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 could work with one of our many student galleries. You could join the Graduate Student Alliance, a group that works to enrich the community and empower students, or collaborate with our faculty and administration to further CCA’s continuing commitment 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 at orientation and sharing more information about CCA and the resources that will be available to you.

Sincerely,

George Luis Sedano
Vice President for Student Affairs
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REGISTRATION CHECKLIST

MFA in Comics students should please note that their schedule and deadline structure will be somewhat different from the following, since their term begins in summer 2013. The Graduate Office will be in touch with all the details!

APRIL/MAY DEADLINES

☐ CONFIRM YOUR ATTENDANCE
Submit your official intent to enroll and enrollment deposit to secure your place in your program of choice. Your specific deposit deadline 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 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 $56,240 to meet your educational costs for the year.

JUNE/JULY DEADLINES

☐ SUBMIT YOUR REGISTRATION DOCUMENTS
Graduate registration takes place online. The deadline for the MFA in Comics is May 15; for all other programs it is June 15.

☐ SUBMIT YOUR STUDENT ACCOUNTS BILLING WORKSHEET
See the Money Matters section of this guide for details. The tuition payment for the MFA in Comics is due by May 15; for all other programs it is due by July 15.

☐ APPLY FOR A HEALTH INSURANCE WAIVER (IF APPLICABLE)
All full-time students must be covered by CCA’s student health insurance plan unless they submit an online insurance waiver application and are approved for the waiver. The deadline to submit your waiver application is the last day of the add/drop period each semester, but we strongly recommend that you submit it, if you intend to do so, as soon as possible.

Download all the forms mentioned in this guide at cca.edu/students/forms.
Important note for MFA in Comics students: If you wish to waive out of the CCA student health insurance plan for your full-time summer term, you must submit a paper waiver. MFA in Comics students cannot waive through the online system. A waiver form for summer 2013 will be included in your registration communications from the Graduate Office. The deadline to submit the waiver to the Student Accounts Office is Friday, June 14, 2013. The insurance fee is $417 and the coverage dates are June 15–August 14.

☐ DESIGNATE AN EMERGENCY CONTACT IN WEBADVISOR
You must complete CCA’s Emergency Notification System form prior to orientation. This system tells us the best ways to contact you, and who we are authorized to contact, in case of an emergency.

Once you have made your enrollment deposit, you can complete your emergency contact information in WebAdvisor. Log into your WebAdvisor account and select “Emergency Contacts” in the “User Account” section. Use the upper section to opt in to the notification system and designate how you’d like to be contacted. Use the lower section to designate who the college should notify if you are involved in an emergency or crisis.

AUGUST DEADLINES

☐ SUBMIT YOUR FINAL TRANSCRIPTS
All new students must submit final college transcripts. These are used to determine satisfactory completion of college curriculum and to verify your graduation date. The deadline for MFA in Comics is June 1; for all other programs it is August 1.

☐ ATTEND ORIENTATION
Mark your calendar and make travel arrangements to attend graduate student orientation August 27–28. International students must also attend international student orientation August 22–23.
MONEY MATTERS

CCA.EDU/FINANCIALAID
CCA.EDU/STUDENTS/HANDBOOK/ TUITION_FEES
CCA.EDU/ADMISSIONS/FINANCIALAID/LOANS
CCA.EDU/STUDENTS/HANDBOOK/ PAYMENT-PLANS

CCA will work with you to finance your education. We have two dedicated offices for this purpose. The Financial Aid Office helps you access scholarships, 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

Our financial aid program is designed to help all students afford their education so they can reach their creative potential. The college is committed to ensuring that every student earns his or her degree. CCA pledges to maintain a consistent level of scholarship funding each year; this means that 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, as long as your financial situation remains relatively unchanged. In general, gift 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 for international students, 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 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.

Download all the forms mentioned in this guide at cca.edu/students/forms.
Download all the forms mentioned in this guide at cca.edu/students/forms.
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 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 at 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 for 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.

Download all the forms mentioned in this guide at cca.edu/students/forms.
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 May 15 for MFA in Comics students. For all other programs the due date is July 15 for the fall semester, and 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-PLUS-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.

At the start and end of each term, CCA will send you a billing statement via postal mail listing all activity on your account since the last statement and your current balance. 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) will 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.

Download all the forms mentioned in this guide at cca.edu/students/forms.
STUDIO SPACE DAMAGE AND KEY DEPOSITS

Students in Design and Fine Arts are required to pay a refundable studio space damage deposit. The deposit amount is $100 for Design and $150 for Fine Arts.

In addition, students in Architecture, Comics, Curatorial Practice, Design, Fine Arts, Visual and Critical Studies, and Writing are required to pay a refundable $25 studio key deposit.

You will be required to sign a contract and submit your damage and/or key deposit in order for a studio space to be assigned to you, and/or to receive a key to your program's shared studio space. Deposits and contracts will be collected by the program manager, who will distribute the studio keys. The $25 key deposit will be refunded when you return the key to your program manager.

Students who fail to leave their studio in its original condition and/or cause damage to a studio space will be charged a fine, which could result in the forfeiture of all or part of their damage deposit.

Charges that exceed the amount of the damage deposit will be charged to your student account, and a hold will be placed on the account until all fines are paid. In accordance with CCA policy, registration privileges may be revoked, registered courses may be dropped, and no records of any kind will be released from CCA until all balances are paid.

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 received. 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 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?
Check; cash (in person only at the Student Accounts Office); Visa and MasterCard (by mail or over the telephone); and wire transfer. For directions regarding wire transfers, please contact the Student Accounts Office at 510.594.3703, 415.703.9578, or studentaccounts@cca.edu.

Download all the forms mentioned in this guide at cca.edu/students/forms.
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

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.
REGISTRATION AND ORIENTATION

CCA.EDU/ADMISSIONS/ORIENTATION

Graduate registration takes place online, June 1–15. Starting on June 1 you may click on the appropriate link below to register for courses:

- Graduate summer ESL course
- Master of Advanced Architectural Design
- Master of Architecture in Urban Design and Landscape Architecture (advanced standing)
- Architecture
- Architecture Studio 0
- Comics: Summer 2013
- Comics: Fall 2013
- Curatorial Practice
- Design
- Design Studio 0
- MBA in Design Strategy
- Film
- 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: MFA in Writing and MA in Visual and Critical Studies
Dual degree: MA in Curatorial Practice and MA in Visual and Critical Studies
Dual degree: MBA in Design Strategy and MFA in Design

To view course descriptions at WebAdvisor, begin by selecting the upcoming 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 PDF user guide for students is a link on the WebAdvisor home page.

ORIENTATION

Graduate student orientation for fall 2013 takes place August 26–30. 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 2013 are required by law to also attend international orientation August 22–23. CCA will notify you via email of any date changes. Contact us at orientation@cca.edu if you have questions.

Download all the forms mentioned in this guide at cca.edu/students/forms.
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 with colleagues is a great way to immerse yourself in the CCA experience.

All of CCA’s graduate programs are based in San Francisco, and most of our graduate students choose to live in the city. Graduate and upper-division students may live in one of three CCA student residences. In Oakland there is Webster Hall (downtown), and in San Francisco there are the California Street Residences (in Nob Hill) and the Harriet Street Residences (South of Market). CCA provides free shuttle service from Webster Hall to its Oakland and San Francisco campuses.

Rooms are reserved on a space-available basis, so submit your application and deposit as early as possible to maximize your chances of securing a room. You can access the housing application at WebAdvisor beginning April 1, as long as you have already submitted your $500 enrollment deposit and official intent to enroll form to the Graduate Admissions Office.

### HOW TO APPLY

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

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.

### SEEKING NON-CCA HOUSING?

On our housing webpage we maintain a list of rental postings, an FAQ, and other resources to help you find a place to live. The CCA Office of Residential Life is happy to help and offer advice.

Download all the forms mentioned in this guide at [cca.edu/students/forms](http://cca.edu/students/forms).
TRAVEL BETWEEN CAMPUS

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, and 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 its 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 details on bringing your bike on public transportation, visit 511.org.

Download all the forms mentioned in this guide at cca.edu/students/forms.
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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 awards for their architecture.

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 woodshop; 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

LIBRARY.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 the University of California at Berkeley are accessible on-site to all California residents.

NEW MATERIALS RESOURCE CENTER

LIBRARIES.CCA.EDU/NEW-MATERIALS-LIB

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.

Download all the forms mentioned in this guide at [cca.edu/students/forms](http://cca.edu/students/forms).
EDUCATIONAL TECHNOLOGY RESOURCES

TECHNOLOGY.CCA.EDU

CCA EMAIL ACCOUNTS

DIRECTORY.CCA.EDU

Once Enrollment Services has processed your official intent to enroll and received your enrollment deposit, you can activate your CCA email account at directory.cca.edu (click on “Activate Student Account”). We urge you to do this as soon as possible, and to check your account regularly for important announcements, news, and deadlines.

COMPUTER SERVICES AND LABS

TECHNOLOGY.CCA.EDU/HOURS/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/hours/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. Tech 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/HOURS/MEDIA-SERVICES

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.

PRINTING SERVICES

TECHNOLOGY.CCA.EDU/HOURS/PRINTING/PRINT_SERVICES

On the Oakland campus, the Digital Fine Art Studio (DFAS) has several Epson inkjet printers (4880 models) and various output 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 plotters and a 36-inch black-and-white plotter. The Rapid Prototyping Studio has two

Download all the forms mentioned in this guide at cca.edu/students/forms.
laser cutters, a CNC router, and an Eden 3D prototyping machine.

PURCHASING COMPUTERS AND SOFTWARE
TECHNOLOGY.CCA.EDU/STORE
CCA students enjoy educational discounts and promotional pricing on Apple computers, hardware, and software through our customized, online Apple store. Non-Apple software titles are also available. Your CCA email username and password are required to access the Apple store. CCA is an Apple-based campus and works with Apple to provide a recommended bundle, which includes a specially configured MacBook Pro, an external hard drive, and Apple’s extended warranty. Apple typically makes new models available each July.

LAPTOP REQUIREMENT
TECHNOLOGY.CCA.EDU/HELP/LAPTOPS
The graduate Design, Architecture, and MBA in Design Strategy programs require ownership of an Apple MacBook Pro laptop. CCA offers a specially priced system that meets the minimum technical requirements for each program. If you are entering in the fall, we recommend waiting until July to purchase your laptop in order to take advantage of newly available hardware revisions.

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 the student lounge. They offer web browsing, email access, and word processing.

Download all the forms mentioned in this guide at cca.edu/students/forms.
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 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.

WHAT SERVICES ARE AVAILABLE?

The following support 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 of the college.

- note-taking assistance
- permission to record lectures
- extended time on exams
- alternate testing design or location
- physical accommodations for access
- access to text on alternate formats
- sign language interpreting: ASL interpreting or transliteration for academic and extracurricular activities

Coaching and tutoring services are available through the Learning Resources Center. Call 510.594.3756, email vjardim@cca.edu, or drop by Irwin Hall, Room 207, on the Oakland campus.

HOW TO ACCESS SUPPORT AND SERVICES

Students who want to use any of these support services should schedule an appointment with Director of Access and Wellness Services Suzanne Raffeld. Contact her at 510.594.3775 or sraffeld@cca.edu.

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, you can discuss at the appointment the available options for assessing potential academic difficulties.) You will discuss the kind of support needed, complete the relevant forms, and hear the procedures for the services requested. Please follow up with Suzanne Raffeld if you subsequently have any questions or concerns.

Download all the forms mentioned in this guide at cca.edu/students/forms.
On rare occasions, an Individualized Education Plan (IEP) may be acceptable on its own. You will also need to complete an intake form, a contract for services, and consent for exchange of confidential information. The required documents, as well as more information on accommodations, are in the Student Records section of cca.edu/students/forms.

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

CCa.EDU/STUDENTS/COUNSELING
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 can discuss with them 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 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.

Download all the forms mentioned in this guide at cca.edu/students/forms.
CAREER DEVELOPMENT

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. CCA also offers numerous courses that help prepare you for a specific career, such as teaching. The Career Development Office partners with faculty and industry leaders, linking students to internships and jobs locally and internationally. We also offer career counseling, an online job board, and job-search workshops.

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 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 all students are encouraged to pursue internships.

STUDENT RESOURCES

CCA.EDU/STUDENTS/CAREERS/STUDENT-RESOURCES

CCA’s Career Development team provides a variety of resources to help you gain a competitive edge in the ever-evolving job market:

· Career counseling, résumé reviews, job search strategies, interview skills coaching
· The Career Expo: an annual internship and job fair
· Workshops and panel discussions focusing on professional development for artists and designers
· Online job board: cca.edu/admissions/financialaid/board

Download all the forms mentioned in this guide at cca.edu/students/forms
INTERNATIONAL STUDENTS

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

CCA is committed to providing international students with the support and resources they need 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

This is a three-page document. The second page provides 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 2013–14 academic year (approximately $52,520). 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. 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 proof of payment of the SEVIS I-901 fee and I-20 N number (located at the upper-right corner of the first page of the I-20).

Download all the forms mentioned in this guide at cca.edu/students/forms.
GETTING YOUR F-1 VIS A

You will need to bring several documents to your F-1 visa interview: a valid passport, the CCA-issued I-20, the proof of payment of the I-901 fee, 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 12 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 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 F-1 I-20 status 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 22–23) and the regular orientation (August 26–30). 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.

GRADUATE PREP INTENSIVE

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.

Download all the forms mentioned in this guide at cca.edu/students/forms.
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

All full-time students must be covered by CCA’s student health insurance plan unless they submit an online insurance waiver application and are approved for the waiver. The deadline to submit your waiver application is the last day of the add/drop period each semester, but we strongly recommend that you submit it, if you intend to do so, as soon as possible.

Important note for MFA in Comics students: If you wish to waive out of the CCA student health insurance plan for your full-time summer term, you must submit a paper waiver. MFA in Comics students cannot waive through the online system. A waiver form for summer 2013 will be included in your registration communications from the Graduate Office. The deadline to submit the waiver to the Student Accounts Office is Friday, June 14, 2013. The insurance fee is $417 and the coverage dates are June 15–August 14.

CHANGES IN STATUS

If you initially register in 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 Student 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 CCA’s Emergency Notification System form prior to orientation. This system tells us the best ways to contact you, and who we are authorized to contact, in case of an emergency.

Once you have made your enrollment deposit, you can complete your emergency contact information in WebAdvisor. Log into your WebAdvisor

Download all the forms mentioned in this guide at cca.edu/students/forms.
account and select “Emergency Contacts” in the “User Account” section. Use the upper section to opt in to the notification system and designate how you’d like to be contacted. Use the lower section to designate who the college should notify if you are involved in an emergency or crisis.
ON-CAMPUS OPPORTUNITIES

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. Past artists in residence have included Claire Fontaine, Jeremy Deller, Renata Lucas, Jim Hodges, John Maeda, Michael Stevenson, Shirley Tse, and Kara Walker.

THE 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.
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.

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, the surrounding communities, and beyond. PLAYSPACE presents new work, tests ideas in progress, and hosts collaborative projects.

ELEVEN ELEVEN: A LITERARY ARTS JOURNAL
CCA.EDU/1111

ElevenEleven is an annual journal of literature and art, written and produced by the MFA Program in Writing 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.

Download all the forms mentioned in this guide at cca.edu/students/forms.
2013–14 ACADEMIC CALENDAR

CCA.EDU/STUDENTS/ACADEMIC-CALENDAR

FALL 2013

AUGUST 22–23  International student orientation
AUGUST 25  Residence halls open
AUGUST 26–30  Orientation week; registration
SEPTEMBER 2  Labor Day (legal holiday)
SEPTEMBER 3  Fall term courses begin
SEPTEMBER 13  Last day to add or drop courses; insurance waiver deadline
SEPTEMBER 16  First day to withdraw from courses
OCTOBER 14  Midterm evaluations begin
OCTOBER 25  Midterm evaluations end
OCTOBER 28  Registration begins for continuing students for spring 2014
NOVEMBER 1  Payment deadline for new and continuing students for spring 2014
NOVEMBER 8  Last day to withdraw from courses
NOVEMBER 15  End of registration for continuing students for spring 2014
NOVEMBER 28  Thanksgiving (legal holiday)
NOVEMBER 29  Academic and administrative holiday
DECEMBER 13  Fall term courses end
DECEMBER 14  Residence halls close at noon
DECEMBER 23, 2013– JANUARY 1, 2014  Year-end holiday (administrative offices closed)

Download all the forms mentioned in this guide at cca.edu/students/forms.
SPRING 2014

JANUARY 15  International student orientation; residence halls open
JANUARY 17  New student registration
JANUARY 20  Martin Luther King Jr. holiday (no classes in session)
JANUARY 21  Spring semester courses begin
JANUARY 31  Last day to add or drop courses; health insurance waiver deadline; last day to register for an internship
FEBRUARY 3  First day to withdraw from courses
FEBRUARY 17  Presidents’ Day (classes in session, all administrative offices open)
FEBRUARY 24– MARCH 7  Midterm evaluations
MARCH 24–28  Spring break holiday (no classes in session)
APRIL 4  Last day to withdraw from courses
MARCH 31– APRIL 18  Registration for continuing students for fall 2014
MAY 9  Spring semester courses end
MAY 10  Residence halls close at noon
MAY 17  Commencement
MAY 30  Registration deadline for summer internships
JULY 15  Last day for new students to register for fall 2014 courses; payment deadline for new and continuing students for fall 2014

Download all the forms mentioned in this guide at cca.edu/students/forms.
CCA QUICK LINKS

ACADEMIC CALENDAR

[cca.edu/students/academic-calendar]

ACCESS AND WELLNESS SERVICES, DISABILITY SERVICES

[cca.edu/students/resources/disability]
510.594.3775
rc@cca.edu

CAREER DEVELOPMENT

[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/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

ORIENTATION

orientation@cca.edu

STUDENT ACCOUNTS

[cca.edu/students/handbook/tuition_fees]
415.703.9578 | 510.594.3646

Download all the forms mentioned in this guide at [cca.edu/students/forms]
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
The program managers provide administrative management and support to the chairs, faculty, and students. Please feel free to contact them with questions about course schedules.

ARCHITECTURE
Lia Wilson
415.551.9245 / lwilson@cca.edu

CURATORIAL PRACTICE
Sue Ellen Stone
415.551.9239 / sstone@cca.edu

DESIGN
Estee Stevens
415.551.9352 / estevens@cca.edu

MBA IN DESIGN STRATEGY
Nathalie Blavin-Kakone
415.551.9324 / hblavinkakone@cca.edu

FILM
Josh Weinberg
510.594.3648 / weinberg@cca.edu

FINE ARTS
Chrissie Bradley
415.552.9214 / cbradley@cca.edu

VISUAL AND CRITICAL STUDIES
Kate Moore
415.551.9251 / kmoore@cca.edu

WRITING & COMICS
David Morini
415.551.9237 / dmorini@cca.edu

Download all the forms mentioned in this guide at cca.edu/students/forms.
There are hundreds of art, architecture, design, and writing venues in the San Francisco Bay Area, and new ones are 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](http://sfarts.org) (arts events, searchable by date or keyword)
- [sfstation.com](http://sfstation.com) (city guide and events calendar)
- [flavorpill.com/sanfrancisco](http://flavorpill.com/sanfrancisco) (weekly e-newsletter)
- [fecalface.com/sf](http://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/](http://sfgate.com/entertainment/)
- SF Weekly
  - [sfweekly.com/arts](http://sfweekly.com/arts)
- San Francisco Bay Guardian
  - [sfbg.com](http://sfbg.com)

Some of the graduate programs have designed special self-guided tours of their favorite venues. Find these at [cca.edu/admissions/visiting/bay-area](http://cca.edu/admissions/visiting/bay-area).

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

- San Francisco Museum of Modern Art
  - [sfmoma.org](http://sfmoma.org)
- Yerba Buena Center for the Arts
  - [ybca.org](http://ybca.org)
- Museum of Craft and Design
  - [sfmcd.org](http://sfmcd.org)
- de Young Museum
  - [famsf.org/deyoung](http://famsf.org/deyoung)
- Oakland Museum of California
  - [museumca.org](http://museumca.org)
- Contemporary Jewish Museum
  - [thecjm.org](http://thecjm.org)
- Asian Art Museum
  - [asianart.org](http://asianart.org)
- Berkeley Art Museum and Pacific Film Archive
  - [bampfa.berkeley.edu](http://bampfa.berkeley.edu)
**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, and of course 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, near the corner of 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.