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 can attend exciting talks by renowned designers, architects, and other creative talents. You can help teach undergraduates and mentor young students at local schools. You can join the Graduate Student Alliance, a group that works to enrich the community and empower students. You can collaborate with our faculty and administration to further CCA’s continuing commitment to diversity and sustainability.

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
This guide will serve as a reference as you begin the process of joining the CCA community.

10 STEPS TO STARTING AT CCA

1. REVIEW YOUR ADMISSION LETTER AND PACKET
2. REVIEW/ACCEPT FINANCIAL AID OFFER (IF APPLICABLE)
3. CONFIRM YOUR ATTENDANCE
4. SET UP YOUR CCA EMAIL ADDRESS
5. APPLY FOR CAMPUS HOUSING (IF YOU WISH TO)
6. OBTAIN YOUR I-20 AND F-1 VISA (INTERNATIONAL STUDENTS ONLY)
7. COMPLETE A BILLING WORKSHEET AND MAKE A TUITION PAYMENT
8. SIGN UP FOR RAVE
9. PARTICIPATE IN EARLY SUMMER REGISTRATION
10. ATTEND ORIENTATION

NEW STUDENT CHECKLIST

☐ REVIEW YOUR ADMISSION LETTER AND PACKET

Congratulations! Read this Graduate Enrollment Guide carefully. Important details regarding housing, registration, financial aid, student accounts, tuition and fees, international student visas, health insurance, orientation, and collegewide contact information are all here.

☐ REVIEW/ACCEPT YOUR FINANCIAL AID

If you have applied for aid, an aid award will be sent to you shortly after your offer of admission. Review it and return the page indicating your acceptance of the aid offer, along with any other required documents.

If you have questions regarding your aid award, see cca.edu/financialaid. International students are not eligible for need-based financial aid; for information about outside resources, see cca.edu/financialaid.

☐ CONFIRM YOUR ATTENDANCE

The admit packet includes an “intent to enroll” form that you must complete and return by May 1, or within two weeks of your admission offer, whichever is later. Remember to include your nonrefundable $500 enrollment deposit (this is the sum of the $115 registration fee and the $385 enrollment fee).

Download all the forms mentioned in this guide at cca.edu/students/forms.
International students participating in the summer Grad Prep Intensive must complete two enrollment forms. The first confirms your interest in CCA, and the second confirms your participation in the summer program.

☑ SET UP YOUR CCA EMAIL ACCOUNT
Twenty-four hours following the processing of your $500 enrollment deposit, you will receive an email with instructions on how to establish your new email account and password.

Use the “Activate Student Account” link at directory.cca.edu. Once activated, you’ll immediately be able to send and receive email. You’ll also be able to access your online student records and apply for housing through WebAdvisor. Once you’ve created this email account, all emails from CCA will be sent there. Note: WebAdvisor requires a different login from the login you used during the application process.

☑ APPLY FOR CAMPUS HOUSING
Go to WebAdvisor and select “Residential Life” from the “Students” tab. Within Residential Life, find and select “Housing Application.” When you reach the confirmation page, print the page, and mail it in together with your $600 deposit.

To be guaranteed housing, you must submit your completed online application and housing deposit by May 15. Applications and deposits received after the deadline will be considered on a space-available basis.

☑ OBTAIN YOUR I-20 AND F-1 VISA (INTERNATIONAL STUDENTS ONLY)
International students must obtain a student F-1 visa. Begin this process by submitting an I-20 request form and a bank statement showing that you have access to sufficient funds to meet your educational costs for the year.

☑ COMPLETE A BILLING WORKSHEET AND SUBMIT A TUITION PAYMENT
In June you will receive a paper statement that includes a link and instructions for completing the student accounts billing worksheet. The form for the upcoming academic year becomes available in April at the “Student Forms” page.

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.

☑ SIGN UP FOR RAVE
Rave is the campuswide emergency response network. It quickly informs the CCA community about any situation that poses a threat to safety. Log into WebAdvisor, select “Emergency Contacts” (in the “User Account” section), and in the upper section of the Emergency Contacts page, please designate a cell phone, cell phone provider, home phone, alternative email address, and opt-in to receive SMS or voice alerts to those phone numbers.

Download all the forms mentioned in this guide at cca.edu/students/forms.
□ REGISTER FOR COURSES

New graduate student registration is offered **June 1–15** (except for MFA in Comics students, for whom registration takes place **May 1–15**). There is a final registration opportunity during orientation in the fall. All new students register online. Info about the registration process will be emailed to your CCA email account in May (MFA in Comics students will receive this info in April).

□ ATTEND ORIENTATION

Orientation is a comprehensive personal introduction to CCA. You will meet the students, faculty, and staff who will become important parts of your college experience. Your participation at orientation is required.

**IMPORTANT DATES**

| APRIL 15 | (MFA IN COMICS STUDENTS) CONFIRM YOUR ATTENDANCE |
| MAY 1    | (ALL OTHER PROGRAMS) CONFIRM YOUR ATTENDANCE |
| MAY 15   | COMPLETE YOUR HOUSING APPLICATION |
| JUNE 1–15| REGISTRATION FOR NEW GRADUATE STUDENTS |
| JULY 15  | FIRST TUITION PAYMENT DUE |
| AUGUST 1 | OFFICIAL FINAL TRANSCRIPTS DUE (IF APPLICABLE) |
| AUGUST   | ATTEND ORIENTATION (DATES VARY BY PROGRAM) |

Download all the forms mentioned in this guide at [cca.edu/students/forms](http://cca.edu/students/forms).
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 educational objectives. The college is committed to ensuring that every student earns his or her graduate 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, scholarships do 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 and Graduate PLUS Loans.

☐ RESPOND PROMPTLY TO ANY REQUESTS FOR ADDITIONAL INFORMATION

While CCA is in the early stages of processing financial aid applications, it is not uncommon for us to be missing some documentation. We cannot finalize your financial aid award until you submit all required forms and information.
□ DEVELOP A FINANCING PLAN USING THE STUDENT ACCOUNTS BILLING WORKSHEET AND YOUR FINANCIAL AID AWARD LETTER

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

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

Remember that in addition to tuition and fees, you need to plan for expenses such as rent, food, transportation, books, and supplies. You can find CCA’s estimated costs of attendance at cca.edu/students/handbook/tuition_fees. The numbers are updated each April for the following academic year.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

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

STUDENT EMPLOYMENT

CCA.EDU/ADMISSIONS/FINANCIALAID/WORKSTUDY

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

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

In general, work-study awards are $3,000 for the academic year; most students can reasonably earn that amount by working seven to eight hours per week from September through May. For federal work-study recipients, the allocation 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 for aid. Before making a decision about any loan, carefully read the information in your award letter guide and at CCA’s website. You may also request CCA’s financial aid brochure, which details the various options and their attendant obligations.

PAYMENT OF TUITION AND FEES

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

- **PAYMENT IN FULL**
  Due **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.

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

STUDIO SPACE DAMAGE DEPOSITS 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.

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

□ 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 any time at WebAdvisor.

□ WHAT IF I HAVE NOT YET RECEIVED A FINANCIAL AID AWARD LETTER BY THE FIRST PAYMENT DEADLINE?
Contact the Financial Aid Office to ask whether all of your required documents have been submitted, received, and reviewed. CCA’s policy is that if a student has not been awarded financial aid, they must calculate their payment without financial aid.

□ WHERE DO I GET MORE INFORMATION ABOUT CCA HEALTH INSURANCE POLICIES AND FEES?
Visit [cca.edu/students/health](http://cca.edu/students/health) or 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

Attn: Student Accounts
California College of the Arts
or 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.
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 graduate school 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
Webster Hall (downtown)

SAN FRANCISCO
California Street Residences (in Nob Hill)
Harriet Street Residences (South of Market)

Housing applications are available on WebAdvisor beginning April 1.

Space is limited in all of the residence halls. To be guaranteed a space, you must submit your $500 enrollment deposit and official intent to enroll by May 1 (April 15 for MFA in Comics students), and your 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 $600 deposit ($350 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

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.
EDUCATIONAL TECHNOLOGY RESOURCES
TECHNOLOGY.CCA.EDU

Once Enrollment Services has processed your official intent to enroll and received your $500 enrollment deposit, you can activate your CCA email account at directory.cca.edu. CCA email accounts are hosted by Google and include Gmail, Google Calendar, Drive, and Google+.

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/help/how-tos for instructions on setting this up in Apple Mail or Mozilla Thunderbird.

PURCHASING COMPUTERS AND SOFTWARE
TECHNOLOGY.CCA.EDU/LINKS/STORES

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 JourneyEd.com, 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 at technology.cca.edu/links/stores/sophos).

CCA is a Mac-based campus and works with Apple to provide a customized laptop bundle that includes a specially configured 15-inch MacBook Pro and Apple’s extended warranty. Apple typically revises its hardware models each July. Please check the ETS website for the latest updates on custom hardware models and promotional pricing.

LAPTOP AND SOFTWARE REQUIREMENTS
TECHNOLOGY.CCA.EDU/HELP/LAPTOPS

The Architecture, Design MBA, and Graduate Design programs require ownership of a laptop upon entry into the program. CCA works with Apple to offer a custom-configured, specially priced laptop bundle that meets the minimum technical requirements for the programs. A custom HP laptop bundle is offered at a special price for Architecture students as an alternative to the MacBook Pro. 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.

Download all the forms mentioned in this guide at cca.edu/students/forms.
NEW STUDENT CHECKLIST
MONEY MATTERS
RESIDENTIAL LIFE
EDUCATIONAL TECHNOLOGY RESOURCES
INTERNATIONAL STUDENTS

TRAVEL BETWEEN CAMPUSES
HEALTH INSURANCE
DISABILITY AND ACCESS SERVICES
ORIENTATION
DIRECTORY

WIRELESS NETWORK
Both CCA campuses have 90 percent wireless coverage.

CASUAL-USE COMPUTER STATIONS
Located in the campus libraries, the Oakland A2 Café, and by Academic Advising in the San Francisco. 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.

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 OCE and Epson wide-format printing options for architecture and design students. The Rapid Prototyping Studio has two laser cutters, a CNC router, and two 3D prototyping machines.

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

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

The International Student Affairs and Programs Office (ISAP) serves as a resource for international students. More than 400 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

CCA’s ISAP 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 VISAA

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 upcoming academic year. Please see cca.edu/financialaid for estimated costs of attendance; this information 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.

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

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. 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 (find this at cca.edu/students/isap/forms)
- I-20 request for release of SEVIS records form (find this at 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

J-1 students have federal mandates regarding their insurance requirements and should work directly with ISAP if they wish to waive the CCA Kaiser health insurance plan. The waiver process takes place online. For more details, see the “Health Insurance” section of this guide.

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

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.

If you are not sure of the orientation dates for your specific program, check cca.edu/admissions/orientation/intl-exchange-orientation or email the ISAP office at isap@cca.edu.

SUMMER GRADUATE PREP INTENSIVE PROGRAM

CCA.EDU/ACADEMICS/SUMMER-ENGLISH/GRADPREP

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 graduate-level English and equip you to participate fully in your studio courses.

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

CCA.EDU/STUDENTS/SHUTTLE

CCA is a two-campus school. While most graduate courses are offered on the San Francisco campus, some courses may require travel to the Oakland campus. 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. The Bay Area offers many forms of public transportation and one convenient method of payment called a Clipper Card (clippercard.com). For more information visit the following links:

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 (living in 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 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

Street parking opportunities around both CCA campuses may be free, metered, residential only, or reduced-hours. If you drive to campus, allow plenty of time to find adequate parking, and remember to check posted signs for restrictions.
HEALTH INSURANCE

CCA.EDU/STUDENTS/HEALTH
CCA.EDU/STUDENTS/HEALTH/INSURANCE-FAQ

All full-time students must have health insurance coverage. “Full-time” for this purpose means enrolled in 12 or more units (except for the Graduate Program in Visual and Critical Studies, in which 9 units is full time, or continuing students for the 2014–15 year in the MFA Program in Writing, for whom 9 units is full time).

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 are not eligible 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 an online waiver application 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 an online waiver application. A link to the form will be emailed to all students on June 2. (If you receive the link and are unable to log in, or if you have any other questions, please see cca.edu/students/health/waiver or email Suzanne Raffeld, Director of Access and Wellness Services, at sraffeld@cca.edu. Your insurance must meet the following minimum requirements in order to waive out:

- It must be owned, headquartered, and operated in the United States.
- It must provide emergency care within 50 miles of CCA.
- It must provide primary care services within 50 miles of CCA.
- It must have inpatient and outpatient mental health benefits.
- It must offer unlimited prescription benefits.
- It must offer full coverage for all preexisting conditions.

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

**MFA in Comics students:** If you wish to waive out of the CCA student health insurance plan for your full-time 2014 summer term, you must submit a paper waiver rather than using the online system. A waiver form for summer 2014 will be included in your registration packet. The deadline to submit the waiver is **June 13, 2014**. The insurance fee is $421 and the coverage dates are June 15–August 14. To submit the form, email it to sraffeld@cca.edu or fax it to 510.594.3740. Students will not receive confirmation and should follow up to ensure their form was received.
DISABILITY AND ACCESS SERVICES

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.

Bring 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.

Download all the forms mentioned in this guide at cca.edu/students/forms.
ORIENTATION
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 graduate school and beyond.

Whether you are joining us directly out of another college, or returning to school to pursue new goals, orientation will be an invaluable experience. It includes workshops designed to familiarize you with essential services and resources, opportunities to meet other students, a meeting with your faculty advisor, and information from our Graduate Student Alliance 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 visit cca.edu/admissions/orientation to learn the dates of your particular orientation.

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

Contact us at orientation@cca.edu if you have questions.
CCA DIRECTORY

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

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

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

WEBADVISOR
WEBADVISOR.CCA.EDU

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