

The title is set against a background of decorative elements. At the top, there are three vertical bars: a thin black one, a medium-width teal one, and a wide orange one. The text '2011-12' is in a bold, black, sans-serif font. 'GRADUATE' is in a large, bold, orange sans-serif font. 'ENROLLMENT' is in a large, bold, teal sans-serif font. 'AND' is in a large, bold, dark green sans-serif font. 'REGISTRATION' is in a large, bold, teal sans-serif font. 'GUIDE' is in a large, bold, orange sans-serif font. The text is surrounded by various paint splatters in orange, teal, and dark green. At the bottom left, there are four vertical bars: a thin black one, a medium-width dark green one, a medium-width teal one, and a wide orange one.

2011-12 GRADUATE ENROLLMENT AND REGISTRATION GUIDE

brought to you by
California College of the Arts
Enrollment Services



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, architects, writers, and scholars in the world. We offer an intimate graduate school 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 that ignite your passions. You may choose to join the Graduate Student Alliance, a group that works to enrich the community and empower students. You can work with the graduate student gallery PLAYSPACE, or join other students who are working with the faculty and administration to further CCA's continuing commitments to diversity and sustainability.

You can help teach undergraduates, develop programming, mentor young students at local schools, and attend exciting talks by renowned designers, architects, and other creative talents. Outside campus, you will encounter the vast and diverse culture and arts scenes of the San Francisco Bay Area.

I strongly encourage you to make the time and effort to engage both within and outside of your program. Making these connections and bridging disciplines will take your own creative work to a new level. You will be challenged by our academic programs, but you will also find that 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



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REGISTRATION CHECKLIST

APRIL/MAY DEADLINES

CONFIRM YOUR ATTENDANCE

Submit your official intent to enroll and enrollment deposit to secure your place for the fall semester. Your specific deposit deadline date is noted in your acceptance letter and on the intent to enroll form. Your materials must be received in our offices (not just postmarked) by this date, or your enrollment may be jeopardized.

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 \$300 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.)

OBTAIN YOUR I-20 AND F-1 VISA (INTERNATIONAL STUDENTS ONLY)

If you are an international student, you must obtain a student visa. Begin this process by submitting an I-20 application form and a bank statement showing that you have access to at least \$54,790 to meet your educational costs for the year.

JUNE/JULY DEADLINES

MAIL IN YOUR REGISTRATION DOCUMENTS

Graduate registration takes place by mail. The deadline for the MFA in Writing Program is July 6; for all other programs it is June 15.

SUBMIT YOUR STUDENT ACCOUNTS BILLING WORKSHEET

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

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. If you wish to enroll in the college's insurance plan but previously waived coverage, submit an insurance waiver reversal form on or before the last day of the add/drop period.

Beginning in fall 2011, all international students will be 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.



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SUBMIT YOUR EMERGENCY CONTACT FORM

You must complete a CCA emergency contact form prior to orientation telling us who we are authorized to contact in case of an emergency. The Student Affairs Office maintains this document, and you will be asked to update it on an annual basis.


AUGUST DEADLINES

SUBMIT YOUR FINAL TRANSCRIPTS BY AUGUST 1

All new students must submit final college transcripts. These are used to determine satisfactory completion of college curriculum and to verify your graduation date.

ATTEND ORIENTATION

Mark your calendar and make travel arrangements to attend graduate student orientation on Tuesday and Wednesday, August 30–31. International students must also attend international student orientation August 24–26.



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MONEY MATTERS

CCA.EDU/ADMISSIONS/FINANCIALAID
CCA.EDU/STUDENTS/HANDBOOK/TUITION_FEES
CCA.EDU/ADMISSIONS/FINANCIALAID/LOANS
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 make its arts education affordable and accessible. 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 federal awards for which they are eligible. This allows CCA to maximize its resources and assist as many students as possible.

NOTICE OF YOUR ELIGIBILITY

If you have applied for aid, a financial aid award letter will follow shortly after your offer of admission. This letter will list all financial aid for which you are eligible, including merit and need-based scholarships, loans, and work-study. International students are eligible for merit scholarships only; for information about outside resources, see cca.edu/admissions/international/funding.

NEXT STEPS

FOLLOW STEPS 1 THROUGH 5 ON THE BACK OF YOUR AWARD LETTER


In addition to signing and returning your award letter, be sure to review and complete the federal Direct Loan Master Promissory Note and loan entrance counseling session requirements to receive your subsidized, unsubsidized, and Graduate PLUS Loans.

RESPOND PROMPTLY TO ANY REQUESTS FOR ADDITIONAL INFORMATION

While CCA is in the early stages of processing financial aid applications, it is not uncommon for us to be missing some documentation. We cannot finalize your financial aid award until you submit all required forms and information.

DEVELOP A FINANCING PLAN USING THE STUDENT ACCOUNTS BILLING WORKSHEET AND YOUR FINANCIAL AID AWARD LETTER

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



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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.

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 at cca.edu/admissions/scholarships-financialaid. The numbers are updated each April for the following academic year.

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.


STUDENT EMPLOYMENT

CCA.EDU/STUDENTS/FINANCIALAID/WORKSTUDY

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 (collegecentral.com/cca).

Any CCA student is eligible for work-study, even if you 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.



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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 completed and returned 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 on campus with enough money to cover your living expenses (rent, food, books, supplies, et cetera) for at least your first month.

You have the right to cancel your Direct Loan(s) anytime before disbursement and up to 120 days after disbursement. Budget carefully, since you will most likely receive all of your financial aid at the beginning of the semester.

THE GRADUATE PLUS PROGRAM

If you find that the combination of Direct Loans and scholarships does not cover your estimated cost of attendance, you may apply for a graduate PLUS loan to borrow up to the amount of the difference. Federal standards of creditworthiness do not require you to have a good credit score, but you must have an absence of negative credit. If you do not meet the federal credit requirements, you can still receive a loan if you have an eligible endorser (cosigner). Students who suspect they may have negative credit should attempt to fix their credit before applying.

Before making a decision about any loan, carefully read the information in your award letter guide and at CCA's website. You may also request CCA's financial aid brochure, which details the various options and their attendant obligations.

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 the fall semester, November 1 for the spring semester.

E-Z 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.



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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.

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.

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.



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FREQUENTLY ASKED QUESTIONS

WHAT ADDRESS SHOULD I PROVIDE ON THE STUDENT ACCOUNTS BILLING WORKSHEET?

List your billing address. Billing statements and other vital account information will be mailed to this address. You can update your address at 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, you must calculate your payment without financial aid.

WHERE DO I GET MORE INFORMATION ABOUT CCA HEALTH INSURANCE POLICIES AND FEES?

Visit 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.

TO WHAT ADDRESS DO I MAIL MY PAYMENTS?

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


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

Direct wire transfers as follows (please make sure that your name and CCA ID number are noted on the transfer):

City National Bank, 400 North Roxbury Drive, Beverly Hills CA 90210
Swift ID: CINAUS6L (for wire transfers originating from international banks)
Routing Number: 122016066 (for wire transfers originating from U.S. banks)
For credit to California College of the Arts, account #444011580

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.



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REGISTRATION AND ORIENTATION

CCA.EDU/ADMISSIONS/ORIENTATION

Graduate registration takes place by mail. Your completed registration form must be received in our offices by June 15 (unless you are in the Writing program, in which case the deadline is July 6). Be sure to include your student ID number and signature on the form. Mail your completed form to CCA Graduate Admissions, 1111 Eighth Street, San Francisco CA 94107-2247.

DOWNLOAD YOUR REGISTRATION FORM(S)

Graduate summer ESL course
Advanced Architecture Design (postprofessional standing)
Architecture (advanced standing)
Architecture
Architecture Studio 0
Curatorial Practice
Design
Design Studio 0
MBA in Design Strategy
Fine Arts (studio)
Fine Arts (social practice)
Visual and Critical Studies
Writing

Dual degree: MFA in Fine Arts (studio) and MA in Visual and Critical Studies
Dual degree: MFA in Fine Arts (social practice) and MA in Visual and Critical Studies
Dual degree: MBA in Design Strategy and MFA in Design


Find course descriptions at WebAdvisor (webadvisor.cca.edu). To view course descriptions, begin by selecting the fall 2011 semester, and then in the “Subject” column select which courses you are interested in viewing. WebAdvisor is also where you get your grades, degree audits, and other crucial information. 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 link to download a PDF user guide for students is on the WebAdvisor home page.

ORIENTATION

The 2011 graduate student orientation takes place August 30–31. It will familiarize you with the college, its programs, and campus resources as well as faculty, staff, and your fellow students. 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. All international students arriving in fall 2011 are required by law to also attend international orientation August 24–26.

CCA will notify you via email of any date changes. Contact us at orientation@cca.edu if you have questions.



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HOUSING


[CCA.EDU/STUDENTS/HOUSING](http://cca.edu/students/housing)

[CCA.EDU/STUDENTS/HOUSING/OFFCAMPUS](http://cca.edu/students/housing/offcampus)

All of CCA's graduate programs are based in San Francisco, and most of our graduate students choose to live in the city. We maintain a list of rental postings, answers to frequently asked questions, and other resources to help you find a place to live. Our Residential Life Office staff is happy to help and offer advice.

Graduate students may choose to live in one of two Continuing Student Communities. One of these is Webster Hall, in downtown Oakland. Webster Hall is 2.6 miles from the Oakland campus and very close to bus and BART lines. It occupies the top two floors of a historic building designed by the legendary architect Julia Morgan. This elegant landmark houses 84 students in single, double, and triple rooms. All rooms are completely furnished, including mini-refrigerators. Residents share a common kitchen and single-sex bathrooms. CCA provides free shuttle service from Webster Hall to its Oakland and San Francisco campuses.

The California Street Residences is a building located in the Nob Hill neighborhood of San Francisco. It houses approximately 50 continuing, transfer (domestic and international), and graduate students. The rooms are singles and doubles on the third and fourth floors. The building is centrally located within walking distance of Chinatown, North Beach, and Union Square, and it offers extraordinary views of the San Francisco Bay and the financial district. The rooms are fully furnished. Students have access to shared lounges, laundry facilities, a large kitchen, and high-speed wireless internet.



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TRAVEL BETWEEN CAMPUSES

CCA.EDU/STUDENTS/SHUTTLE

CCA is a two-campus school. Some of your elective courses may require travel to the Oakland campus. Please note course locations 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

BART (Bay Area Rapid Transit train system)
bart.gov


MUNI (San Francisco bus and streetcar system)
sfmta.com

AC Transit (East Bay and transbay bus system)
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 information, and more details on bringing your bike on public transportation, visit 511.org.



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STUDIO AND LIBRARY FACILITIES

CCA.EDU/ACADEMICS/GRADUATE/FACILITIES

CCA's urban San Francisco campus is located in the Potrero Hill neighborhood, near the city's design district, downtown, and the Mission District. The main building and the Graduate Center have won several architectural awards.

The college has outstanding facilities for art making. Students have access to digital media facilities and resources (including a designated graduate media lab); facilities for film, video, and sound (including a designated graduate editing suite); studios devoted to ceramics, metalworking, printmaking, and textiles; darkrooms and photo facilities; a foam room; a spray booth; a wood shop; a model shop; and an alternative materials shop.

Dedicated design and architecture studios offer access to advanced software applications and output devices. There is also a suite of fully equipped shops for various scales and media of fabrication. Facilities on both campuses are open to graduate students 16 to 24 hours daily. They foster a sense of community and facilitate the free flow of ideas among students in the various graduate programs.

LIBRARIES

LIBRARIES.CCA.EDU

CCA has two libraries, Simpson Library in San Francisco and Meyer Library in Oakland. Meyer Library's collections focus on the fine arts. This library also houses the college archives and special collections such as the Hamaguchi Study Print Collection and the Capp Street Project Archive. Simpson Library focuses more on architecture and design, but it is continually acquiring resources for all of the graduate programs and expanding its fine arts collection.


The collections include books, periodicals, videos, digital images, and electronic databases. Nearly one million digital images are in the ARTstor database, and more than 6,500 periodicals in many disciplines are available through the online databases.

Graduate students have full access to both CCA libraries. Most materials can be loaned from one to the other and delivered in a day or two. Items can be returned to either library and are renewable online. Materials outside of the scope of our library collections may be requested through interlibrary loan from other institutions. We strongly encourage you to obtain a San Francisco Public Library card. The libraries at UC Berkeley are accessible on-site to all California residents.

NEW MATERIALS RESOURCE CENTER

LIBRARIES.CCA.EDU/MATERIAL-RESOURCE-CENTER

Located on the San Francisco campus, the New Materials Resource Center offers a vast collection of material samples, many of them newly developed and high-tech, with an emphasis on sustainability. The center is generally open during the day when classes are in session. Samples can also be viewed via the library's online database.



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TECHNOLOGY.CCA.EDU

CCA EMAIL ACCOUNTS

WEBMAIL.CCA.EDU

Once Enrollment Services has processed your official intent to enroll and received your \$300 enrollment deposit, you can activate your CCA email account at 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. Visit our online how-to articles at technology.cca.edu/support/knowledgebase for instructions on setting this up.

COMPUTER LABS

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. Graduate students have a dedicated computer lab located in the Graduate Center. Specific lab hours are posted outside each lab and at technology.cca.edu/labs.

User-support staff members manage the academic computing facilities, providing technical assistance and troubleshooting services Monday through Friday, 8 a.m.–8 p.m. 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 B.

MEDIA CENTERS


TECHNOLOGY.CCA.EDU/MEDIACENTERS

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

DIGITAL OUTPUT RESOURCES

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) has two 42-inch HP z6100 color inkjet plotters, a 36-inch black-and-white plotter, and an Océ ColorWave 600 36-inch color laser plotter. The Rapid Prototyping Studio has two laser cutters, a CNC router, and an Eden 3D prototyping machine.



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PURCHASING COMPUTERS AND SOFTWARE

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. 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 REQUIREMENT

TECHNOLOGY.CCA.EDU/LAPTOPS


As of fall 2011, the Architecture and Design Programs require ownership of a laptop upon entry into the program. 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 Architecture students as an alternative to the MacBook Pro. 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.

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. Wireless access is available in the common areas of Webster Hall (the hall is also equipped with Ethernet ports in each room).

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.



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DISABILITY AND ACCESS SERVICES

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



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ADDITIONAL STUDENT RESOURCES

[CCA.EDU/STUDENTS/RESOURCES](http://cca.edu/students/resources)

PERSONAL 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

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.

WRITING AND ESL SUPPORT

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 challenges of English as a second language. These tutors have flexible schedules. We encourage you to review the schedule online and make an appointment.



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CAREER SERVICES

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 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 collaborative programs we offer. We look forward to getting to know you during your time at CCA.

INTERNSHIPS

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 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 all students are encouraged to pursue internships.

SERVICES PROVIDED

CCA.EDU/STUDENTS/CAREERS/STUDENT-RESOURCES


Career Counseling: résumé review, job search strategies, interview skills coaching

Career Expo: annual internship and job fair

Café Résumé: informal drop-in résumé feedback, complete with tea and cookies

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

Online Job Board: collecentral.com/cca



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INTERNATIONAL STUDENTS

CCA.EDU/ADMISSIONS/INTERNATIONAL
CCA.EDU/STUDENTS/ISAP

CCA is committed to providing international students with the support and resources necessary to thrive in their new community. The International Student Affairs and Programs (ISAP) staff offers direct guidance regarding student visas and immigration regulations; housing options; academic expectations; learning resources; communication with faculty and administration; employment on and off campus; health insurance; and cultural and personal adjustments to living in the United States and attending CCA.

ISAP also organizes social and cultural events for international students and American students who are interested in studying or working internationally. Each semester ISAP traditionally hosts an International Exhibition, featuring works by international students who are studying at CCA and works by CCA students who have been studying abroad.

OBTAINING YOUR STUDENT VISA

In addition to the standard application materials, international students must also submit:

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)

The official bank statement(s) should come from you, your parent, or a sponsor, and must demonstrate your ability to cover the cost of attending CCA for the 2011–12 academic year (approximately \$54,790). 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 www.fmjfee.com/i901fee 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) 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).



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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. This means a minimum of 15 units for all programs except Visual and Critical Studies, where 9 units is considered full time.

TRANSFERRING TO CCA FOR F-1 VISA STUDENTS CURRENTLY IN THE UNITED STATES

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.


INTERNATIONAL STUDENT ORIENTATION

CCA.EDU/ADMISSIONS/ORIENTATION/INTL-EXCHANGE-ORIENTATION

All international graduate students are required by law to attend both the international student orientation (August 24–26) and the regular orientation (August 30–31). This is when you will receive information on the college, its faculty and staff, your program, 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.

SUMMER GRADUATE ESL

CCA offers a six-week summer English as a Second Language (ESL) program for incoming international graduate students. It is specifically designed to give them a head start in their studies. In some cases enrollment in the program may be obligatory, as a condition of acceptance, but it is open to all international students who are interested in working on their English language skills, exploring San Francisco, and familiarizing themselves with the Bay Area.



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HEALTH INSURANCE

CCA.EDU/STUDENTS/HEALTH

All degree-seeking graduate students enrolled in 12 or more units (9 or more for Visual and Critical Studies) must have health insurance coverage. 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.

Students enrolled in fewer than these minimum units are ineligible for CCA student health insurance. They may seek health insurance coverage by calling Wells Fargo Insurance Services at 800.853.5899.

WAIVING COVERAGE

You may waive CCA's 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.

Beginning in fall 2011, all international students will be 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.


CHANGES IN STATUS

If you initially register for the minimum units but subsequently drop below the minimum 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 Insurance Services at 800.853.5899.

Conversely, if you initially register below the minimum and subsequently add a sufficient course load 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.

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. The Student Affairs Office maintains this document and you will be asked to update it on an annual basis.



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CCA WATTIS INSTITUTE FOR CONTEMPORARY ARTS

WATTIS.ORG

The Wattis Institute was established in 1998 and serves as a forum for the presentation and discussion of international contemporary art and curatorial practice. Through groundbreaking exhibitions, the Capp Street Project residency program, lectures, symposia, and publications, the Wattis Institute has become one of the leading art institutions in the United States and an active site for contemporary culture in the San Francisco Bay Area.

CAPP STREET PROJECT

WATTIS.ORG/CAPP

Since its creation in 1983, Capp Street Project has given more than 100 local, national, and international artists the opportunity to create new work through its residency and public exhibition programs. Capp Street Project enables artists to formulate ideas and experiment in a variety of exhibition spaces while discovering and reacting to the Bay Area. In 1998 Capp Street Project became part of the Wattis Institute, offering students an unparalleled opportunity to work closely with significant artists, architects, and designers in and out of the classroom. Artists in residence have included Kris Martin, Abraham Cruzvillegas, Harrell Fletcher, Tim Lee, Renata Lucas, Mario Ybarra Jr., Beatriz Santiago Muñoz, Tariq Alvi, Michael Stevenson, Jeanne Dunning, Brian Jungen, Roni Horn, Mike Nelson, and Jeremy Deller.

CENTER FOR ART AND PUBLIC LIFE


CENTER.CCA.EDU

Through the Center for Art and Public Life, CCA students have an opportunity to learn from and contribute to various communities in the Bay Area—one of the most culturally diverse places in the nation. The Center focuses on important issues in community development, new models of practice in community-based art and design, and cultural and youth development through the arts. It offers several work-study positions and teaching opportunities, and also competitive fellowships to graduate students who propose specific community-based projects.

SMALL PRESS TRAFFIC LITERARY ARTS CENTER

SPTRAFFIC.ORG

Since 1974, Small Press Traffic has been bringing together independent readers, writers, and presses through public readings, talks, conferences, publications, and more. Housed at CCA since 2000, it offers internships to students interested in learning about the world of small press. Its extensive archive of innovative publications and literary ephemera is housed at CCA's Simpson Library.



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LECTURE SERIES

CCA.EDU/CALENDAR/LECTURE-SERIES

The Graduate Studies Lecture Series brings prominent writers, artists, designers, curators, and scholars to campus for presentations and discussions. There is also an Architecture Lecture Series, a Design and Craft Lecture Series, a Graphic Design Lecture Series, and more, all greatly enhancing the student experience. All lectures are free and open to the public.

The fall 2010 Graduate Studies Lecture Series speakers were Edgar Arceneaux, Jan Verwoert, Kristee Rosendahl, Barry Lopez, Donald Revell, Claudia Keelan, Yvonne Yarbro-Bejarano, Hunter Lovins, Elena Filipovic, Rancois Roche, and Paulina Olowska.

PLAYSPACE


CCA.EDU/PLAYSPACE

PLAYSPACE is an experimental gallery run by CCA graduate students. It generates dialogue, artistic growth, and curatorial opportunities for members of the CCA community and beyond. PLAYSPACE presents new work, tests ideas in progress, and hosts collaborative projects.

ELEVENELEVEN: A LITERARY ARTS JOURNAL

CCA.EDU/1111

ElevenEleven is an annual journal of literature and art, written and produced by the MFA in Writing Program and the greater CCA community. It provides a forum for risk, experimentation, and exchange among writers and artists. It is available at most Bay Area independent bookstores, selected bookstores in other major cities, and online.



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2011–12 ACADEMIC CALENDAR

[CCA.EDU/STUDENTS/ACADEMIC-CALENDAR](http://cca.edu/students/academic-calendar)

FALL 2011

JULY 15	Payment deadline for fall term
AUGUST 22–23	Residence halls and apartments open for international students
AUGUST 24–26	International student orientation
AUGUST 28	Residence halls and apartments open
AUGUST 30–31	Graduate student orientation
SEPTEMBER 5	Labor Day holiday (no classes in session)
SEPTEMBER 6	Fall semester courses begin
SEPTEMBER 16	Last day to add or drop courses Health insurance waiver deadline Last day to register for an internship
SEPTEMBER 19	First day to withdraw from courses
OCTOBER 10–21	Midterm evaluations
OCTOBER 31– NOVEMBER 23	Registration for continuing students for spring 2012
NOVEMBER 1	Payment deadline for spring term
NOVEMBER 11	Last day to withdraw from courses
NOVEMBER 24–25	Thanksgiving holiday (no classes in session)
DECEMBER 16	Fall semester courses end Registration for new students ends
DECEMBER 17	Residence halls close at noon
DECEMBER 25, 2011– JANUARY 1, 2012	Year-end holiday (administrative offices closed)




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SPRING 2012

JANUARY 11	International student orientation Residence halls and apartments open
JANUARY 13	New student registration
JANUARY 16	Martin Luther King Jr. holiday (no classes in session)
JANUARY 17	Spring semester courses begin
JANUARY 27	Last day to add or drop courses Health insurance waiver deadline Last day to register for an internship
JANUARY 30	First day to withdraw from courses
FEBRUARY 13	Presidents' Day (classes in session, all administrative offices open)
FEBRUARY 20– MARCH 2	Midterm evaluations
MARCH 19–23	Spring break holiday (no classes in session)
MARCH 30	Last day to withdraw from courses
MARCH 26–APRIL 18	Registration for continuing students for fall 2012
MAY 4	Spring semester courses end
MAY 5	Residence halls close at noon
MAY 12	Commencement
MAY 25	Registration deadline for summer internships
JULY 15	Last day for new students to register for fall 2012 courses Payment deadline for new and continuing students for fall 2012



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cca.edu/students/academic-calendar

ACCESS AND WELLNESS SERVICES, DISABILITY SERVICES

cca.edu/students/resources/disability

510.594.3775

lrc@cca.edu

CAREER SERVICES

cca.edu/students/careers

415.703.9575

COUNSELING

cca.edu/students/counseling

415.703.9570 | 510.594.3666

EDUCATIONAL TECHNOLOGY RESOURCES

technology.cca.edu

ENROLLMENT SERVICES

cca.edu/admissions/admittedgrad

800.447.1ART (1278)

FINANCIAL AID

cca.edu/admissions/financialaid

415.703.9528

HEALTH INSURANCE

cca.edu/students/health

510.594.3775

HOUSING

cca.edu/students/housing

INTERNATIONAL STUDENT AFFAIRS AND PROGRAMS

cca.edu/students/isap

415.551.9284 | 510.594.5071

LEARNING RESOURCES

cca.edu/students/resources

510.594.3756

lrc@cca.edu


ORIENTATION

orientation@cca.edu

STUDENT ACCOUNTS

cca.edu/students/handbook/tuition_fees

415.703.9578 | 510.594.3646



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STUDENT AFFAIRS

cca.edu/students
415.703.9570 | 510.594.3678

STUDENT HANDBOOK

cca.edu/students/handbook

STUDENT RECORDS (registration, transcripts, academic policies)

cca.edu/students/studentrecords
415.703.9579 | 510.594.3651

WEBADVISOR

webadvisor.cca.edu

GRADUATE PROGRAM MANAGERS/COORDINATORS

The program managers and program coordinators provide administrative management and support to the chairs, faculty, and students. Please feel free to contact them with questions about course schedules.

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There are hundreds of art, architecture, design, and writing venues in the San Francisco Bay Area, with new ones popping up all the time. You are encouraged to sign up for email lists that will alert you to interesting local events and happenings:

SFARTS.ORG

(arts events, searchable by date or keyword)

SFSTATION.COM

(city guide and events calendar)

FLAVORPILL.COM/SANFRANCISCO

(weekly e-newsletter)

FECALFACE.COM/SF

(local art happenings and other cool stuff)

The local newspapers offer arts and entertainment “picks” as well:

San Francisco Chronicle
sfgate.com/entertainment/

SF Weekly
sfweekly.com/arts

San Francisco Bay Guardian
sfbg.com

The Graduate Program in Curatorial Practice maintains an online list of local museums and galleries.

Several major museums in San Francisco and the East Bay regularly feature contemporary art and design:

San Francisco Museum of Modern Art
sfmoma.org

Yerba Buena Center for the Arts
ybca.org

De Young Museum
famsf.org/deyoung


Oakland Museum of California
museumca.org

Contemporary Jewish Museum
thebjm.org

Asian Art Museum
asianart.org

Museum of Craft and Folk Art
mocfa.org

Berkeley Art Museum and Pacific Film Archive
bampfa.berkeley.edu



REGISTRATION CHECKLIST
MONEY MATTERS
REGISTRATION & ORIENTATION
HOUSING
TRAVEL BETWEEN CAMPUSES
STUDIO & LIBRARY FACILITIES

EDUCATIONAL TECHNOLOGY
DISABILITY & ACCESS SERVICES
ADDITIONAL RESOURCES
CAREER SERVICES
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HEALTH INSURANCE
ON-CAMPUS OPPORTUNITIES
2011-12 ACADEMIC CALENDAR
CCA QUICK LINKS
BAY AREA ART & CULTURE VENUES

VISITING FROM OUTSIDE THE BAY AREA?

CCA.EDU/ABOUT/DIRECTIONS

CCA.EDU/ADMISSIONS/VISITING/LODGING

San Francisco is a major travel destination with much to offer in terms of hotels, dining, and shopping, not to mention arts and culture. The city is served by two airports, San Francisco International (SFO) and Oakland International (OAK), both easily accessible via public transit and hotel shuttles. Multiple forms of transportation are readily available, from rental cars to trains to buses. Good deals on hotels are easily found online.

CCA's San Francisco campus is located at 1111 Eighth Street, at 16th and Wisconsin. Parking is free on the city streets surrounding the campus. On weekdays during normal class hours, please allow at least 30 minutes for parking and be prepared to walk a few (hilly) blocks. On evenings and weekends there is generally no need to allow this extra time.