

# RmCAD<sup>®</sup>

## Parent Guide

**A guide to help answer  
common questions about  
your student's experience  
at Rocky Mountain  
College of Art + Design**

## **WELCOME TO ROCKY MOUNTAIN COLLEGE OF ART + DESIGN!**

This guide has been prepared for parents, guardians, spouses, and friends of RMCAD students. We know you have both questions and apprehensions about the years ahead. Although we cannot prepare a guide that will answer every question or relate to all circumstances, this guide is designed to help you understand some of the issues your student may encounter.

In addition to this guide, there is a full-time staff committed to making your student's time at RMCAD as rewarding and enjoyable as possible. And, although we cannot predict every eventuality, we stand ready to help and lend assistance in every way possible.

We hope that this guide will also serve as a starting point to foster a friendly and helpful relationship between you and the College. We encourage you to become familiar with what is available to RMCAD students and we ask for your help in encouraging your student to use these resources as they make their way through their college studies.

Every faculty and staff member is here to make sure RMCAD fulfills its mission by providing a quality education that prepares students for their chosen profession. The achievement of their personal fulfillment is so very important to us. Please feel free to call on any of us whenever you have a question or uncertainty. We are here to serve your student and you.

Sincerely,



Steven M. Steele  
President  
Rocky Mountain College of Art + Design

## **USE OF THE PARENT GUIDE:**

Please note that this guide is for all purpose simply a guide. That is, while the guide references certain College procedures and policies, this is not a source for complete procedural information or official policies. In depth information about College policies and practices is found in the Student Handbook (available on the RMCAD website), the RMCAD Catalog, or through individual College departments. If you have questions about where to locate a specific policy, would like more information on any of the information included in this guide, or of relevance to your student, please contact the Dean of Students. Updates to this guide will be posted on the RMCAD website annually. Be sure to check for the most current information in the new guide for each year your student is enrolled at RMCAD.

You will notice questions adjacent to the text throughout this guide. These questions are designed to help you, as parents, engage your students in conversations about their experience at the College and learn more about how you can best support your student.

## **QUICK REFERENCE**

### **RMCAD Address:**

1600 Pierce Street  
Denver, CO 80214

### **Main telephone #:**

303.753.6046 or 800.888.ARTS

### **Fax:**

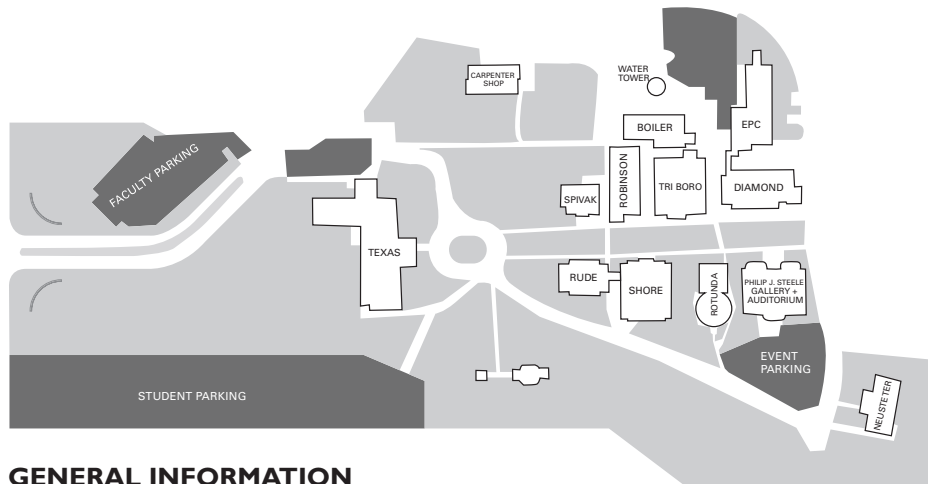
303.759.4970

### **Website:**

[www.rmcad.edu](http://www.rmcad.edu)

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## GENERAL INFORMATION

### College calendar

The academic calendar, which includes scheduled college closures, student breaks, and graduation, is posted on the RMCAD website. The website also features an events calendar which is updated frequently with information about campus programs.

### Directions to campus

Take the 6th Avenue West exit from I-25

At Wadsworth Boulevard, head north

Turn east on Colfax Avenue

Pierce Street is ½ mile east of Wadsworth, off of Colfax Avenue.

### Parking

All students must register vehicles for parking on campus at Information Desk (Texas Building); they will receive a parking sticker to display in the front window of their vehicle. If more than one vehicle will be brought on campus each vehicle should have a parking sticker. There is no fee to register a vehicle with RMCAD.

For special events, campus visitors should simply follow signs for visitor or event parking and park in designated lots. Visitors coming to campus outside of scheduled events or college programs should check in at the Information Desk in the Texas building.

### RMCAD history

Philip J. Steele founded Rocky Mountain College of Art + Design in 1963 with a dream to provide students an education based on traditional art and design principles in an environment that fostered personal meaning and growth. From years of

working as an artist and teacher, he understood that in order to provide a quality education it was essential that students have the opportunity to study with professional artists and designers who could both teach the courses and guide students as they sought to push the boundaries of creativity and innovation.

Originally located in downtown Denver, the College moved to Denver's Capitol Hill neighborhood in 1965, then again in 1987 to a facility in southeast Denver which could accommodate the growth of the College. In 2003 the College moved to the current 23 acre campus in Lakewood, as the College needed even more space for new programs and a growing student body. Over the years, RMCAD has grown to offer Bachelor of Fine Art degrees in seven majors with numerous specializations. Our student body has grown in size and scope, and we now attract a group of talented students from across the country and the world. RMCAD is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), the National Association of Schools of Art and Design (NASAD), and the Council for Interior Design Accreditation.

### Campus History

At the turn of the last century, tuberculosis or TB (also known as "consumption") was the leading cause of death in the United States. People from around the world afflicted by this disease came to Colorado seeking a cure. Once they arrived, however, health care was not always available and many ill people became desitute.

In 1904 twenty young Jewish immigrants afflicted with TB pooled their funds together

to form the Jewish Consumptive Relief Society (JCRS), a treatment facility for indigent patients. 20 acres in what was then a remote section of Jefferson County, Colorado were purchased to house a new facility to treat TB patients. Over the years, the JCRS campus grew to become the largest free TB treatment facility in the world and included 148 acres, 34 buildings, and 27 semi-permanent "tents." The campus also included a US Post Office and US Meteorological Station as well as a working dairy farm.

In the 1950s, once TB was under control, the JCRS shifted their focus to another disease which faced millions of citizens in America: Cancer. JCRS reincorporated into a new medical organization, the American Medical Center (AMC). AMC treated patients in the hospital on campus and also worked to develop new treatments for cancer. In 1989, AMC shifted all resources to cancer research and educational prevention.

Patients and visitors to the JCRS/AMC campus frequently remarked it looked more like a college campus than a hospital. The collegiate appearance was created by the landscaped central quadrangle surrounded by ten buildings in a variety of 20th architectural styles. Building names and cornerstones honor the organizations, families and individuals that provided money for the campus and made the work of JCRS possible.

### Partnering with Parents

Rocky Mountain College of Art + Design is committed to helping your student create a wonderful college experience at our institution. We also acknowledge the very important role that parents play in students' lives while at college. It is our goal to provide you with information and resources to aid you in your efforts to support your student. We are excited to partner with you in this way throughout your student's time at the College. Together, we can provide valuable support for your son or daughter which will help them in their pursuit of a RMCAD degree.

In addition to this guide, parents of our traditionally aged students will receive communication from the College about various matters for students and parents. The College sends the Parent Portal newsletter to parents each fall and spring semester. This publication is designed to keep parents well informed about current events at RMCAD and matters of importance to students and families.

Please also watch your mail for additional information about special College events for parents and families. While you are always welcome to visit your student at RMCAD (see Visiting your student section), the College plans programs specifically for parents and families from time to time and we hope that you will attend!

A weekly electronic newsletter is sent to students, staff, and faculty each week by email. The E-Newsletter highlights student activities, special college lectures, important deadlines, student and faculty achievements, and more! Parents or friends of the college may also subscribe to the weekly E-Newsletter. Contact the Dean of Students to subscribe.

Any address changes or requests for additional mailings for parents and family should be directed to the Dean of Students. Please note that your student may make their own address updates through the College's student database system, Empower.

### The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights apply to students who are in attendance at RMCAD, and former students. Students are "in attendance" the day they first attend a class.

#### These rights include:

1. The right to inspect and review education records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of their education records if the student believes them to be inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The College may also provide Directory Information in accordance with the provisions of FERPA without the written consent of an eligible student unless it is requested in writing that such information not be disclosed. The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the College unless a written request for non-disclosure is on file:

student's name, student's address, student's phone number, student's home town, name of the student's academic advisor, number of credits enrolled for, full-time/part-time status, dates of attendance, academic class, photographs, e-mail address, previous institutions attended, major field of study, awards, honors, degree(s) conferred, and past and present participation in officially recognized sports and activities.

Non-disclosure forms are available in the Office of the Registrar.

### **So what does all of this mean to parents?**

Most parents are actively involved in their students' high school and college experiences. However, once a student matriculates, access to records does not extend to the parent. According to FERPA, colleges and universities are unable to release non-directory information such as grades, attendance, or even class schedules to any third party, without the written consent of the student, even if that person is paying the tuition bills.

Sometimes parents or guardians have concerns about their student. In such cases, RMCAD personnel may discuss general policies and procedures, as well as suggest questions they may wish to ask their student. RMCAD personnel can also let the student know of the concern.

If parents or guardians have questions or concerns about a student's academic record they should contact the Director of Academic Advising or the Registrar; College policy precludes parents or guardians from communicating directly with members of the faculty or department Chairs. Questions about financial concerns should be addressed to the Financial Aid Office or the Business Office. Other questions about a student's life and progress at RMCAD should be directed to the Dean of Students.

### **What is the best way to obtain information regarding my student's progress, grades, etc.?**

We recommend that you talk to your student about your expectations regarding their disclosure of classes, grades, etc. Arrange for them to mail you a copy of their grades each term. If you would like other information from the student's file, whether it be financial or academic, the easiest approach is to have your student request his/her own records and provide the information to you.

### **Can my student submit a general release form for access to their education records?**

Students can submit a Student Records Release form to the Office of the Registrar. Releases are effective for one semester, and specify the names and relationships of third parties who are authorized to obtain student records information. However, such releases do not imply that grades or other information will automatically be mailed to the third party; they only specify that information can be provided upon written request. For this reason, some families find it easier to just communicate directly with the student.

Under certain circumstances, parents of dependent students may be eligible to access student records by submitting appropriate notarized forms and tax documentation. This is typically unnecessary.

Please note, the academic release pertains only to academic records. The Financial Aid and Student Billing offices may have separate release forms and procedures, as those records are housed separately. Please contact those departments for specifics on how to obtain information from those records.

Please contact the Office of the Registrar if you have further questions regarding FERPA or access to student records.

## **ACADEMICS**

### **Overview of Academic Programs**

#### **Art Education**

The mission of the Art Education department is to create articulate and judicious art educators who, in accordance with the college mission, make informed and active judgments. Students are prepared to become teachers highly skilled at communicating ideas, experiences and events while emphasizing vision, creativity, innovation, leadership, conceptual thinking, and technical expertise.

The College's Art Education program is designed in accordance with the Colorado Performance-Based Standards for Teachers of the Colorado Department of Education (CDE). Such standards are a part of the curriculum of all art education courses and include literacy, content and performance standards, assessment, general knowledge of art, pedagogy, democratic principles, educational governance, and careers in teaching.

#### **Animation**

Animation merges the arts of writing, storytelling, design, illustration, sculpture, theatre, photography and filmmaking with the technology of computers. The Animation Department faculty strives to teach students about the history of animation, current developments in animation and the future of animation. Since the field of animation is ever-changing, the departmental faculty continues to develop their own skills while helping to develop and nurture future generations of artists and animators. The departmental curriculum is designed to balance the aesthetic, social and critical aspects of visual communication with the realities of the professional production environment. Courses focus on basic tools such as the evolution of a concept, storyboard, scriptwriting, character design, choreography and environment. These tools give students the ability to create personality, rules, atmosphere and events, which define the world of an animated film.

Within the department there are two majors: Two-Dimensional Animation and Three-Dimensional Animation. The choice of either major allows students to focus on the development of that program's skills as early in the curriculum as possible, while encouraging them to explore subjects in the other program later on. For the two-dimensional major, students use traditional drawing skills to create perspective and character with the computer playing a secondary production

role. The three-dimensional animation major merges the creative process with the pragmatic, technological side of animation.

#### **Fine Arts**

The majors in Painting + Drawing and Sculpture shape the skills and visions of artists who will be able to make informed, active judgments and utilize their art to affect the future of the world around them. The Fine Arts programs provide comprehensive study in a wide range of materials, concepts, techniques, and processes. They expose the beginning student to a broader contemporary definition of art and form the basis for thinking about and producing artwork in the context of the current art world.

To consistently take advantage of the interdisciplinary nature of the RMCAD's philosophy, beginning students study the human form, drawing, and basic design concepts using a variety of materials. Visual skills are expanded and technical skills are more fully explored. As the programs develop, students expand on basic studies as a point of departure and progresses to more advanced problems in conceptualization and composition in their chosen discipline.

Advanced coursework provides an in-depth basis for artistic development, expression, and provides increasingly more advanced visual and conceptual stimuli. This ranges from traditional figurative work to nonobjective work, stylized abstractions, constructions, large-scale projects, and expanded definitions of art in contemporary terms. Personal and group critiques offer in-depth, informed analysis of student work in a supportive way. Form and content, structured experimentation, and theoretical and philosophical areas of study help provide the advanced student with a basis for developing a lifelong personal visual vocabulary.

#### **Graphic Design + Interactive Media**

The Graphic Design + Interactive Media program combines theory and practice to challenge students into discovering their own individual design expression, while at the same time preparing them for today's new business environment. With the development of new interaction and motion design technologies, the global marketplace is changing the role of the contemporary designer. RMCAD recognizes and embraces this enormous potential by combining these technologies with a classical art education founded in drawing, sociology, photography, theory and form.

Graphic Design + Digital Media majors may select a Digital Media specialization to supplement their other course of study. Since the graphic design industry is becoming more involved in the creation and development of electronic communications, students can learn through a wide variety of applications and techniques to create media such as interactive CD's, games, promotional videos, portfolios, etc.

### Illustration

The RMCAD Illustration program teaches the principles of visual communication through studio courses emphasizing visual perception, aesthetic awareness, conceptual problem solving, and the mastery of skills in drawing and painting using both traditional and digital media to promote imaginative illustrations. Illustrators are visual artists who excel at representational drawing and painting. Illustrators apply their artistic skills in many varied ways. The work they do might accompany a children's story, appear on the cover of a national magazine, show up in the pages of a comic book or involve sketching out the key scenes for an animated film. Some illustrators create artwork for galleries; others design toys, and many others work fulfilling the needs of advertising agencies. The goal of the Illustration program at Rocky Mountain College of Art + Design is to develop the conceptual, technical, and business skills necessary to ensure each student's success upon graduation. While the core Illustration program is an excellent all-around choice, students may also elect to pursue a specialization in Children's Book Illustration.

### Interior Design

The Interior Design program is designed to educate and prepare students as design professionals who are qualified to enhance the function and quality of interior environments. In accordance with the accreditation requirements of the Council for Interior Design Accreditation (CIDA), the curricular focus is on the development of interior spaces for the purpose of improving the quality of life, increasing productivity, and protecting the health, safety, and welfare of the public.

Through a curriculum that includes foundation, liberal studies, and interior design courses, students learn to investigate, analyze, and synthesize design solutions within the context of design theory and problem solving strategies. Students learn to approach design as a process that includes programming, space-planning, structural analysis, and interior construction, and

to develop the skills necessary to implement their design solutions. Ethical realities and practical aesthetics are explored in a format that emphasizes interaction and cooperation in a team approach to design.

One area of specialization is available within the Interior Design Departmental curriculum. With a series of three advanced courses, students can choose to concentrate their efforts toward Green Design. Green Design involves using design methods, products, and processes that minimize the ecological impact of design and construction upon the earth and its entire species.

### Academic Integrity

RMCAD is committed to academic honesty and integrity. Academic dishonesty includes:

- Cheating
- Plagiarism
- Theft
- Alteration or falsification of academic records
- Violation of any college, state, or federal laws or policies

To commit or assist someone in committing academic dishonesty is grounds for disciplinary action and possible suspension or expulsion from the college. Students who have questions about what constitutes academic dishonesty, or who have concerns should contact the Vice President for Academic Affairs.

### Class Registration + Scheduling

The Office of the Registrar works with department Chairs and the Vice President for Academic Affairs to develop the College's master schedule of classes. When entering the College, students are presented with a catalog, which details the course requirements for their degree program. Students are held to the requirements as listed in the catalog edition published when they enter the College. The catalog includes descriptions of all RMCAD course offerings, including notation of any required prerequisite courses. New students are also provided a term schedule, which lists the registered courses for the student's first term. This schedule is based on the student's major and academic standing. Thereafter, each term, all students register for classes with their Academic Advisor.

Prior to the start of the term, class schedules and registration materials are distributed to students. Students should review the class schedule and their registration materials prior to meeting with their Academic Advisor (see section on Academic

Advising). Students are required to schedule a meeting with their Academic Advisor after receiving registration information. The Academic Advisor will help your student review outstanding degree requirements and select appropriate courses for the upcoming term(s). RMCAD students

**"Have you registered for classes yet? Did you receive your registration materials?"**

generally take between 12 and 18 credit hours per term, which constitutes full time student status. Students who wish to enroll in additional credit hours beyond 16 need to consult with their Academic Advisor. Please note that additional tuition will be assessed for any credit hours beyond 18 per semester. Students who enroll in fewer than 12 credit hours are billed a pro-rated fee per credit hour, whereas students enrolled in 12-18 credit hours are charged a flat tuition rate.

Encourage your student to talk with his/her Academic Advisor early, as registration is on a first-come, first-served basis by class. Students who do not register early may find that the classes they want or need are full. Late registration occurs after the general registration period is over; a late registration fee is assessed.

After registration, students may add additional classes to their schedule or drop one or more of their classes. A timeline for both processes is published each term. Students must consult with their Academic Advisor for adding or dropping a class and complete the administrative process. Encourage your student to refer to the current Student Handbook regarding the College's add, drop, and withdrawal policies and procedures. There may be financial aid implications for students who drop or add classes. Please refer to the section on Financial Aid in this guide, the Student Handbook, or have your student talk with the Financial Aid Office.

### Grading

Faculty assign grades to students based on the requirements outlined in the course syllabus. Students receive midterm and final term grades via RMCAD's on-line student information system: Empower. Please encourage your student to talk with their faculty members immediately if they receive a midterm grade report which is surprising or unfavorable to them. Faculty will be able to offer suggestions or advice to your student about changes that they may need to make in their study habits or class performance to improve their grades

before the final grades are calculated. RMCAD uses a standard letter-grade system, which equates to a grade point average (GPA) using a 4.0 scale. While students' grade reports may indicate pluses (+) and minuses (-), these are not factored into the numeric GPA.

Students have the option of appealing any assigned grade. The procedures and time frame for doing so are outlined in the Student Handbook.

As a parent, you may want to be made aware of your student's academic progress. While the College can certainly understand the stance of concerned parents, students' grades are a private academic record and as such, cannot be released to parents without appropriate record release documentation submitted by the student. Please see the section on FERPA for details about federal regulations protecting students' academic records. Certain circumstances may allow parents to gain access to student records. Information regarding exceptions can be found in the FERPA section of this guide.

**"Are you happy with your midterm grades? Did you discuss your midterm grades with faculty?"**

### Academic Advising

The Academic Advising Office can help students understand program requirements, course sequence, prerequisites, Foundation Studies and Liberal Studies. The Office is a resource for clarifying policies and regulations, discussing issues of concern and helping students develop strong study and time management skills. When appropriate, students are referred to other RMCAD support services.

Academic advising is a collaboration between the student and the advisor, designed to assist students in reaching their academic goals. RMCAD holds students responsible for the decisions they make, and academic advisors help ensure that students' decisions are well informed.

For approximately the first two years, through the completion of the first 45 credits of study, students are advised by a professional advisor in the Advising Office. After that, students are assigned to a faculty advisor, based on their major program

**"Have you met with your advisor to discuss your academic progress?"**

of study. Students should meet with their advisors as often as they need to, and are required to meet twice a year, so that the advisor can assist with the course selection and registration process.

In addition to helping with the registration process, faculty advisors answer questions regarding the student's intended profession, and facilitate connection with the art and design community at RMCAD and throughout the metro Denver area. Faculty office hours are posted. If a faculty advisor is not available, students should meet with the appropriate department Chair or the Director of Academic Advising.

Upon completion of 90 credits, students must complete a Graduation Application and Plan. The Plan is determined through consultation with the student's faculty advisor. The Plan must be signed by the student, the advisor and the Director of Academic Advising, and is then submitted to the Registrar. The Registrar's Office reviews each Graduation Application and Plan; if the Plan does not meet RMCAD graduation requirements, it will be denied and returned to the student for revision. Students are responsible for on-time submittal of the Graduation Plan; late submission of the Plan may delay a student's graduation date.

## STUDENT SERVICES

### Health Insurance

The College is committed to the health and well being of all of our students. To ensure that all students have basic sickness and accident insurance, RMCAD has a mandatory health insurance requirement. All students enrolled in 9 or more credits are automatically enrolled in the College sponsored plan and charged the premium fees accordingly. If students carry their own health insurance, or are covered under a parent or guardian's policy, they must submit a waiver form each academic year with accompanying proof of insurance coverage, to be exempt from this requirement. If a student is registered for less than 9 credits at the end of the add/drop period he or she may be ineligible for the health insurance plan and the student's account will be adjusted. Refunds for health insurance fees will be subject to the College's refund schedule, as published in the Student Handbook.

Students enrolled in the College's plan will receive detailed information about their coverage, including their insurance identification card and information about their assigned primary care physician in the first few weeks of the academic

year. This information is mailed to the address that the College has on file as the current mailing address for each student. If your student has questions about coverage please direct them to the Dean of Students, or directly to the insurance company (contact information provided on their identification card).

**"Have you found a local doctor?"**

**Nearby area hospitals and emergency rooms include:**

**Exempla Lutheran Hospital**  
8300 W. 38th Ave.  
Wheat Ridge, CO  
303.467.4140  
(38th + Wadsworth).

**St. Anthony Hospital-Central**  
4231 W. 76th Ave.  
Denver, CO  
303.629.3511  
(South side of Sloan's Lake)

### Counseling

The College provides counseling services to students free of charge. All students may use this service and there is no limit on the number of sessions. Appointments may be made by

**"Do you know that there is a Counselor who is available to talk with you without a fee?"**

calling the Counseling office at 303.225.8573. Counselors see students dealing with a variety of issues including: homesickness, depression, eating disorders, drug and alcohol abuse, sexuality issues, loneliness, and much more. Many students may experience personal challenges during their time at college. If your student might benefit from talking through these challenges with a counselor, please encourage them to make an appointment. The Dean of Students also keeps information about off-site counseling services and may refer students elsewhere as needed. Students carrying the College's health insurance plan do have coverage for off site counseling services, per the plan's benefits.

### Disabilities

The College complies with the Americans with Disabilities Act (ADA) and as such affirms its commitment to seek to achieve reasonable accommodations for students who have documented disabilities. Students are encouraged

to submit documentation prior to the start of the semester, so that accommodations may be made in a timely manner. Acceptable documentation varies according to the specified disability, but often includes recommendations from the treating physician and/or therapist. At the College level, students must request accommodations each semester, which will be arranged through the Dean of Students.

If a student with a documented psychiatric or psychological disability manifests inappropriate behavior at the College, he or she is held to the same code of conduct as is any other student. At the point it changes from a health issue to a disciplinary issue, it will be handled by the Dean of Students and follow the disciplinary process outlined in the Student Handbook.

### Underground Café

The Underground Café, located in the basement of the Texas building, is RMCAD's very own restaurant. The Café offers a variety of healthy options for busy students including coffee, pastries, sandwiches, salads, and snacks. The Café accepts cash and major credit cards and maintains low prices for the student clientele.

In addition to feeding the students, the Underground Café also provides a space where students can study, chat, or simply hang out in between classes. Students can often be seen meeting with instructors, collaborating on projects, or simply sketching new ideas in the Café.

### Books + Supplies

The College Bookstore offers convenient shopping and competitive prices for student supplies and books. Items required for RMCAD classes are regularly in stock and special orders are also available. The Bookstore offers matte cutting and shrink-wrapping for the display of student artwork for class assignments

**"Have you seen the RMCAD apparel in the bookstore? Is there anything that you would like for your birthday?"**

or personal use. Personal products such as postage stamps, batteries, and film are also for sale. Additionally, the Bookstore sells a variety of unique RMCAD apparel and products such as sweatshirts, water bottles, and portfolio cases. If you are looking for a birthday or holiday gift for

your student, you may consider shopping with the RMCAD Book and Supply Store. Gift Certificates may be purchased in any amount in person in the Store or by phone by calling the main number.

The store will accept cash, personal checks from enrolled students in good standing, and MasterCard, Visa, Discover or American Express for payment. Parents may also arrange for a pre-paid Bookstore account for their student. The accounting department can also work with students to have funds transferred from anticipated disbursement payment from the financial aid package. Please contact the Student Accounts Coordinator for more information about either option for Bookstore accounts.

### Library/Resource Center

The Library/Resource Center (L/R/C) provides services, materials, and analog equipment to support and enhance the curriculum, program, and recreation needs of students. The L/R/C materials include books, magazines, slides, visual images, and videos. Information and programs provided include Internet resources/databases and word processing programs. The L/R/C is also a great location for study groups and individual study time. The L/R/C houses a full computer lab for students. Students may check out materials from the L/R/C with a valid Student Identification Card.

**"How are the collections of books and magazines in the Library/Resource Center?"**

### Housing

Although RMCAD does not offer on-campus housing, many RMCAD students live at The Regency, a privately operated housing facility for Denver area college students. One floor of the building is designated as the RMCAD hallway, which offers a unique community living experience. The Regency offers many amenities including a computer lab, laundry, a gym and workout area, a pool, several lounges, and a small convenience store. Additionally, all residents purchase a meal plan for use at The Regency's on-site cafeteria.

The Regency offers a variety of room arrangements, including singles, doubles and suite style living. RMCAD students applying for residency at The Regency should be sure to use the specific RMCAD housing application, available via the College's website, as special lease and dining options may be available specifically

for RMCAD students. Additional information is available on The Regency's website at [www.regencystudenthousing.com](http://www.regencystudenthousing.com). Please note that RMCAD is not affiliated with The Regency, LLC.

## Transportation

All students are provided with an all-access pass to use on Denver's public transportation system-Regional Transportation District (RTD). The College Pass program provides local, regional, light rail and sky-ride (airport shuttle) service to RMCAD students at no charge. Students may pick up a decal to affix to their student identification card at the start of each semester for which they are enrolled to access RTD services.

The College also operates a fee-based transportation service between the campus and The Regency student housing. Students interested in this service should contact the Dean of Students for additional information. Registration and payment is required prior to using the service. The direct-transportation service runs only when classes are in session, in accordance with the class schedule and student rider need.

## Tutoring

Students in need of additional help with classes should visit the Maximizing Academic X-cellence (MAX) Center, located in the Triboro building. The Center is staffed by faculty and carefully

trained peer tutors. Tutoring is available for all Liberal Studies and Foundation Studies classes, as well as for some upper-level

classes within the majors. MAX Center hours are published each semester. All students may drop in to the Center during posted hours for one-on-one tutoring free of charge.

## Safety

RMCAD takes measures to ensure the safety of students on campus and also expects that students exercise general safety precautions while on campus. Four emergency call boxes are located on campus which dial directly to local authorities. Walking safety escorts are also available to students after dark by dialing "0" from any campus phone or by request at the Information Desk. Encourage your student to take advantage of safety measures that the College has in place, and also to take responsibility for their own safety. RMCAD is

located in a densely populated urban area. Students should be aware of their surroundings and report any suspicious activity or persons immediately. Please see the section in this guide entitled Helping your Student Stay Safe for additional tips about personal safety.

## Career Services

The Career + Alumni Services Office assists students and graduates with career planning and job search strategies. The Office of Career +

Alumni Services promotes student and graduate alliances with art related businesses and organizations and provides employment contacts as a resource for

career seeking individuals. The Office maintains information on employers, fine art resources, and resume materials.

It is never too early for your student to start planning for their career! Parents should encourage their students to explore career options through meetings with the Director of Career + Alumni Services, conversations with the academic Department Chairs, and through programs and workshops sponsored by the Office of Career + Alumni Services. Although your student may not see an immediate need to work on their career goals when they first arrive at RMCAD, internship opportunities and professional involvement are beneficial for students early in their program.

An important function of the Office of Career + Alumni Services is to provide assistance to students in search of part-time work. The College's Job Opportunities Board, located on the 2nd floor of the Texas building, is updated weekly and displays a variety of part-time and freelance opportunities. Students seeking part-time employment while in college may also arrange an appointment with the Director of Career + Alumni Services for support.

The Office of Career + Alumni Services is dedicated to helping every student reach their career goals in art and design. The College will work with your student to help develop professional skills which will be essential tools in any job search. Your student will need to take initiative in directing his or her search and securing employment. Both the College and parents alike need to be attentive to student

**"Have you visited the Career and Alumni Services Office to look into part-time job possibilities?"**

students and alumni. The focus of the Office is to help students and alumni find a career-not just a job. Your student will have a life long resource for job leads, resume and portfolio reviews, and networking opportunities when they graduate from RMCAD.

The Office of Career + Alumni Services also helps students find internships. Internships combine practical work experience with formal academic learning. Internships are taken for academic credit and give students great experiences and contacts for jobs. The Department Chairs and the Director of Career + Alumni Services work with businesses and firms in the community to ensure students have a rich internship experience.

## Alumni Services

As a graduate of RMCAD, your student will receive free lifelong career counseling including resume and cover letter resources, alumni mentoring, access to special events, and a weekly e-mail with local, national and international job opportunities. Graduates of RMCAD can also become part of the Alumni Association which allows them a discount on Continuing Education classes, access to RMCAD facilities, and they get to keep their RMCAD e-mail. RMCAD graduates are a valuable part of our campus and are often asked back to speak on panels, teach at the college and are featured in the quarterly Alumni and Friends newsletter.

## College Computing

The College has 10 primary computer labs with over 200 workstations across campus. Approximately half of the College computers are Mac based and half are Windows based. Labs

have a variety of peripherals such as scanners, printers, and digital projection. Labs vary in specialization from multimedia

and graphic design to animation and interior design. Lab assistants, who are current students

needs and interests throughout this process. The Office of Career + Alumni Services is not a placement agency but more of a resource for

trained to assist their peers with computer related questions, are available during all open lab hours via the technology support center, the "TechBar". All workstations on campus are able to print documents with most able to print full-color. Wireless Internet is available to students in all areas of campus. (See the TechBar for setup assistance).

Many families wonder if it is necessary for students to have a personal computer while at RMCAD. Although helpful, RMCAD seeks to provide as much technology as possible to lessen the financial burden of sometimes expensive personal computers. Likewise, many families have questions about the type of computer which will best suit their student's academic needs. We encourage all students to wait until the Sophomore year before a computer purchase is made. RMCAD offers a fully equipped computer lab in the Library/Resource Center for research, paper writing and email. The Campus Technology Department can assist students and their families, who have decided to purchase a personal computer, in selecting an appropriate computer and support software. Staff are dedicated to helping students secure the best cost and selection with their technology purchases. Please make an appointment in the TechBar to set up an advisory meeting.

If your student does bring a personal computer, the Academic Technology staff can help troubleshoot wireless connectivity and basic computing issues they may encounter with a laptop\*. The College's TechBar, conveniently located adjacent to the Underground Café, allows students to check out a variety of digital devices, seek technical assistance for classes or have their personal computers set up for required connectivity and security software. The TechBar is staffed by helpful and knowledgeable staff and students.

*\*Students will be responsible for purchasing any software, hardware or 3rd party repair that may be necessary to overcome the diagnosed problem. The TechBar reserves the right to refuse service.*

## Electronic Mail

Each student is assigned an electronic mail (email) account. The College uses email as the official mode of communication with students. For this reason, it is important that all students check their RMCAD email account on a regular basis for updates from faculty, changes to College policy, and notices about College events and programs. Parents may also want to use email to communicate with students. During Orientation,

**"Did you know that you can receive free tutoring simply by stopping by the MAX center?"**

your student will be taught how to access their email account thru the Internet. Any email problems or concerns should be reported to the Academic Technology Department in the Tech Bar.

Students are expected to consult the Computer Labs Policies and Procedures Manual for guidelines for appropriate use.

## Financial Aid

A college degree is certainly a large investment for students and parents alike. The Office of Financial Aid is committed to helping both students and parents navigate the financial aid application process. In fact, approximately 80% of all currently enrolled students receive some form of financial aid. RMCAD's Financial Aid is granted by both the State of Colorado and the federal government. Students seeking aid must apply for aid according to specific procedures and must comply with numerous policies to maintain their aid.

We offer a wide variety of financial aid options. Please note that some types of aid are limited. Students should complete the FAFSA by March 15 each year to be considered for the maximum amount available in financial assistance. Students must apply for Financial Aid for each year for which they plan to enroll. Financial Aid awards will shift for students from year to year.

When applying for financial aid at RMCAD, it is not necessary to designate a preference for aid programs. The student will automatically be considered for each financial aid program for which they may be qualified, provided that deadlines are met. The Office of Financial Aid will first determine the student's eligibility for grants and then will apply any scholarship funds and determine eligibility for student and parent loans.

To qualify for financial aid at RMCAD, students must be pursuing a degree at RMCAD and (in most cases) be attending school on at least a half-time basis (a minimum of 6 credit hours per term), and meet all Federal and State eligibility requirements.

RMCAD Offers the following types of Financial Aid to students and parents: Federal Stafford loans, Federal Pell grants, Academic Competitiveness Grants (ACG), Federal Supplemental Educational Opportunity Grants (FSEOG), Colorado Student Grants (CSG), work study, institutional scholarships and grants, Parent PLUS loans, private loans, and veteran educational and vocational benefits. For specific information on any of these

forms of aid, please consult with the Financial Aid Office or the Student Handbook.

The first step that provides the basis for determining your student's aid is the Free Application for Federal Student Aid (FAFSA). The FAFSA looks at the student's, the student's spouse's, and/or the parents' income and assets to determine what that family can reasonably be expected to pay for the student's education for the year in question. The FAFSA will use this information to determine an Estimated Family Contribution (EFC). The EFC will be shown on the Student Aid Report (SAR) that the student receives after completing the FAFSA. RMCAD will receive the student's FAFSA information directly from the Department of Education and will use the EFC to determine the student's eligibility for financial aid according to the following formula:

**Cost of Attendance\***  
**- Expected Family Contribution\*\***  
**= Financial Need\*\*\***

*\*Cost of Attendance is set by RMCAD and is based on federal and state guidelines. It includes amounts for tuition and fees, room and board, and cost of living.*

*\*\*Expected family contribution is calculated using a formula set by Congress and the information provided on the FAFSA.*

### Please keep in mind the following about RMCAD's Financial Aid:

Awards are made on a first-come, first served basis.

The Office of Financial Aid will attempt to meet the financial need of all students who qualify, while funds are available.

Eligible students will receive equal consideration.

Part-time students (6-11 credit hours) receive a reduced amount of financial aid.

A financial aid package will normally consist of a combination of grant and self-help (work, loan, or scholarship) funds.

Annual Stafford loan limits are divided so that a student will receive half of the annual loan limit per term.

Students awarded financial aid will have their financial aid posted to their student accounts 10 days prior to the start of the term if:

1. they are enrolled for a minimum of 6 credit hours

2. they have completed all of the required paperwork and have submitted all required documentation
3. they are maintaining satisfactory academic progress

Tuition, fees, and health insurance (if applicable) are automatically deducted from financial aid funds. Any excess funds are released to the student or parent to assist with living expenses.

### Deadlines

The priority deadline for submission of all financial aid application materials is March 15 of each year. A student may submit their documents at any

time and will be awarded assuming they meet the minimum eligibility requirements for the available programs, and assuming that

all documents are submitted and processed before the final deadline (the earlier of the student's last day of attendance of an academic year or June 30 of the award year). Students submitting documents after the final deadline will most likely not be eligible for financial aid for that year. Students should keep in mind that applications submitted after the priority deadline may not be considered for all sources of available funding.

### Withdrawing and Financial Aid

A student that leaves RMCAD during any term must follow the withdrawal procedures outlined in the Student Handbook. Please note that in many cases Financial Aid funds must be returned.

### Tuition Billing Process

The College's billing process is centralized in the Office of the Student Accounts Coordinator. If your student has any questions about their student account they must contact the Student Accounts Coordinator. Your student should review all bills that are mailed to them and regularly review their account on the e-Cashier™ website.

If all or part of your student's account charges will be paid with Financial Aid, be sure that they have completed all of the Financial Aid paperwork in a timely manner. Financial Aid paperwork is your student's responsibility and it will determine the remaining actual liability for each term. Please see the Financial Aid section of this publication for additional information.

Under Federal law if your student is over the age of 18 they are considered to be legally responsible for their own financial obligations including their academic charges. Therefore, all bills will be in the name of your student and sent to their mailing address.

### Tuition Payment Process

All RMCAD students are required to pay their tuition bill online via the e-Cashier™ payment service, a division of NelNet Business Solutions for Education.

RMCAD is pleased to enlist the services of NelNet to help make the tuition payment process easier for students and their parents or family members. Through this program, each student will have their tuition payments either automatically deducted from a bank account or charged to a credit card each month. The e-Cashier™ website will reflect upcoming terms and the related installment options.

Enrolling in this program is simple, secure, easy and required. All your student must do is connect to the e-Cashier™ website via the link on RMCAD's website ([www.rmcad.edu](http://www.rmcad.edu)). You may visit your student's e-Cashier™ on-line account only with your student's authorization. We suggest that you and your student carefully read the instructions during the enrollment process.

All e-Cashier™ payments will be drawn from a bank account or credit card on the 5th day of each month. There is a \$25 service fee charged each term to set-up a personalized installment schedule at the e-Cashier™ website unless the term's tuition bill is paid in full on the first payment draft date. Each term is treated separately, so the enrollment process for e-Cashier™ must be completed prior to the beginning of each term. There is a limited enrollment period term for e-Cashier™ which is described on the insert included with each billing statement.

Any estimated financial aid will be reflected on your student's account only if your student has completed their financial aid paperwork in a timely manner. Please be sure to review the details on the e-Cashier™ website to find more information about how financial aid awards are treated under this payment program.

If you wish to pay your student's semester tuition charges in one lump sum payment, you or your student must still enroll and use the e-Cashier™ tuition payment process - at no additional cost.

## Student Accounts— Current, Delinquent and On Hold

### Current Accounts:

In order for a student to register for classes in an upcoming semester, their tuition account must be current. A bank or credit card company may assess additional charges if there are insufficient funds or available credit for the scheduled e-Cashier™ payment. Please be sure that you or your student review the selected bank account/credit card statement carefully and are aware of the scheduled monthly payment.

**In order to be considered current, one of the following must apply:**

1. Total payment due must have arrived by the due date; or a payment plan (e- Cashier™ or RMCAD term based payment plan) must be in effect and payments must be current;
2. Student must have completed all financial aid paperwork and financial aid is sufficient to satisfy the balance due on the account ;

OR

3. Student must have submitted complete and approved paperwork from the appropriate outside agency, if applicable.

Once all paperwork (financial aid or from an outside agency) has been submitted and approved, the e-Cashier™ account will be adjusted to reflect any contribution.

**If an overpayment results once all charges have been satisfied, a student has two options:**

1. Leave the credit balance on account for a future semester;

OR

2. Receive a refund.

Your student should contact the Student Accounts Coordinator to let the College know how they wish the overpayment to be treated.

### Accounts “On HOLD” and Delinquent Accounts:

If a student’s account is determined to be delinquent and the student has not completed required paperwork, (financial aid, payment plan, or outside agency documentation) their account will be placed on HOLD status. Students on HOLD are ineligible to receive official transcripts and they can not register for future semesters until the account is satisfied. In the case of graduation, the student’s RMCAD diploma will be held by the College until the HOLD status is removed. Students who are placed on HOLD after

registration for a given term, and who are still on HOLD one week prior to the start date for the term may be dropped from classes. Re-enrollment is subject to space availability. Contact the Student Accounts Coordinator for additional information.

Delinquent student accounts will be turned over to an outside collection agency which may impact the student’s credit rating. The collection agency will assess additional charges (including but not limited to: interest charges, legal fees and other costs of collection).

Once an account has been submitted to collections, the student must make future payment directly to the collection agency, until the debt is settled. Students whose accounts have been turned over to a collection agency will remain on HOLD until the collection agency notifies RMCAD that the account has been paid-in full. This may take up to 30 days after the final payment has arrived at the collection agency.

## STUDENT LIFE

While your student will likely be kept quite busy with their academic and studio work for classes, RMCAD recognizes the importance of maintaining an active and healthy life outside of the classroom. Life at RMCAD is what students make of it! It is important that your student finds a balance in his or her life which incorporates their academic commitments, along with any family, personal, or employment responsibilities. Of course, your student needs to also make time to enjoy this time in his or her life!

The College provides many activities, workshops, field trips, and opportunities for involvement with both the College and local community.

The College sponsors activities on campus and throughout the Denver metro-area. Additionally, Denver and the surrounding area provide the ideal setting for students to explore and enjoy life off campus during their time at RMCAD.

### Student Activities

The Office of Student Activities hosts events and programs for students. The ideas and much of the planning for activities at RMCAD comes from the students themselves! If your student has an idea for an activity that they would like to see come to life at RMCAD, please encourage them to talk with the Director of Student Activities to discuss appropriate means to pursue their idea.

## Student Government

An active Student Government serves to promote student issues on a variety of topics that effect campus life. Student Government is comprised of an elected body of officers, both senators from each academic department, and an executive board which oversees the student driven group. Student Government meetings are always open for all students to attend. The main elections for Student Government are held each spring, and a smaller election for other positions is held in the fall semester. Student Government is receptive to student ideas for new initiatives or programs for students.

**Recent events sponsored by Student Government include:**

- Open Mic nights
- Annual Halloween party
- Masquerade Prom
- Super Nacho Art night
- Open figure drawing series

### Student Organizations

Any group of students who share a common interest, hobby, or passion are encouraged to come together as a RMCAD recognized student organization. Student organizations are open to all students and plan activities and trips that are focused around their common interest. Student organizations benefit from being able to use RMCAD space, promote their organization’s activities on campus, use of the College van for

trips, and are also eligible to apply for funding for the organization’s activities and programs through Student

Government. Some organizations have an academic focus, while others are extracurricular. Any student can create a new student organization if one does not already exist which fits their interests. If your student has a particular interest that they would like to share with other students please encourage them to talk with the Director of Student Activities or attend a Student Government meeting for information about steps for establishing a Student Organization.

### Student Ambassadors

Your student will be assigned a Student Ambassador at Orientation. Student Ambassadors are current students who selected to serve as mentors to new students during Orientation and

throughout the first year. The team of Student Ambassadors are excited to help new students adjust to college life by answering questions that new students have, providing opportunities to socialize with other students through programs and events, and serving as guides for any issues that arise during your student’s first year at the College. Student Ambassadors spend a significant amount of time with new students during Orientation. After that, your student will receive invites to lunches, and college programs from their Student Ambassador.

**Recent events sponsored by the Student Ambassadors include:**

- Movie nights
- Bowling
- Trips to community theatre
- Late night study cram sessions
- Trips to downtown galleries for special openings

## Galleries

The RMCAD campus is home to the Philip J. Steele Gallery. This gallery features year round exhibitions that help enhance classroom learning experiences in all fields of study. Exhibitions range from a mix of student, faculty and alumni work to displays by emerging and established contemporary artists.

Additionally, RMCAD has two other galleries on campus. The Rude Gallery is located in the Rude building. This petite gallery showcases small works and installation art. The third place to find rotating exhibitions on campus is the Alumni Gallery. The Alumni Gallery is located in the Texas building lobby. This gallery exhibits the exemplary talent that springs from RMCAD! Alumni are encouraged to submit resumes and images of their work for exhibition consideration.

A variety of educational programs including gallery talks, gallery guides, and panel discussions accompany many of the exhibitions. These programs are open to RMCAD students as well as the general public. Students will learn about such offerings through their classes, printed promotional materials and college wide communication about programs and events.

The Annual Student Exhibition is juried by faculty and outside artists and designers. This annual exhibition is an opportunity for students

“Have you attended campus activities? What about a Student Government meeting?”

“Which of your pieces are you planning on entering in the Student Show?”

to showcase their work in a professional gallery setting. Students are notified of show specifications and entry information several weeks prior to the opening, typically in the spring semester. Prizes are awarded to students whose work is exemplary in specific areas.

Parents of RMCAD students are always welcome to view gallery exhibitions and attend special programs. To be added to the gallery mailing list please visit the RMCAD website and link to the gallery contact section.

### Visiting Artist and Designer Program

The Visiting Artist/Designer Program fosters creativity and innovation in the classroom by bringing leading national and international artists and designers to campus. There are between 6-8 visiting artists and designers a year from all types of disciplines.

This program provides students access to successful artists from a variety of specialty areas, regions, and ethnic backgrounds which creates a forum for diverse and challenging artistic visions. Each semester, several artists and designers of national prominence spend a few days on campus. Activities range from

lectures to small sessions focused on specific topics. Please encourage

your student to check their RMCAD e-mail on a consistent basis for these wonderful visits. Your student will have the opportunity to interact with cutting edge artists and designers through personal communication and critiques.

The Visiting Artist/Designer Program is integrated into the classroom whenever possible to enhance the curriculum. The Visiting Artist/Designer Program has included environmental installation artists Christo and Jeanne-Claude, figure sculptor John DeAndrea, architect James Wines, illustrators Murray Tinkelman, John Gurche and Gary Kelley, sculptor and foundry expert Julius Schmidt, ceramicist Richard Notkin, international graphic designers Yossi Lemel and Xiao Yong, and New York gallery owner Ivan Karp.

### Local Community

RMCAD's location is ideal for art and design students! With the backdrop of the Rocky Mountains, and the proximity to downtown Denver, RMCAD students have the best of both worlds. Students have the opportunity to take

advantage of the city's bustling art and design scene and also to escape to the serenity of the mountains for inspiration and natural beauty.

### Local Art + Design Community

RMCAD enjoys close proximity to art and design opportunities. The Denver art and design community is a valuable source for student research and exhibition. At the center of the art culture are the Denver Art Museum and the Denver Museum of Contemporary Art. Denver's national and international stature in the art world has recently been increased by two exciting new construction projects: the contemporary wing of the Denver Art Museum and the new building for the Denver Museum of Contemporary Art. Students have tremendous opportunities to show their work in a number of mainstay, commercial venues such as Sandy Carson, Plus, Robischon, and Rule Galleries. Edge, Pirate, Spark, Studio Aiello, Pod, and Andenken make up just part of the vibrant and well-established cooperative gallery scene. Many galleries coordinate openings for shows on the first Friday of each month. This is an excellent opportunity for students to survey work from well established artists to emerging talents. Right down the street from campus in Lakewood, the Belmar area has recently developed. In addition to cafes, shops, restaurants, and parks, Belmar also has several galleries and space for art and design development. The lab at Belmar, a cultural center dedicated to the exploration of art, features lectures and workshops on unique aspects of art and design. Block 7, a series of galleries for everything from furniture design to graphic design, showcases local artists.

Some of the academic departments require students to show their work in local venues during their senior year. This not only gives students the practical experience of mounting an exhibition, but also gives them a formal introduction to the Denver art and design scene. Denver has, and continues to be, a very welcoming city for young artists.

"Have you had the opportunity to visit galleries in Denver? What about the art museum?"

### Colorado

Whether your student is an avid ski or snowboarder, a hiker, biker, rockclimber, history buff, or simply enjoys the outdoors, Colorado provides something for everyone! The Rocky Mountains begin to peak less than an hour's drive from the RMCAD campus. The mountains provide ample opportunities for outdoor sports and hobbies of all kinds. Ski and Snowboard Resorts are plentiful and many offer special deals for students on lift tickets and lessons. Hiking trails maze through the peaks and connect with campgrounds, a hut system, and beautiful vistas. Students who have an interest in rock climbing or simply the beauty of unique rock formations will be awe-inspired by the deep red rocks in Colorado. Unique historic towns line the roads up through the mountains. Pioneers, cowboys and gold miners left buildings and relics which bring visitors back to Colorado's roots. Rocky Mountain National Park and a system of impressive state parks offer nature walks, picnicking sites, and guided informational tours.

### Community Service Opportunities

Service opportunities in the local community are available to RMCAD students. Students can find ways to put their art and design skills to great use by assisting non-profit organizations or individuals in need. Students find that they gain wonderful real-world experience through service work, and also enjoy helping others in need. Students interested in learning more about service opportunities should talk with the Director of Student Activities.

### Student Code of Conduct

The general principles governing community life at Rocky Mountain College of Art + Design are shaped by the Mission Statement of the College and the College's core values. The Student Code of Conduct is designed to create a responsible intellectual community, to promote the respect of the College and individual property, to treat all members of the community with respect and dignity, and sustain an environment that facilitates personal, intellectual, artistic and creative growth and development.

"What is your favorite part about going to school in Colorado?"

Mountains begin to peak less than an hour's drive from the RMCAD campus. The mountains provide ample opportunities for outdoor sports and hobbies of all

"Do you have time to get involved in giving back to the community?"

The Student Code of Conduct and related policies and procedures are developed to foster each student's freedom to learn and to protect the rights of all College community members. Rocky Mountain College of Art + Design is committed to creating an interactive, supportive campus environment conducive to education, work, study and artistic development. When students enroll they assume the responsibility of observing the policies outlined in the Student Code of Conduct. Encourage your student to read and understand the Student Handbook.

Student discipline records are protected by FERPA. We expect students to guide their behavior with the following principles in mind: personal integrity, respect for the rights and concerns of others, respect for property, respect for the law and college policies.

### SUPPORTING YOUR STUDENT

A student's adjustment in the first several weeks of college is critical to his or her success. The more comfortable a student feels in their decision to attend college, the more likely they will persist to graduation. A student's attitude about college in general and their own experience influence their perception of college. Help your student develop an attitude for success by encouraging self reliance. Pause before doing things for them that they can do for themselves and help them set realistic goals to accomplish themselves. The staff and faculty at RMCAD look forward to sharing in a partnership with you to help your student become successful students, artists, designers and responsible young adults.

### Promoting Self Responsibility

When students enter college, they are responsible for a wide range of responsibilities which you may have assisted with in the past including:

- Getting up in time for class
- Negotiating disputes with roommates, classmates, and new friends
- Meeting deadlines
- Paying bills and managing money
- Scheduling routine medical appointments and seeking care when problems arise

Self responsibility is one of the most vital skills for college students to learn. It may take some trial and error, but your son or daughter will learn valuable lessons for life during their time in college. At RMCAD, we expect students to take responsibility for their own lives.

## Students are responsible for:

- Their behavioral choices
- Educating themselves on college policies and procedures
- Complying with college rules and regulations
- Academic honesty
- Personal integrity
- Developing healthy study, eating and sleeping habits
- Seeking academic assistance when needed
- Being a positive member of the campus community

Encourage your student to seek help when needed. There are many people available to your student to help navigate and offer options, should they encounter challenges. Your student will find support from campus personnel to make positive decisions.

## Communication with your student

Communicating with your student during their time at RMCAD is essential. While every family has their own unique way of communicating with one another, we would like to offer some helpful tips for communication during your student's time at RMCAD. Please remember that the first few months in a new setting will be challenging. Communication during this time in particular may be crucial for your student's success.

Agree to communication that will work well for both you and your student. Do you call to check in once a week? Email with one another daily? Who will initiate the communication? Be sure to make time early in the year to discuss these issues and find what works for both you and your student.

Keep in mind that your student will likely be incredibly busy. They may be working on a project for hours on end, and may arrive back home long after dark. If phone calls are not returned promptly or emails are short this may be the reason. Explain your expectations for communication to your student if this becomes problematic.

Be sure to keep your student informed about family members and hometown events and news of interest to them. With a lot on their plate, your student may not have time to check in with everyone, but they will surely appreciate knowing what is going on at home.

Ask lots of questions and be prepared for some surprising answers. Your student may be experiencing so many new things that they won't know where to begin to start telling you! Posing questions to your student about classes, life, friends, and more will show your student that you are interested and concerned with their wellbeing. At the same time, their answers will allow you to gain insight about what is going on with them and offer support or guidance as you see fit.

Don't pry too much. While asking questions and expressing your interest is important, keep in mind that your student is in the process of establishing themselves as a mature adult. Students will often want to keep some things in their lives private, and may be bothered by too much questioning. Learn to respect your student's privacy.

Keep an open mind and share your willingness to learn with your student. If your student is sharing stories that differ from your expectations, be sure to keep an open mind about their experiences. Learn more about what they are telling you. Let your student know that what they are reporting is different to you, and that you'd like to learn more. How can you see things from their perspective? If you are concerned about your student, let him or her know this and encourage them to seek out resources on campus for help.

Share positive encouragement. Adjusting to a new lifestyle in college is tough! Your student can benefit greatly from a kind word of encouragement, or simply from being able to talk through a concern, disappointment, or new challenge. Let your student know that you are proud of their achievements, even when challenges arise in their life at college. A thoughtful card, email message, or heartfelt conversation can make a world of difference.

## Talking with your student about alcohol and drugs

It is possible that your student will experiment with alcohol and other drugs during their college years. RMCAD is committed to creating and maintaining an environment that fosters responsible attitudes and behaviors. In recognition of this commitment and by upholding federal, state, local mandates, and College policies, the College prohibits persons under the age of 21 from possessing or consuming alcohol and actively discourages persons 21 and over from abusing alcohol.

## Help your student make wise choices by:

- Talking openly about alcohol and other drugs
- Empowering your student to say no
- Not glorifying your college drinking days
- Helping them learn from mistakes
- Leaving lines of communication open for mutually respectful conversations instead of judgments

We expect that students will follow state and federal law and policies set by the College. Behavior which violates campus policy relating to alcohol and other drugs will be addressed through the College's discipline process.

## Visiting your student

You may want to plan a trip to visit your student at RMCAD. Visiting with your son or daughter while at college will allow you to gain a glimpse of how their life at RMCAD differs from what they may have had at home. Likewise, your student may enjoy introducing you to their life at RMCAD, or may appreciate a reminder of home through your visit. Conversely, some students prefer taking time without visitors initially so that they are able to adjust and settle in to their new life. Talk openly with your student about their preferences for a visit from you. RMCAD's annual Family + Alumni Weekend is a time when parents are specifically invited to campus for a series of programs for parents and students. Be sure to look for information about this weekend early in the fall semester, and consider planning a visit at this time if that coincides well with your student's plans.

In planning your visit, be sure to talk with your student about their course load and study schedule. A visit during midterms may detract from their academic priorities and place undue stress on your student. During your visit, consider taking your student to a special meal or planning an activity that you enjoy doing together. Remember that your student has accomplished a lot during their time at RMCAD- a celebration is in order! For maps of the local area, information about restaurants and local attractions, or other related topics, contact the Dean of Students.

For your convenience, RMCAD has arranged for a discounted rate at the Lakewood Holiday Inn hotel located at 7390 W. Hampden Avenue, just 8 miles from campus. For information and reservations please call the hotel directly at 888.737.5253 or visit [www.hilakewood.com](http://www.hilakewood.com). Please mention you are visiting RMCAD and would like our "preferred

guest rate" when making reservations to receive the discounted rate at any time. Additional information about local hotels can be found at [www.denverwesthotels.com](http://www.denverwesthotels.com).

## Helping your student stay safe

While you can't physically prevent your student from becoming a victim of a crime, you can help your student live more safely by having frank discussions about safety issues. RMCAD is located in an urban area close to downtown Denver. All members of our community need to be aware of their surroundings and take precautions to protect themselves and their property. See the section in this guide on Safety for information about safety measures that the college has established for students. The safest students are the most aware students.

### Talk with your student about making smart choices such as:

- Not walking alone in isolated areas
- Never getting in a car with someone under the influence of alcohol or other drugs
- Refusing to accept drinks from strangers
- Keeping doors locked at all times
- Not storing valuables in rooms or vehicles
- Not giving personal information to strangers or people met online
- Never becoming intoxicated and losing one's ability to keep safe

## Finances and Budgeting for your Student

Managing finances is an area that new college students must master. Lack of skills and poor decisions often lead to stresses for both student and parents.

### You can help to reduce this stress by:

- Establishing a budget and expectations about finances together with your student
- Following procedures and deadlines for financial aid (see Financial Aid section of this guide and the RMCAD Student Handbook)
- Maximize sources for funding - even small amounts from local clubs help
- Make sure your student know how to balance a check book and avoid unnecessary ATM transactions



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