Special Note: All matters involving an international student’s status (e.g., full-time enrollment changing to part-time enrollment, taking a term off, applying for an internship, changing major, changing local address) MUST be referred to the international student advisor in the CSE in advance for investigation and authorization. Failure to do so may result in the international student being mandated by U.S. Homeland Security to leave the country.

Campus Resources
- Academic Advising 626-396-4282
- Admissions 626-396-2373 or admissions@artcenter.edu
- Campus Security 626-396-2299
- Career + Professional Development 626-396-2320
- Cashiers Office (Accounting) 626-296-2330
- Center for Student Experience (CSE) 626-396-2323
  cse@artcenter.edu
- International Student Advisor (CSE) 626-396-2323 / cse@artcenter.edu
- Jay Chapman (Creativity and Time Management Coach) 626-353-6300
- Enrollment Services 626-396-2315 or 626-396-2313 or enrollmentservices@artcenter.edu
- Exchange and Study Away Programs 626-396-4215
  or studyaway@artcenter.edu
- Facilities 626-396-2425 or 626-396-2307
  or facilitiesservicedesk@artcenter.edu
- Financial Aid 626-396-2215
- IT Help Desk helpdesk@artcenter.edu
- Library 626-396-2233
  or library@artcenter.edu
- Switchboard (general inquiries) 626-396-2200
- Writing Center Hillside Campus, Room 211B

Educational Departments
- Advertising 626-396-2345
- Entertainment Design 626-396-2464
- Environmental Design 626-396-2495
- Film 626-396-4226
- Fine Art 626-396-2480
- Graphic Design 626-396-2343
- Humanities & Sciences 626-396-2336
- Illustration 626-396-2366
- Integrated Studies 626-396-2336
- Interaction Design 626-396-2343
- Photography & Imaging 626-396-2368
- Product Design 626-396-2344
- Transportation Design 626-396-2344
**Emotional / Psychological Distress**

**Primary Contact**
- **CSE:** on-campus counseling services and referrals to off-campus services & specialists. (Students can also request an appointment from their own inside.artcenter.edu account by selecting “Mental Health Counseling App” under the Quick Links for Reservations and Requests next to their class schedules)

Anyone concerned about a student who exhibits behaviors inside or outside the classroom that might negatively affect student wellbeing can also submit a referral to the ArtCenter CARE Team at inside.artcenter.edu/go/care

**Additional Resources**
- **Career and Professional Development:** to address anxieties about internships, career searches, job applications /interviews, or professional development
- **Human Resources:** if students report anxiety related to an employee
- **Department Chair:** to discuss feelings about course of study, class or instructor
- **Enrollment Services:** to understand procedures for changing student status, review degree audit, petition for exceptions to academic policies
- **Campus Security:** to respond to any emergency
- **Academic Advising:** to discuss academic issues

---

**Financial Distress**

**Primary Contact**
- **Financial Aid:** can review student’s financial records and recommend (additional) sources of aid; emergency pre-loaded cards for Sodexo.

**Additional Resources**
- **CSE:** can help listen and refer students to resources; coordinates CARE Team; emergency pre-loaded cards for Sodexo; operates small food pantry
- **Accounting:** to explain billing, review accounting holds, arrange payment plans, explain processing of veteran benefits
- **Enrollment Services:** can access student records, and verify/explain enrollment status and degree audit information
- **Admission:** Possible scholarship eligibility
- **Development:** Possible donor-sponsored scholarship eligibility

---

**Academic Distress**

**Primary Contact**
- After suggesting that a student speak directly with any instructor, always refer the student to the student’s Department Chair / DCO staff for department-specific issues and/or to Academic Advising for general advisement.

**Additional Resources**
- **Enrollment Services:** to review degree audit, progress towards degree completion, student status
- **Writing Center:** for instruction about writing and editing assistance with papers
- **Jay Chapman:** Creativity Coach and Time Management Coach
- **Library:** for assistance with research
- **Faculty Affairs:** if anxiety is related to instructor
- **Career and Professional Development**
- **Exchange and Study Away Programs**
- **CSE:** coordinates accommodations for students with disabilities; assists students requesting medical leave of absence
- **Provost:** works with all Department Chairs and education departments

---

**Other Issues**

**Primary Contact**
- **CSE:** students may speak with staff members in the CSE about a wide range of issues and concerns. The CSE can then make appropriate referrals to other resources as needed.

**Additional Resources**
- **Campus Security:** on-campus incidents and referrals to off-campus agencies
- **Department Chair:** questions about copyright and intellectual property
- **Accounting / Financial Aid / Human Resources:** to review tax information and income forms
- **Facilities:** to report work orders or obtain assistance with projects
- **Library:** for help researching any academic, professional, career, or life issue
- **Information Technology:** to understand campus resources (like printing, VPN, mobile device security)
- **Enrollment Services:** to obtain any files from a student’s official record
- **Department Chair or Provost:** for art and design-related legal issues that may require referral to the College’s lawyers