

ORIENTATION: HERE TO HELP STUDENT GUIDE

Understanding the wealth of campus resources available to you is an important step in identifying your personal issues, needs, and solutions! The Primary Contacts listed below might be the best starting points, and can also help direct you to more help. We are all here to help and we all want you to succeed!

EMOTIONAL DISTRESS

primary contact

Center for the Student Experience (CSE):

Students can request counseling services by email or on Inside. Email MHCounseling@artcenter.edu and one of the licensed mental health counselors will respond to you.

additional resources

Career and Professional Development: Reach out to address anxieties about internships, career searching, job applications and interviews, and/or professional development.

Human Resources: If you are experiencing anxiety related to an employee, report it!

Department Chair/Team: Feel free to email your Chair, Director or Coordinator to discuss feelings about your class or instructor.

Enrollment Services: Staff can help you to understand procedures for changing your enrollment status, reviewing your degree audit, and filing petitions for exceptions to academic policies.

Campus Security: Provides a 24/7 emergency response. Program Campus Security's emergency phone number, 626.396.2211, into your smart device's contacts!

Advising and Academic Success: Advisors are available to discuss issues in all undergraduate majors and can help you plan your course registrations in future semesters.

Sexual Misconduct & Title IX: If you are experiencing mistreatment, harassment, or abuse based on your gender or sexual orientation contact a staff member to report it ASAP.

FINANCIAL DISTRESS

primary contact

Financial Aid: Students can review their financial records, learn about available sources of aid, and apply for financial aid (for the very first time, or for periodic repeated applications). You can also find all available on-campus job opportunities posted on Financial Aid's Inside.ArtCenter page.

additional resources

CSE: The CSE staff will listen to your concerns and direct you to campus resources for assistance. They also coordinate the College's CARE Team, and operate a small food pantry of non-perishable items for students experiencing food insecurity.

Accounting: Ask questions about your bill, review holds, and arrange payment plans.

Economic Response Team (ERT): If you are experiencing severe economic and/or financial distress, contact the Economic Response Team (a collaborative effort of Financial Aid, the Center for Diversity, Equity, and Inclusion (DEI) in Art and Design, and the CSE) to coordinate individualized assistance.

ACADEMIC DISTRESS

primary contact

If you are experiencing academic distress, you should speak with your course instructor(s) first to find a resolution. Your department Chair and department administrative staff can help find solutions for department-specific issues, and Advising and Academic Success can respond to your general questions.

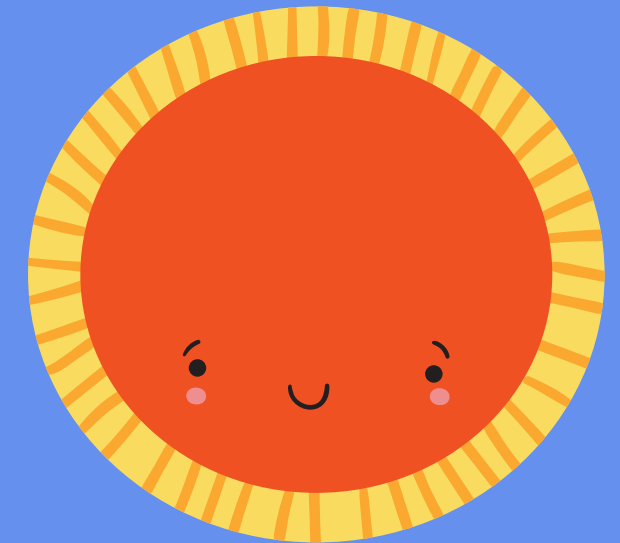
additional resources

Enrollment Services: Staff can help review your degree audit and evaluate the progress you are making towards degree completion. This office also manages important processes required to drop or add classes, take a LITE term (less than full-time course load), take a Leave of Absence; reserves lockers on-campus (when available); and manages your Student ID Card.

Library: Reach out for research assistance! Library Liaisons are available for all majors.

Exchange and Study Away Programs: Dozens of programs are available to enhance your education in locations throughout the United States and around the world. The ESA office will announce those programs, application procedures, eligibility requirements, and scholarship opportunities to support greater accessibility to such experiences.

CSE: This office coordinates accommodations for students with disabilities, assists with the medical leave of absence process, and can help you to manage classroom conflict.



NOTE

The examples described in this document are intended to illustrate common possibilities and are not intended to be complete descriptions of each campus resource.

Contact information for the offices listed here can be found on page 2.

OTHER ISSUES

primary contact

CSE: Students may speak with staff members in the CSE about a wide range of issues and concerns, like obtaining records of old health forms and assisting with referrals to off-campus services. The CSE can make referrals to other resources as needed. You can also contact the CSE to report possible conduct violations, issues of academic/creative integrity, or concerns about harassment or bias-related incidents.

additional resources

Campus Security: Manages on-campus incidents and can make referrals to off-campus agencies on your behalf.

Department Chair/Team: Your department can answer questions about copyright and intellectual property and can request referrals to the College's lawyers for art and design-related legal issues.

Accounting / Financial Aid / Human Resources: For help reviewing tax information and income forms, reach out to staff in these offices.

Facilities: Contact this office to obtain assistance with academic projects involving physical spaces on campus or special installations. Work orders must be submitted online through Inside.

Information Technology: Staff are available to assist you with general technology help, including printing, software access, ArtCenter's VPN, and online learning platforms.

Enrollment Services: You can obtain copies of any documents in your official academic record here.

HELPFUL CONTACTS

Department Offices and direct staff email addresses and phone numbers can be found on Inside ArtCenter at: <https://inside.artcenter.edu/search/directory> if not below.

- **Advising and Academic Success:** advising@artcenter.edu
- **Accounting:** accounting@artcenter.edu
- **Campus Security:** security@artcenter.edu
- **Career and Professional Development:** careers@artcenter.edu
- **Center for the Student Experience:** cse@artcenter.edu
- **Enrollment Services:** enrollmentservices@artcenter.edu
- **Emergency Response Team (ERT):** ERT@artcenter.edu
- **Exchange and Study Away:** studyaway@artcenter.edu
- **Facilities:** facilities@artcenter.edu
- **Financial Aid:** finaid@artcenter.edu
- **Human Resources:** HR@artcenter.edu
- **Library:** library@artcenter.edu
- **Online Education Assistance:** AV@artcenter.edu
- **Sexual Misconduct & Title IX:** jessica.krause@artcenter.edu
- **Technology Assistance:** helpdesk@artcenter.edu

INTERNATIONAL STUDENTS

International students MUST discuss all student status issues (e.g. full-time enrollment changing to part-time enrollment, taking a term off, applying for an internship, changing major, changing local address) with an international student advisor in the CSE in advance for review and authorization. Failure to do so may result in a U.S. Homeland Security mandate to leave the country.

International Student Services
international@artcenter.edu
626.396.2323



DON'T BE AFRAID TO BE DIFFERENT