Folder Contents
2020-2021

Resources for Students
- The Center for the Student Experience (CSE)
- The Writing Center
- Student Store – Textbooks and Art/Design Supplies

Education Technology
- Education Media Equipment Center (EMEC)
- Digital Teaching & Learning (DTL)
- LinkedIn Learning

Campus Maps
- Hillside Campus
- Ellwood Building
- South Campus
- 870 South Raymond
- 950 South Raymond
- 1111 South Arroyo
The Center for the Student Experience (CSE)
Hillside Campus / Room 200B (across from the Library)
Phone 626-396-2323 / Fax 626-683-7614 / cse@artcenter.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cecilia Lopez</td>
<td>Senior Coordinator and Assistant to the Dean of Students</td>
</tr>
<tr>
<td></td>
<td>• Primary point of contact for CSE.</td>
</tr>
<tr>
<td></td>
<td>• Responds to inquiries about student health insurance.</td>
</tr>
<tr>
<td></td>
<td>• Refers students to off-campus housing resources (web-based and bulletin board).</td>
</tr>
<tr>
<td></td>
<td>• Supervises front desk student employees.</td>
</tr>
<tr>
<td></td>
<td>• Provides administrative support to the Associate Provost for Student Affairs/Dean of Students and all CSE staff.</td>
</tr>
<tr>
<td>Celeste Guarneri</td>
<td>Associate Director for Leadership Programs</td>
</tr>
<tr>
<td></td>
<td>• Coordinates campus-wide activities, including a student success workshop series, and special events for midterms and finals weeks.</td>
</tr>
<tr>
<td></td>
<td>• Advises all student clubs and organizations.</td>
</tr>
<tr>
<td></td>
<td>• Coordinates leadership development programs, including a grant fund for out-of-classroom student educational experiences.</td>
</tr>
<tr>
<td></td>
<td>• Coordinates new student orientation, Great Teacher Award (presented at Summer graduation), and Student Leadership Award (presented at every graduation).</td>
</tr>
<tr>
<td></td>
<td>• Co-Advisor to Art Center Student Government (ACSG).</td>
</tr>
<tr>
<td></td>
<td>• Contributes to graduation planning and special programs, including off-campus experiences.</td>
</tr>
<tr>
<td>Sean Cheng, Ph.D.</td>
<td>Director of Mental Health Services and Campus Counseling</td>
</tr>
<tr>
<td></td>
<td>• Coordinates and provides mental health counseling services to students.</td>
</tr>
<tr>
<td></td>
<td>• Oversees mental health outreach to specific student groups including LGBT, International, Veteran/Military, Students with Disabilities, etc.</td>
</tr>
<tr>
<td></td>
<td>• Maintains relationships with health providers, health centers, and hospitals in the local community</td>
</tr>
<tr>
<td></td>
<td>• Refers students to off-campus mental health providers and builds referral list.</td>
</tr>
<tr>
<td></td>
<td>• Facilitates health and wellness educational programs to promote healthy living, including specialized topics such as interpersonal relationships, stress, suicide prevention, etc.</td>
</tr>
<tr>
<td></td>
<td>• Consults with faculty and staff about student behaviors and student crisis situations, and advises on behavioral interventions.</td>
</tr>
<tr>
<td></td>
<td>• Coordinates on-campus mental health counseling with team of CSE counselors.</td>
</tr>
<tr>
<td></td>
<td>• Member: CARE Team.</td>
</tr>
<tr>
<td>Jeonghan Ryu</td>
<td>Associate Director for International Student Programs</td>
</tr>
<tr>
<td></td>
<td>• Advises all international students on immigration, academic and personal matters.</td>
</tr>
<tr>
<td></td>
<td>• Liaisons and advocates on behalf of international students across campus departments and government agencies.</td>
</tr>
<tr>
<td></td>
<td>• Leads and coordinates international student orientation.</td>
</tr>
<tr>
<td></td>
<td>• Provides assistance &amp; guidance to staff and faculty regarding U.S. immigration regulations.</td>
</tr>
<tr>
<td></td>
<td>• Assists with campus programs to educate students about cultural diversity and international education.</td>
</tr>
</tbody>
</table>

The CSE contributes to the holistic student educational experience by providing programs and services to encourage personal character development, identity formation, healthy living, interpersonal and civic engagement, and the search for life purpose and meaning.
The Center for the Student Experience (CSE)
Hillside Campus / Room 200B (across from the Library)
Phone 626-396-2323 / Fax 626-683-7614 / cse@artcenter.edu

Open Position
Director and Assistant Dean of Students

- Adjudicates Student Code of Conduct.
- Coordinates accommodations for students with disabilities.
- Advises students with medical or personal issues on academic policies and procedures (e.g., medical leaves, petitions, incompletes).
- Provides outreach and support for veteran and military students.
- Intervenes with students whose behaviors raise concerns about individual or community health and safety that might impact student success.
- Coordinates outreach to families of students.
- Member: Council on Diversity and Inclusion, Student Academic Policy Committee and Student Academic Policy Petitions subcommittee.

Ray Quirolgico, Ed.D.
Associate Provost for Student Affairs and Dean of Students
ray.quirolgico@artcenter.edu

- Supervises CSE.
- Consults with students, faculty, and staff on all matters of the student educational experience.
- Co-Advisor to Art Center Student Government (ACSG).
- Works with Provost’s team to advance institutional goals. Meets regularly with President and Provost.
- Co-Chairs Student Academic Policy Committee (and member of Petitions subcommittee).
- Member: Campus Facilities Committee, Technology Committee, Council on Diversity and Inclusion, and Enrollment Management Committee.

Contact the CSE:
- To collaborate on any program, service, or activity that can enhance the student experience at Art Center.
- To understand any student policy or procedure that is unclear and/or needs improvement.
- To express concerns about the behavior or well-being of another student or group of students.
- To get involved with other students via ACSG, other clubs and organizations, or other leadership opportunities.
- To learn how to improve your own success at Art Center by supporting your coursework with out-of-class experiences.
- To facilitate communication and implement innovations with other staff or shared governance groups to support student success.
- To find out about other Art Center resources, people, departments, offices, or services.
- To share information or announcements that can be shared with the campus community in our periodic communications.

Like/Follow the CSE on Facebook for information and updates: https://www.facebook.com/ArtCenterCSE/

The CSE contributes to the holistic student educational experience by providing programs and services to encourage personal character development, identity formation, healthy living, interpersonal and civic engagement, and the search for life purpose and meaning.
Welcome to ArtCenter College of Design!

As you begin your teaching assignment, feel confident in the knowledge that there are many supports for your students that can supplement your instruction. One such support is the Writing Center.

At the Writing Center, we believe in helping students become confident and effective communicators within art and design. Our Writing Coaches provide individualized support and guidance in writing development. We are here to assist students of all proficiency levels from each of ArtCenter’s disciplines through collaborative peer coaching. Writing Coaches help students generate and organize ideas, develop and revise written work, improve structural language and writing skills, and practice spoken English. Some specific examples of this support include:

- Strategies for brainstorming, pre-writing, and outlining
- Essay writing--structure, planning, and collaborative review
- Research planning and support
- Oral practice and preparation for critique or presentation
- Employment- and scholarship-application completion support

Writing Center sessions are 45-60 minutes long. Students can make appointments online on our Writing Center page found at inside.artcenter.edu. Or, students can walk into the center for assistance on a first-come, first-served basis.

All Writing Coaches are current ArtCenter students. Writing Coaches collaborate with students to improve written work, answer questions, and help them get started on projects. Students should come prepared with a hard copy of their work that has been checked for grammar through Turnitin.com (available through DotEd) or through an outside service such as Grammarly.com. Writing Coaches will not copy edit nor proofread for grammar exclusively. Rather, students are expected to proofread and correct their own writing while in dialogue and consultation with a Writing Coach.

There are two Writing Center locations. One on the Hillside Campus, Room 278. There is also Writing Center located on the South Campus, 1111 Building, Room 313. The Writing Center staff strives to maintain hours of operation from Monday through Saturday (see hours below). Please call 626-396-2461 for Writing Coach updates if the Writing Center isn't open as scheduled. Current hours at both locations for Fall 2019 (open through Week 13) are as follows:

- Monday through Friday: 9:00 a.m. through 6:00 p.m.
- Saturday: 10:00 a.m. through 3:00 p.m.
- Sunday: CLOSED

We hope that you encourage your students to visit the Writing Center. We look forward to supporting your students.

Best Wishes,

Armando T. Zúñiga, Ed.D.
Faculty Director of English Language Learning
Assistant Professor, Humanities and Sciences
Director, Writing Center
armando.zuniga@artcenter.edu
WE ARE YOUR ARTCENTER STUDENT STORE

From first term to grad show
We’ve got everything you need!

Technology
Low education pricing on Mac® and iPad®
Academically discounted software & Wacom Tablets
Printer cartridges
Laptop cases
Phone chargers
Flash and hard drives
Cables & accessories
Specialty ink jet papers

Art & Design Supplies
Paper, Boards & Films
Specialty tapes & adhesives
Spray Paint
Markers, pens, & ink
Balsa & Woods
Clay
Drafting Materials
Cutting Tools
Bookbinding Supplies
Portfolios
Artist Grade Paints
Mediums & Primers
Brushe...
Classroom Configurations at Art Center College of Design

- There are 4 Basic Types at all Campuses:
  - Wall mounted LCD TV's
  - Ceiling Mounted Projectors
  - LCD TV Mounted Carts
  - Projector mounted Carts

Two Basic Room Classifications:
- ANALOG vs DIGITAL
  - ANALOG: Equipment interface that is NOT DIGITAL:
    - VGA, RCA, COMPONENT, COMPOSIT
  - DIGITAL: Equipment interface that is NOT ANALOG:
    - HDMI, DVI
  - Examples of ANALOG Equipment:
    - Laptops** (using a VGA/thunderbolt adapter)
    - VHS/DVD Players**
    - Most Laser/Lamp projectors **
  - Examples of DIGITAL Equipment:
    - Laptops** (using a HDMI/thunderbolt adapter)
    - BLURAY/DVD Players**
    - 2K/4K LCD TV's
    - Most Laser/Lamp projectors **
  ** = Equipment that can be checked out from the Equipment Center.

1. Wall mounted LCD TV's:
   - Classification: DIGITAL
   - Interface: Primarily HDMI
   - Alternate VGA Source
   - Control System: Touch Screen
   - LOCATIONS:
     - ELL: 100A, 100B, 100C, 103, 119*, 209, 210
     - 950: M5A, M50*, M52*, 204(Cnfrnc Rm), 254
     - 1111: 3rd flr = (313, 315 Cnfrnc Rms)
     - 5th flr = 514A/B, (517 Cnfrnc Rm)

2. Ceiling Mounted Projectors:
   - Classification: DIGITAL/ANALOG
   - Interface: - HDMI / VGA
   - Control System: Touch Panel
   - Touch Screen
   - LOCATIONS:
     - 950: M5A, M50, M51, 254
     - 870: ALL CLASSROOMS
     - 1111: 5th flr = 504
     - 6th flr = ALL CLASSROOMS

3. LCD TV Mounted Carts:
   - Classification: DIGITAL
   - Interface: HDMI
   - Control System: TV Remote
   - LOCATIONS:
     - ELL: 224, 223S, 222
     - 5th flr = 516

4. Projector mounted Carts
   - Classification: DIGITAL
   - Interface: HDMI
   - Control System: NONE
   - LOCATIONS:
     - ELL: 212
     - 950: NONE
     - 1111: 5th flr = 502, 504, 506, 510, 512, 518, 528, 530, 532

If there are any questions regarding the capabilities of the equipment or training requests, please email us at: AV@artcenter.edu
If you require technical assistance with any classroom, please call: (626) 396-2390, option #5, #1(hillside) or #2 (south campus)
DotED

DotED is the name of ArtCenter’s customized LMS (learning management system). Every course that is offered at ArtCenter has an online counterpart in the DotED system, and is accessible via single sign-on from the Inside ArtCenter dashboard.

Turnitin

All students and faculty are automatically enrolled in Turnitin and it can be accessed directly through DotED.

LinkedIn Learning

You have access to the full library of LinkedIn Learning’s educational content through your Inside ArtCenter dashboard.

Please visit citl.artcenter.edu/dtl for more information on these services including PDF tutorials, training videos, and more.

You can also contact us at dtl@artcenter.edu for direct assistance.
ArtCenter
College of Design
Hillside Campus
1700 Lida Street
Pasadena, California 91103
Map not to scale