

CALIFORNIA COLLEGE OF THE ARTS

2013-14 UNDERGRADUATE

ENROLLMENT GUIDE

ARTS



NEW STUDENT CHECKLIST	INTERNATIONAL STUDENTS	ENGLISH PLACEMENT EXAM	DISABILITY & ACCESS SERVICES
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Congratulations on your admission to California College of the Arts! When students first receive their admission letter and packet, they often have many questions about the next steps. This guide will serve as a reference as you begin the process of joining the CCA community.

10 STEPS TO STARTING AT CCA

1. ADMISSION (woo hoo!)
2. REVIEW/ACCEPT FINANCIAL AID OFFER (if applicable)
3. ENROLLMENT DEPOSIT (\$265, due May 1)
4. SET UP CCA EMAIL ADDRESS (check it often!)
5. HOUSING SIGN UP / DEPOSIT (\$750, due May 15)
6. COMPLETE A BILLING WORKSHEET (available online in April)
7. SUBMIT THE BILLING WORKSHEET AND REGISTER FOR RAVE, CCA's EMERGENCY NOTIFICATION SYSTEM (due July 15)
8. REGISTER FOR COURSES (June)
9. TUITION PAYMENT (due July 15)
10. ATTEND ORIENTATION! (August)

Use the checklist below to ensure that you complete ALL required steps for successful enrollment in your first term at CCA.

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MAY DEADLINES

- Confirm your attendance by May 1

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

- Set up your CCA email account

Establishing your CCA email account unlocks your ability to apply for campus housing, register for courses via WebAdvisor, access your student records and billing statements, and receive important college-wide announcements. Within 24 hours of processing your \$265 enrollment deposit, we will send you an email with instructions on how to set up your new account.

- Complete a housing application by May 15

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



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[] Obtain your I-20 and F-1 visa (international students only)

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

JUNE/JULY DEADLINES

[] Register for courses

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

[] Submit your student accounts billing worksheet

In June you will receive a paper statement, which will include a link and instructions for completing the student accounts billing worksheet. The form for the upcoming academic year becomes available in April at cca.edu/students/forms. The first tuition payment and your student accounts billing worksheet for the fall semester are due July 15; the first tuition payment for the spring semester is due November 1. Paper statements are sent at the beginning of each new term and include important reminders concerning payment deadlines, registration information, and financial aid deadlines.

[] Submit an online health insurance waiver (if applicable)

All full-time, degree-seeking students will be enrolled in CCA's Kaiser student health insurance plan unless they request a waiver. The deadline is the last day of the add/drop period each semester. Please see the "Health Insurance" section of this guide for waiver details and requirements.

Beginning in fall 2013, the waiver process is moving online. A link to the form will be emailed to all students on June 1. (If you receive the link and are unable to log in, or if you have any other questions, please email Suzanne Raffeld, Director of Access and Wellness Services, at sraffeld@cca.edu.)

[] Designate an emergency contact in WebAdvisor

You must complete CCA's Emergency Notification System form prior to orientation. This form tells us the best ways to contact you and who we are authorized to contact in case of an emergency.



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

AUGUST DEADLINES

- Submit your final transcripts and standardized test scores by August 1

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

- Attend orientation

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



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MONEY MATTERS

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

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.

NOTICE OF ELIGIBILITY

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

MONEY MATTERS CHECKLIST

- Accept or reject your financial aid awards
To indicate which awards you wish to accept, use the "Accept or Reject Your Financial Aid Award" function in WebAdvisor, or else follow the steps on the back of your printed award letter and return it to CCA's Financial Aid Office.
- Complete your Direct Loan requirements
New student loan borrowers must complete a Master Promissory Note (MPN) and a loan entrance counseling session for loan funds to be disbursed. Parent PLUS Loan borrowers must complete a PLUS MPN and a PLUS Loan request form. These requirements can be fulfilled at studentloans.gov.
- Develop a financing plan using your financial aid award letter, sample billing worksheet, and cost of attendance estimates
- Plan to arrive on campus with enough money to cover your living expenses (rent, food, books, supplies, et cetera) for at least your first month
Direct Loan (subsidized and unsubsidized), PLUS loan, and alternative loan funds are disbursed in the following order to enrolled students whose financial aid files are complete:



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1st week of classes: fourth-year and graduate students

2nd week of classes: second- and third-year students

3rd week of classes: first-year students

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

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

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

[] Complete the student accounts billing worksheet

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

[] Choose a payment plan

Payment in full: Due July 15 for fall semester, November 1 for spring semester.

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

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

[] Know Your Rights: FERPA (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.



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PAYMENT OF TUITION AND FEES

CCA.EDU/STUDENTS/HANDBOOK/TUITION_FEES

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

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, and to access current billing information, 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.

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 (without financial aid) to register and/or secure any preregistered courses. You may be dropped from registered courses if you have 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 and may be dropped from registered courses. Remember that the timing of financial aid disbursements varies based on your class level.

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



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MONEY MATTERS FAQ

[] What is the student accounts billing worksheet?

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

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

[] Where do I go to look for a job?

CCA will not automatically place you in a job. You must conduct your own job search and identify the opportunities that best fit your interests, skills, and class schedules. On-campus student job listings are posted on the college job board. Once registered, students as well as supervisors can access the job board to search for jobs. For more information, visit cca.edu/admissions/financialaid/board.

[] How many hours do I need to work?

Your financial aid award letter indicates what type of employment you have been awarded. Regardless of the type of award you receive, you will receive a paycheck for whatever hours you work. These earnings are yours to use toward your expenses during the academic year.

Students who receive a Federal Work Study (FWS) award have part of their wages paid by the federal government and another part by CCA. Because FWS is a need-based student aid program, earnings are excluded from income when the recipient applies for financial aid for the following year. CCA pays the full wage for those students who receive an Institutional Work Study (IWS) award. Visit cca.edu/admissions/financialaid/students for more info.

[] Can international students obtain on-campus employment?

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



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[] What address should I provide on the worksheet?

List your billing address. Billing statements and other vital account information will be mailed to this address. You can update your billing 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 (or not yet) 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 refer to 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 may be used when you are paying in the Student Accounts Office or online at WebAdvisor.

[] Where should I direct my payments?

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

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

or

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

For directions regarding wire transfers, please contact the Student Accounts Office at 510.594.3703, 415.703.9578, or studentaccounts@cca.edu.

[] 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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RESIDENTIAL LIFE

CCA.EDU/STUDENTS/HOUSING

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

Located on CCA's Oakland Campus, the three First-Year Communities are open to all new first-year students under the age of 20. Graduate, returning, international, transfer, and first-year students over the age of 20 (or who are turning 20 in the upcoming academic year) may choose to be placed in one of three continuing student communities.

OAKLAND

Clifton Hall (for first-year students, on campus)
Irwin Hall (for first-year students, on campus)
Avenue Apartments (for first-year students, on campus)
Webster Hall (for continuing students, located downtown)

SAN FRANCISCO

California Street Residences (for continuing students, located in Nob Hill)
Harriet Street Residences (for continuing students, located in South of Market)

Housing applications are available at WebAdvisor beginning April 1.

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

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

Attn: Office of Residential Life
California College of the Arts
5276 Broadway
Oakland CA 94618-1426



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

SPRING HOUSING

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



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EDUCATIONAL TECHNOLOGY RESOURCES

TECHNOLOGY.CCA.EDU

DIRECTORY.CCA.EDU

TECHNOLOGY.CCA.EDU/STORE

TECHNOLOGY.CCA.EDU/HELP/LAPTOPS

TECHNOLOGY.CCA.EDU/HOURS/LABS

TECHNOLOGY.CCA.EDU/HOURS/MEDIA-SERVICES

TECHNOLOGY.CCA.EDU/HOURS/PRINTING/PRINT_SERVICES

Once Enrollment Services has processed your official intent to enroll and received your \$265 enrollment deposit, you can activate your CCA email account at directory.cca.edu.

We urge you to do this as soon as possible, and to check your account regularly for important announcements, news, and deadlines. If you have multiple email accounts, we recommend using a mail client to manage them from one interface. See technology.cca.edu/support/knowledgebase for instructions on setting this up in Apple Mail or Mozilla Thunderbird.

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 as an alternative system for Interior Design and Architecture students. Non-Apple software titles, such as Adobe Creative Suite and Microsoft Office, are available through CCA's online software shop powered by Journey Education, as well as directly from the 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 hardware models and promotional pricing.

LAPTOP AND SOFTWARE REQUIREMENTS

TECHNOLOGY.CCA.EDU/HELP/LAPTOPS

The Architecture (grad and undergrad), Graphic Design, Industrial Design, Interaction Design, Interior Design, MBA in Design Strategy, and Graduate Design programs require ownership of a laptop upon entry into the program (for undergraduates, this usually means your second year). CCA works with Apple to offer a custom-configured, specially priced laptop bundle that meets the minimum technical requirements for the programs. A custom



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HP laptop bundle is offered at a special price for Interior Design and Architecture students as an alternative to the MacBook Pro. If you are entering in the fall, we recommend waiting until July to purchase your laptop in order to take advantage of the latest available hardware. For updated information on college-wide 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.

CASUAL-USE COMPUTER STATIONS

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

INTERNET IN THE RESIDENCE HALLS

All college residences are equipped with Internet access.

COMPUTER 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. 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. Academic computing offices are located in San Francisco on the second floor, near SF Lab D, and in Oakland in Irwin Hall, inside Oak Lab A.

MEDIA CENTERS

TECHNOLOGY.CCA.EDU/HOURS/MEDIA-SERVICES

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



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DIGITAL OUTPUT RESOURCES

TECHNOLOGY.CCA.EDU/HOURS/PRINTING/PRINT_SERVICES

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



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INTERNATIONAL STUDENTS

CCA.EDU/ADMISSIONS/INTERNATIONAL

CCA.EDU/STUDENTS/ISAP

The International Student Affairs and Programs Office serves as a resource for international students at CCA. More than 300 international students from more than 40 different countries are currently studying at CCA, greatly enriching the diversity of our college community. We encourage admitted international students to submit their paperwork as early as possible and to keep in close touch with us to ensure a smooth enrollment process.

INTERNATIONAL STUDENT AFFAIRS AND PROGRAMS (ISAP) OFFICE

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

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

APPLYING FOR YOUR F-1 STUDENT VISA

In addition to the standard application materials, international students must also apply for an F-1 visa. The first steps are to submit:

[] An I-20 request form

This form (downloadable at cca.edu/students/isap/forms) is a multipage document. It provides clear instructions; please read every page carefully and thoroughly.

[] Official bank statement(s) from your personal funds, a parent, or sponsor(s)

These statement(s) should demonstrate your ability to cover your total living costs plus the costs of attending CCA for the 2013–14 academic year. Please see cca.edu/financialaid for estimated costs of attendance; this info is updated every April for the following school year. Please send original bank documents (translated into English) and convert total amounts into U.S. dollars. If someone other than your parents is sponsoring you, a letter of support from that person 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 the ISAP office has received, reviewed, and approved your I-20 request form and bank documents, CCA will create a new I-20 form and send it to the address you provided on your I-20 request. It contains information that you will need in order to pay the U.S. Student Exchange and Visitor Information System (SEVIS) I-901 fee. Do this at ice.gov/sevis/i901 and print out your receipt.



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Then, make an appointment with your nearest U.S. embassy or consulate (a list of them is at usembassy.gov) for an 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).

GETTING YOUR F-1 VISA

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

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

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

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

- I-20 request form (cca.edu/students/isap/forms)
- I-20 request for release of SEVIS records form (cca.edu/students/isap/forms)
Your current school's international advisor must complete and sign this document before transferring your SEVIS record to CCA.
- A copy of your current F-1 visa

MEDICAL INSURANCE REQUIREMENT

Please note that J-1 students have federal mandates regarding their insurance requirements and should work directly with ISAP (isap@cca.edu) if they wish to waive the CCA Kaiser health insurance plan. Beginning in fall 2013, the waiver process takes place online. For more details, see the "Health Insurance" section of this guide.

INTERNATIONAL AND EXCHANGE STUDENT ORIENTATION

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

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



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All international degree-seeking F-1 visa and non-degree exchange J-1 visa students are required to attend both the international student orientation and the regular orientation for their particular student status. Fall 2013 international student orientation takes place August 22–23. Spring 2014 international student orientation takes place January 15.

SUMMER ENGLISH + ART STUDIO PROGRAM

CCA.EDU/ACADEMICS/SUMMER-ENGLISH/ART-STUDIO

This six-week program introduces international students to CCA and the San Francisco Bay Area while improving their English language skills.

Many international students discover that they require additional language support to succeed at an American college. Some need an extra semester or two to graduate. This program can accelerate your advancement in college-level English and equip you to participate fully in your studio courses. Participants earn 3 units of credit. The summer 2013 program takes place July 15–August 23. Housing check-in is July 13, and housing checkout is August 24.

EMPLOYMENT FOR INTERNATIONAL STUDENTS

CCA.EDU/ADMISSIONS/INTERNATIONAL/EMPLOYMENT

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

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

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



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ACADEMIC ADVISING

[CCA.EDU/STUDENTS/ADVISING](http://cca.edu/students/advising)

[CCA.EDU/STUDENTS/ADVISING/PLANNING](http://cca.edu/students/advising/planning)

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

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

OTHER ACADEMIC PLANNING AND ADVISING TOOLS

CCA's website gives you access to advising tools such as program sequence charts, curriculum notes, and program tip sheets. You will also find helpful resources such the Advising Essentials presentation, the Student Guide to Registration, and the Graduation Planning Worksheet.

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



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REGISTERING FOR COURSES

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

[] Participate in early summer registration (fall 2013 only)

The registration process for fall 2013 takes place June 1–30. When you have made the appropriate enrollment deposits and/or tuition payments (see the “Money Matters” section of this guide for details and payment deadlines), you will be eligible to register for courses. You will be contacted via your CCA email in mid-May with instructions and deadlines for the online registration process specific to your program and level (the process is different for transfer, second-degree, and first-time freshman students). Students starting in the spring semester will register during orientation.

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

PREPARING TO REGISTER CHECKLIST

[] Submit all available standardized test scores

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

A score of 3 or higher on the AP exams listed at cca.edu/admissions/admitted/advanced will earn 3 units of transfer credit toward corresponding Humanities and Sciences requirements. First-year students who have completed AP Drawing and received a score of 3 or higher on the AP exam receive 3 units of credit for Drawing 1. First-year students who have completed extensive college-level studio coursework (e.g., art magnet curriculum, pre-college coursework with a grade of A, community college coursework, or AP Studio with a score of 4 or better) may be eligible to waive one of the four required core studio courses by portfolio review. Portfolio reviews are available during orientation.

[] Visit WebAdvisor and fill out a course planning worksheet

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



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

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

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

[] Submit your final high school or college transcripts

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

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

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

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

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

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



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ENGLISH PLACEMENT EXAM

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

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

If you are a student with a disability and are seeking accommodations, such as extra time to take this test, contact Suzanne Raffield, Director of Access and Wellness Services, at sraffeld@cca.edu. You must have documentation to support your request.

The exams are evaluated by CCA Writing and Literature faculty, who determine your placement into one of the following four courses:

Writing Skills Workshop
Writing 1
Writing 1—ESL
Writing Skills Workshop—ESL

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

ADVANCED PLACEMENT (AP) AND ENGLISH

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

SAT/ACT/IB AND ENGLISH

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

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



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

TRANSFER STUDENTS AND THE ENGLISH PLACEMENT EXAM

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



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TRAVEL BETWEEN CAMPUSES

CCA.EDU/STUDENTS/SHUTTLE

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

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

Bay Area Travel Guide	511.org
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.

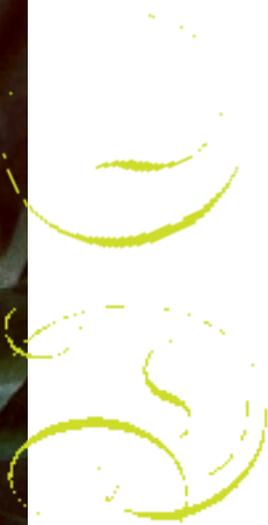
BICYCLING

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

PARKING

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

Students not living in the First Year Communities are also encouraged to use public transportation. Around both the San Francisco and Oakland campuses are parking opportunities that may be free, metered, residential only, or reduced-hours. As parking is limited on both campuses, commuting students should allow plenty of time to find adequate parking.





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[CCA.EDU/STUDENTS/HEALTH](http://cca.edu/students/health)

[CCA.EDU/STUDENTS/HEALTH/INSURANCE-FAQ](http://cca.edu/students/health/insurance-faq)

[CCA.EDU/STUDENTS/HEALTH/WAIVER](http://cca.edu/students/health/waiver)

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

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

If you initially register as full-time but subsequently change to part-time status by dropping courses during the add/drop period, you will lose eligibility for coverage under CCA's health insurance plan. Conversely, if you initially register as part-time and subsequently change to full-time status before the end of the add/drop period, you will be required to enroll in CCA's insurance plan unless you submit a waiver form proving that your coverage meets the requirements below.

WAIVING COVERAGE

All full-time, degree-seeking students will be enrolled in CCA's Kaiser student health insurance plan unless they submit a waiver request. Beginning in fall 2013, the waiver process is moving online. A link to the form will be emailed to all students on June 1. (If you receive the link and are unable to log in, or if you have any other questions, please email Suzanne Raffeld, Director of Access and Wellness Services, at sraffeld@cca.edu.)

Your insurance must meet the following minimum-coverage requirements in order to waive out:

- It must be owned, headquartered, and operated in the United States.
- It must plan provide emergency care within 50 miles of CCA.
- It must provide primary care services within 50 miles of CCA.
- Its annual maximum benefit must be at least \$500,000.
- It must have inpatient and outpatient mental health benefits.
- It must offer unlimited prescription benefits.
- It must offer full coverage for all preexisting conditions.



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The insurance plans of international students must meet the additional criteria below in order to waive out:

- It must cover repatriation of remains in the amount of \$7,500 or more.
- It must cover medical evacuation expenses to your home country in the amount of \$10,000 or more.

To complete your waiver application, refer to your insurance company's Evidence of Coverage booklet, which describes your benefits and their limitations. Find it on the company's website or call customer service and ask for help.



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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 these 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.) At the initial appointment you will discuss the kind of support you need, complete any required forms, and discuss adherence to procedures for the services requested.

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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[CCA.EDU/ADMISSIONS/ORIENTATION](http://cca.edu/admissions/orientation)

Our faculty and staff—and, of course, your fellow students—welcome you to the CCA community and are looking forward to meeting you. We wish you much academic and personal success, in college and beyond.

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

Your attendance at orientation is required.

Please see below for dates, which depend on your particular student status. CCA will notify you via email of any date changes. Contact us at orientation@cca.edu if you have questions.

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

ENTERING IN FALL 2013

August 20–21: San Francisco residence hall check-in for all students. Oakland residence halls open for new international students only.

August 22–23: International and exchange student orientation

August 25: Check-in for all students at all residence halls

August 26: Parent and family orientation

August 27–28: Transfer and second-degree student orientation

August 27–28: Graduate student orientation

August 27–30: First-year student orientation

ENTERING IN SPRING 2014

January 13: San Francisco residence hall check-in for all students

January 14: International and exchange student orientation

January 15–16: First-year, transfer, and second-degree student orientation



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Academic Advising
cca.edu/students/advising
510.594.3674

Academic Calendar
cca.edu/students/academic-calendar

Access and Wellness Services,
Disability Services
cca.edu/students/resources/disability
510.594.3775

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/admitted
800.447.1ART (1278)

Financial Aid
cca.edu/financialaid
415.703.9528

First Year Program
cca.edu/academics/first-year
510.594.3642

Health Insurance
cca.edu/students/health
510.594.3775

Housing / Residential Life
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

New Student Advising and Registration
cca.edu/admissions/admitted/registration

Orientation
orientation@cca.edu

Student Accounts / Tuition & Fees
cca.edu/students/handbook/tuition_fees
415.703.9578
510.594.3646

Student Affairs / Campus Life
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

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webadvisor.cca.edu