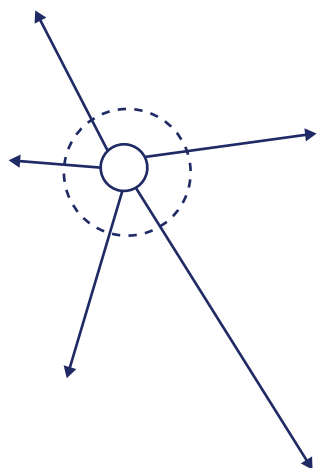
### INTERNATIONAL BACCALAUREATE (IB)

You will place directly into English 1 without having to take the CCA placement exam if you have a standard-level IB English score of 4 or higher, or a higher-level IB English (language A) score of 3 or higher.

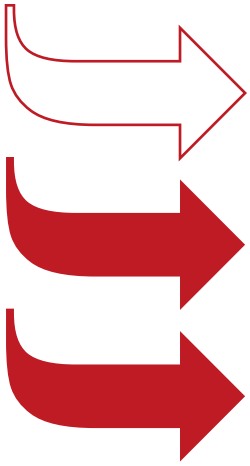
You will receive transfer credit for English 1 and place directly into English 2 if you have a standard-level IB English score of 6, or a higher-level IB English (language A) score of 4 or higher.

### TRANSFER STUDENTS

Transfer students must provide evidence of completion of the equivalent of English 1 or 2 (WRLIT 100 or 202) through an official college transcript in order to waive the English placement exam. If you do not have transferable coursework, you must take the placement exam.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Registering for Courses

[CCA.EDU/STUDENTS/HANDBOOK/REGISTRATION](http://cca.edu/students/handbook/registration)

### [ ] Participate in early summer registration (fall 2012 only)

The registration process for fall 2012 takes place June 1–29. When you have made the appropriate enrollment deposits and/or tuition payments (see the Money Matters section of this guide for details and payment deadlines), you will be eligible to register for courses. You will be contacted via your CCA email in mid-May with instructions and deadlines for the online registration process specific to your program and level. The registration process is different for transfer, second-degree, and first-time freshman students. Students starting in the spring semester will register during orientation.

All incoming students are encouraged to participate in this June registration opportunity. If you are unable to do so, there will be a final registration opportunity during orientation. Your student accounts billing worksheet and tuition payment, however, will still be due by the regular deadlines (July 15 for the fall semester, November 1 for the spring semester).

### BEFORE YOUR REGISTRATION APPOINTMENT

#### [ ] Submit all available standardized test scores

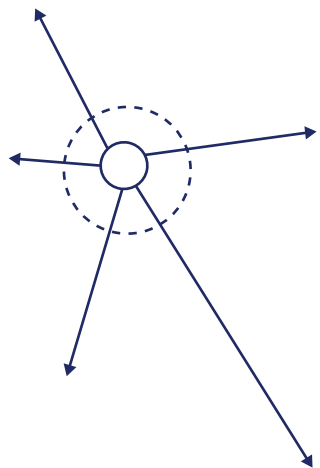
[CCA.EDU/ADMISSIONS/ADMITTED/ADVANCED](http://cca.edu/admissions/admitted/advanced)

SAT, ACT, IELTS, AP, IB, PTE, and TOEFL scores must be received no later than August 1, but if you can submit them before you register, our enrollment advisors will be able to place you right away into the appropriate English, Humanities and Sciences, and studio courses.

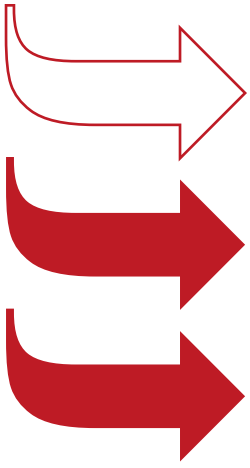
See the preceding section for information on English placement.

A score of 3 or higher on any of the AP exams listed at [cca.edu/admissions/admitted/advanced](http://cca.edu/admissions/admitted/advanced) will earn 3 units of transfer credit toward your Humanities and Sciences elective requirements.

First-year students who have completed AP Drawing and received a score of 3 or higher on the AP exam receive 3 units of credit for Drawing 1. First-year students who have completed extensive college-level studio coursework (e.g., art magnet curriculum, pre-college coursework with a grade of A, community college coursework, or AP Studio with a score of 4 or better) may be eligible to waive one of the four required core studio courses by portfolio review. Portfolio reviews are available during orientation.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



[ ] Visit WebAdvisor and fill out a course planning worksheet

Before your appointment, inform yourself about CCA's degree programs and requirements ([cca.edu/academics](http://cca.edu/academics)), review the online course schedule at WebAdvisor, and fill out a course planning worksheet (available at [cca.edu/students/forms](http://cca.edu/students/forms) starting in May). Transfer and second-degree students should take special care in reviewing their specific degree requirements at [cca.edu/academics](http://cca.edu/academics).

First-year students usually take 15 units in the fall and 15 units in the spring. These 30 units are composed of 12 units of core studio courses (Drawing, 2D, 3D, and 4D), 6 units of studio electives, 3 units of English, 6 units of art history, and 3 units of critical studies.

To view the course schedule in WebAdvisor, begin by selecting the semester in which you plan to enroll, and then in the "Subject" column select which subject or major course codes you are interested in viewing. (For example ANIMA: Animation, CORES: Core, First Year Studio. All of the codes are listed at [cca.edu/students/advising/planning](http://cca.edu/students/advising/planning) under "Academic Planning Tools.") There are "sections meeting after/ending before" and "day of the week" options to filter your results.

When viewing individual courses, take note of any necessary prerequisites. Also note the location. Almost all first-year courses take place on the Oakland campus, but if you do plan to take courses on both campuses, allow one hour for travel time.

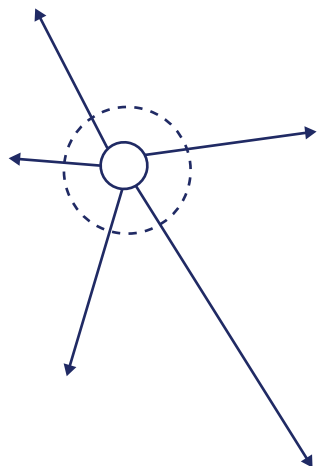
BY AUGUST 1

[ ] Submit your final high school or college transcripts

The deadline is August 1 for students entering in the fall semester and December 15 for students entering in the spring semester. Final transcripts are used to determine satisfactory completion of high school curriculum, course placement, verification of graduation date, standardized test score updates, and eligibility for the Federal Academic Competitiveness Grant.

[ ] Submit your Advanced Placement (AP) scores if you have not already done so

The deadline is August 1 for students entering in the fall semester and December 15 for students entering in the spring semester.



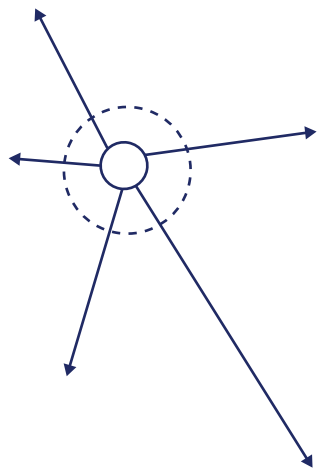
NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



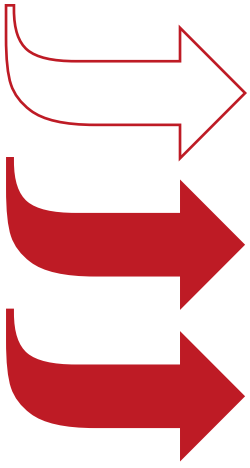
[ ] Review your degree audit (transfer and second-degree students)

Transfer and second-degree students should view their degree audit at WebAdvisor. Degree audits are based on your final transcripts and initial portfolio review, and they itemize what transfer credits have been accepted and what courses you still need to complete. If you have not received a degree audit, contact Enrollment Services.

During orientation you will have an additional opportunity to present your portfolio to CCA's program specialists for further placements. During your first semester at CCA, schedule a meeting with your advisor to discuss your long-range academic plan and any remaining questions about transfer credits.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Travel Between Campuses

[CCA.EDU/STUDENTS/SHUTTLE](http://CCA.EDU/STUDENTS/SHUTTLE)

CCA is a two-campus school. Some courses may require travel between the San Francisco and Oakland campuses. Please note course locations in WebAdvisor when planning your schedule. Allow a minimum of one hour for the trip.

Students are encouraged to rely on public transportation for their commuting needs, including travel between campuses:

### Bay Area Travel Guide

[511.ORG](http://511.ORG)

### BART (Bay Area Rapid Transit train system)

[BART.GOV](http://BART.GOV)

### MUNI (San Francisco bus and streetcar system)

[SFMTA.COM](http://SFMTA.COM)

### AC Transit (East Bay and transbay bus system)

[ACTRANSIT.ORG](http://ACTRANSIT.ORG)

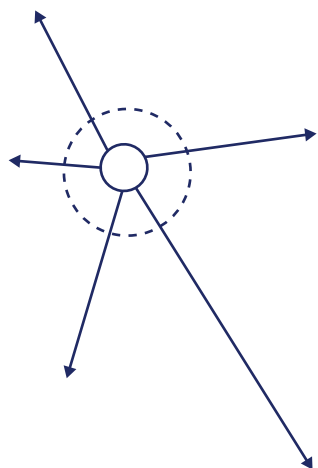
CCA also provides limited shuttle service between the two campuses and Webster Hall in downtown Oakland. A current CCA student ID is required to board the shuttle. If ridership exceeds capacity, residential (CCA housing) students who are waiting for the shuttle will be seated first, then others. Once students have been seated, they will not be removed from the shuttle to accommodate last-minute arrivals. During the fall and spring semesters, the shuttle operates while classes are in session. Shuttle service is not available on holidays or during breaks.

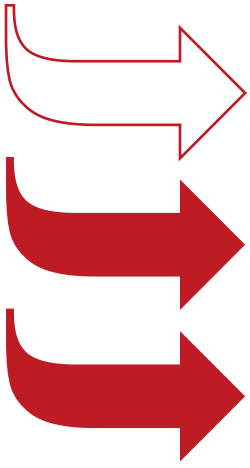
### BICYCLING

CCA supports bicycling by providing racks for parking and locking bikes in several locations around both campuses. The Public Safety Office sells bicycle locks, lights, helmets, and vests at discounted prices, courtesy of the Bicycle-Friendly Berkeley Coalition. Bicycles are also allowed on almost all modes of Bay Area public transportation. For bicycle maps, safety info, and more details on bringing your bike on public transportation, visit [511.org](http://511.org).

### PARKING

Because public transportation and shuttle service are available (and public parking near the Oakland campus is extremely limited), residential students in the First Year Community are not permitted to bring vehicles.





## Health Insurance

[CCA.EDU/STUDENTS/HEALTH](http://CCA.EDU/STUDENTS/HEALTH)

All full-time students (enrolled in 12 or more units) must have health insurance coverage. Full-time status is determined at the end of the add/drop period. The college has secured a group health insurance policy (a Kaiser Permanente HMO) that provides year-round coverage. Coverage begins on the first day of each semester in which premiums have been paid and lasts through the first day of the next semester.

Part-time students (enrolled in fewer than 12 units) are ineligible for CCA student health insurance. They may seek health insurance coverage by calling Wells Fargo Student Insurance Services at 800.853.5899.

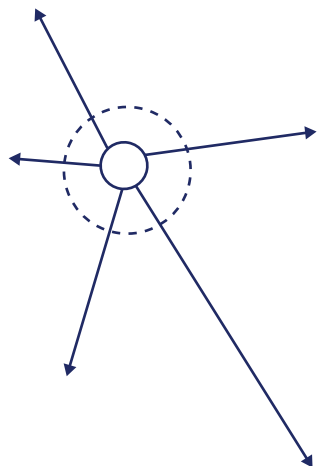
All international students are required to purchase CCA Kaiser health insurance unless they have a spouse, partner, or parent in the United States with domestic health insurance (specifically through an employer or school) that meets CCA's standards for a waiver.

### WAIVING COVERAGE

You may waive CCA's health insurance coverage by submitting a waiver form and proof of existing medical coverage (an insurance ID card with a policy number) to the Student Accounts Office before the end of the add/drop period. Waivers issued in the fall extend for the entire academic year unless you notify Student Accounts that you wish to void the waiver for the spring semester. Please save a copy of your completed insurance waiver.

If you are a domestic student and are waiving out of the CCA health insurance plan, it is highly recommended that your health insurance coverage: provides access to prescription drug coverage, emergency care coverage, and primary care coverage within 50 miles of CCA; has inpatient and outpatient mental health benefits; has an annual deductible that does not exceed \$3,000 (if your deductible exceeds this amount, you and your family and/or your spouse/partner should put aside funds to pay for medical care in case you need services before you reach your deductible); is owned, headquartered, and operated in the United States; and DOES NOT require you to pay in full for covered services and then file a claim to be reimbursed.

If you are unsure about these aspects of your coverage, please call your insurance company ASAP (their contact number should be on the back of your insurance card).



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



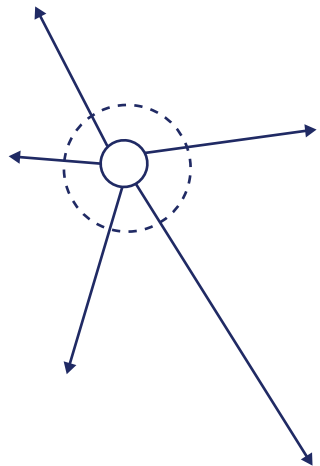
### EMERGENCY CONTACT

You must complete a CCA emergency contact form prior to orientation telling us who we are authorized to contact in case of an emergency. Once you have made your enrollment deposit, you can complete this form at WebAdvisor. Log in to WebAdvisor , and under the “Students” menu select “User Account.” The “Emergency Contacts” link will be at the top left.

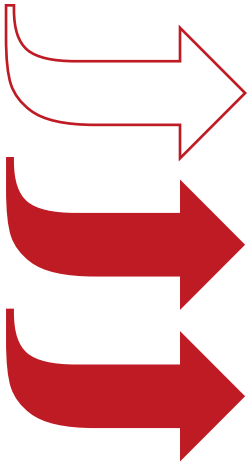
### CHANGES IN STATUS

If you initially register as full-time but subsequently change to part-time status by dropping one or more courses during the add/drop period, you will lose eligibility for coverage under CCA’s health insurance plan. Students in this situation may contact Wells Fargo Student Insurance Services at 800.853.5899.

Conversely, if you initially register as part-time and subsequently change to full-time status before the end of the add/drop period, you will be required to enroll in CCA’s insurance plan or provide proof of alternate coverage.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Disability and Access Services

CCA.EDU/STUDENTS/RESOURCES/DISABILITY

Providing access to a diverse student population is embedded in CCA's philosophy. We recognize disability as an aspect of diversity that is integral to society and to the campus community. Accordingly, CCA's Access and Wellness Services Office collaborates with students, faculty, staff, and community members to create usable, equitable, inclusive, and sustainable learning environments. The college promotes and facilitates awareness and access through training, partnerships, innovative programs, and accommodations.

### ELIGIBILITY

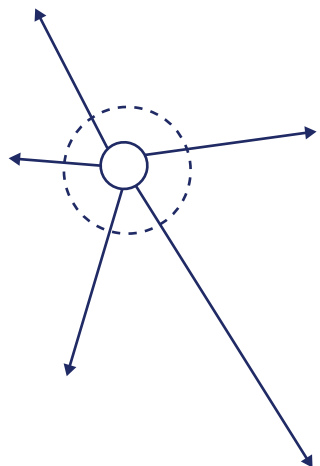
The following assistance and services are available through Access and Wellness Services to eligible students who encounter barriers to full access or participation in the physical, curricular, or informational environments within the college.

- Note-taking assistance
- Permission to record lectures
- Extended time on exams
- Alternate test design or location
- Physical accommodations for access
- Access to text in alternate formats
- Sign language interpreting: ASL interpreting or transliteration for academic and extracurricular activities

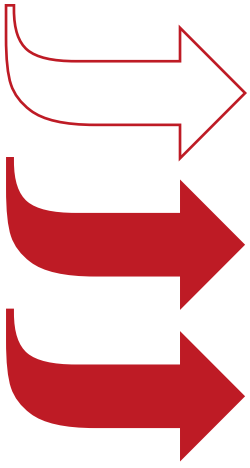
### ACCESSING SUPPORT AND SERVICES

Students who want to use any of the support and services offered by Access and Wellness Services should contact Director of Access and Wellness Services Suzanne Raffeld at 510.594.3775 or [sraffeld@cca.edu](mailto:sraffeld@cca.edu) to schedule an appointment. Take with you to the appointment any paperwork or documentation of disability that addresses the potential difficulties either campus poses. (If no paperwork or documentation exists, meet with the director to discuss what options there are for assessing potential academic difficulties.) Discuss the kind of support needed at the initial appointment, complete the required forms, and adhere to procedures for the services requested. Follow up with Suzanne Raffeld if you have any questions or concerns.

Please note that the cost and responsibility for providing professional documentation shall be borne solely by the student. Accommodations are not retroactive.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Additional Student Resources

[CCA.EDU/STUDENTS/RESOURCES](http://CCA.EDU/STUDENTS/RESOURCES)

### PERSONAL COUNSELING

[CCA.EDU/STUDENTS/COUNSELING](http://CCA.EDU/STUDENTS/COUNSELING)

Free, professional counseling is available to all CCA students through the Student Affairs Office. The counselors are licensed psychologists and graduate-level psychology interns who are carefully selected for their experience with issues facing artists in an academic environment. You may discuss any personal concerns, including confusion over drug and alcohol use, life direction, relationships, sexuality, or general feelings of depression and anxiety.

All information disclosed during counseling sessions, including the fact that you have entered counseling, is confidential. No information is released to college officials, faculty, family, or outside agencies without your written permission.

### ACADEMIC COACHING

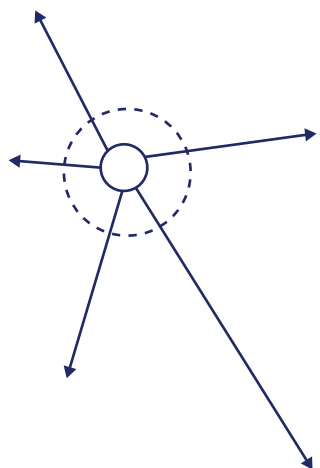
[CCA.EDU/STUDENTS/RESOURCES](http://CCA.EDU/STUDENTS/RESOURCES)

Coaches are available to help individuals and small groups with academic coursework (writing, math, and visual studies) and software used in studio courses. They will not do your assignments or make decisions for you, but they will ask questions and demonstrate ways of solving problems, and guide you as you practice these behaviors yourself. Coaches can help you with planning, organizing, and writing academic papers, and with preparing for oral presentations and critiques. They have offices on both campuses and various times available for meeting with students. Their services are free to all currently enrolled students.

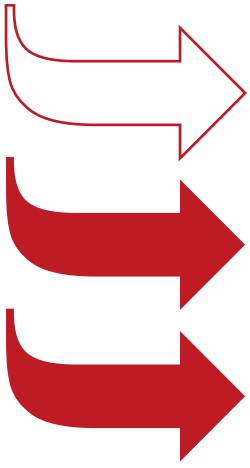
### SUPPORT FOR WRITING AND ENGLISH AS A SECOND LANGUAGE (ESL)

[CCA.EDU/STUDENTS/RESOURCES](http://CCA.EDU/STUDENTS/RESOURCES)

Coaches at the Learning Resource Center (LRC) can help you improve your writing skills. The LRC also hires tutors every semester who are specifically trained in addressing the challenge of learning English as a second language. These tutors have flexible schedules. We encourage you to review the schedule online and make an appointment.



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## Orientation

CCA.EDU/ADMISSIONS/ORIENTATION

Welcome to our campus community! Our faculty and staff, and, of course, your fellow students look forward to meeting you. We wish you much academic and personal success, in college and beyond.

Whether you are joining us directly out of high school, transferring from another college, or returning to school to pursue new goals, orientation will be an invaluable experience. It includes workshops designed to familiarize you with essential services and resources, opportunities to meet other students, a lunch with your advisor, and information from our Chimera Council on ways to get connected. CCA's administrative offices are open Monday through Friday, 8 a.m.–4:30 p.m., if you have additional matters to discuss with our staff while you are here for orientation.

Your attendance at orientation is required. Please see below for dates, which depend on your particular student status. CCA will notify you via email of any date changes. Contact us at [orientation@cca.edu](mailto:orientation@cca.edu) if you have questions.

All international and nondegree exchange students are required by law to attend both the international student orientation and the regular orientation for their particular student status.

### ENTERING IN FALL 2012

August 20–21: Residence halls and apartments open for international students

August 22–24: International and exchange student orientation

August 26: Residence halls and apartments open

August 27: Parent and family orientation

August 28–29: Transfer and second-degree student orientation

August 28–29: Graduate student orientation

August 28–31: First-year student orientation

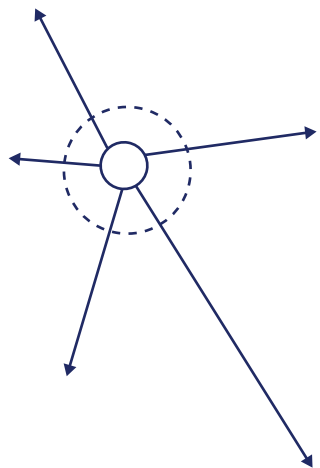
### ENTERING IN SPRING 2013

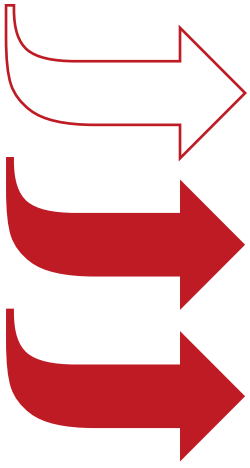
January 14: Residence halls and apartments open for all students

January 15: International and exchange student orientation

January 16–17: First-year student orientation

January 16–17: Transfer and second-degree student orientation





## Academic Calendar

CCA.EDU/STUDENTS/ACADEMIC-CALENDAR

### FALL 2012

July 15

Payment deadline for fall term

October 8–19

Midterm evaluations

August 20–21

Residence halls and apartments open for international students

October 29–November 21

Registration for continuing students for spring 2013

August 22–24

International and exchange student orientation

November 1

Payment deadline for spring term

August 26

Residence halls and apartments open

November 9

Last day to withdraw from courses

August 27

Parent and family orientation

November 22–23

Thanksgiving holiday (no classes in session)

August 28–29

Transfer and second-degree student orientation  
Graduate student orientation

December 14

Fall semester courses end  
Registration for new students ends

August 28–31

First-year student orientation

December 15

Residence halls close at noon

September 3

Labor Day holiday (no classes in session)

December 25, 2012–January 1, 2013

Year-end holiday (administrative offices closed)

September 4

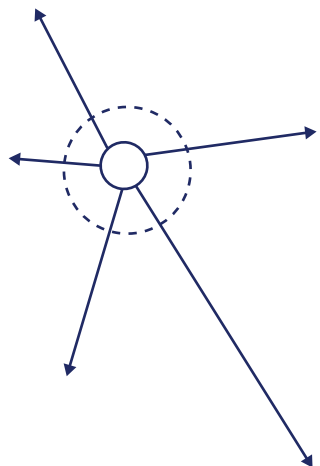
Fall semester courses begin

September 14

Last day to add or drop courses  
Health insurance waiver deadline  
Last day to register for an internship

September 17

First day to withdraw from courses





### SPRING 2013

January 15  
International and exchange student orientation  
Residence halls and apartments open

January 16–17  
First-year student orientation  
Transfer and second-degree student orientation

January 18  
New student registration

January 21  
Martin Luther King Jr. holiday (no classes in session)

January 22  
Spring semester courses begin

February 1  
Last day to add or drop courses  
Health insurance waiver deadline  
Last day to register for an internship

February 4  
First day to withdraw from courses

February 18  
Presidents' Day (classes in session, all administrative offices open)

February 25–March 8  
Midterm evaluations

March 25–29  
Spring break holiday (no classes in session)

April 5  
Last day to withdraw from courses

April 1–24  
Registration for continuing students for fall 2013

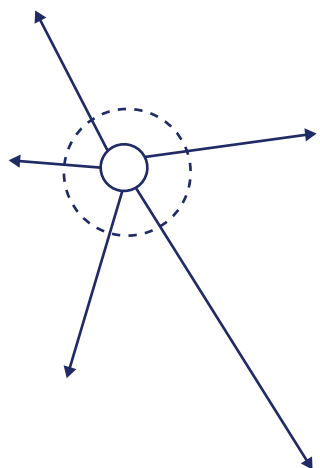
May 10  
Spring semester courses end

May 11  
Residence halls close at noon

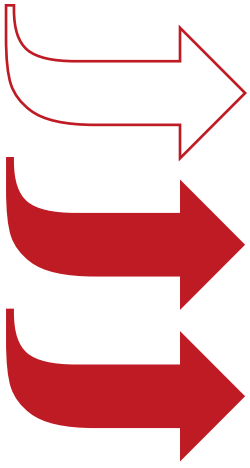
May 18  
Commencement

May 31  
Registration deadline for summer internships

July 15  
Last day for new students to register for fall 2013 courses  
Payment deadline for new and continuing students for fall 2013



NEW STUDENT CHECKLIST	EDUCATIONAL TECHNOLOGY	REGISTERING FOR COURSES	STUDENT RESOURCES
MONEY MATTERS	INTERNATIONAL STUDENTS	TRAVEL BETWEEN CAMPUSES	ORIENTATION
RESIDENTIAL LIFE	ACADEMIC ADVISING	HEALTH INSURANCE	ACADEMIC CALENDAR
CAREER SERVICES	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES	CCA DIRECTORY



## CCA Directory

### Academic Advising

[cca.edu/students/advising](http://cca.edu/students/advising)  
510.594.3674

### Academic Calendar

[cca.edu/students/academic-calendar](http://cca.edu/students/academic-calendar)

### Access and Wellness Services, Disability Services

[cca.edu/students/resources/disability](http://cca.edu/students/resources/disability)  
510.594.3775

### Career Services

[cca.edu/students/careers](http://cca.edu/students/careers)  
415.703.9575

### Counseling

[cca.edu/students/counseling](http://cca.edu/students/counseling)  
415.703.9570  
510.594.3666

### Educational Technology Resources

[technology.cca.edu](http://technology.cca.edu)

### Enrollment Services

[cca.edu/admissions/admitted](http://cca.edu/admissions/admitted)  
800.447.1ART (1278)

### Financial Aid

[cca.edu/admissions/financialaid](http://cca.edu/admissions/financialaid)  
415.703.9528

### First Year Program

[cca.edu/academics/first-year](http://cca.edu/academics/first-year)  
510.594.3642

### Health Insurance

[cca.edu/students/health](http://cca.edu/students/health)  
510.594.3775

### Housing

[cca.edu/students/housing](http://cca.edu/students/housing)

### International Student Affairs and Programs

[cca.edu/students/isap](http://cca.edu/students/isap)  
415.551.9284  
510.594.5071

### Learning Resources

[cca.edu/students/resources](http://cca.edu/students/resources)  
510.594.3756

### New Student Advising and Registration

[cca.edu/admissions/admitted/registration](http://cca.edu/admissions/admitted/registration)

### Orientation

[orientation@cca.edu](mailto:orientation@cca.edu)

### Student Accounts

[cca.edu/students/handbook/tuition\\_fees](http://cca.edu/students/handbook/tuition_fees)  
415.703.9578  
510.594.3646

### Student Affairs

[cca.edu/students](http://cca.edu/students)  
415.703.9570  
510.594.3678

### Student Handbook

[cca.edu/students/handbook](http://cca.edu/students/handbook)

### Student Records (registration, transcripts, academic policies)

[cca.edu/students/studentrecords](http://cca.edu/students/studentrecords)  
415.703.9579  
510.594.3651

### WebAdvisor

[webadvisor.cca.edu](http://webadvisor.cca.edu)

