

RmCAD[®]

PARENT GUIDE



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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,

Dr. Maria Puzziferro

President + Provost

Rocky Mountain College of Art + Design

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 RMCAD and learn more about how you can best support your student.

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

Please note that this guide is for all purposes 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 College policies. In-depth information about policies and practices can be found in the Student Handbook (from the RMCAD website), the RMCAD catalog, or through individual College departments. If you have questions about where to locate a specific college policy, would like more information on any of the information included in this guide, or of relevance to your student, please contact the Student Success Coordinator.

RmCAD®

Rocky Mountain College of Art + Design

1600 Pierce Street | Denver CO 80214

800.888.ARTS | www.rmcad.edu



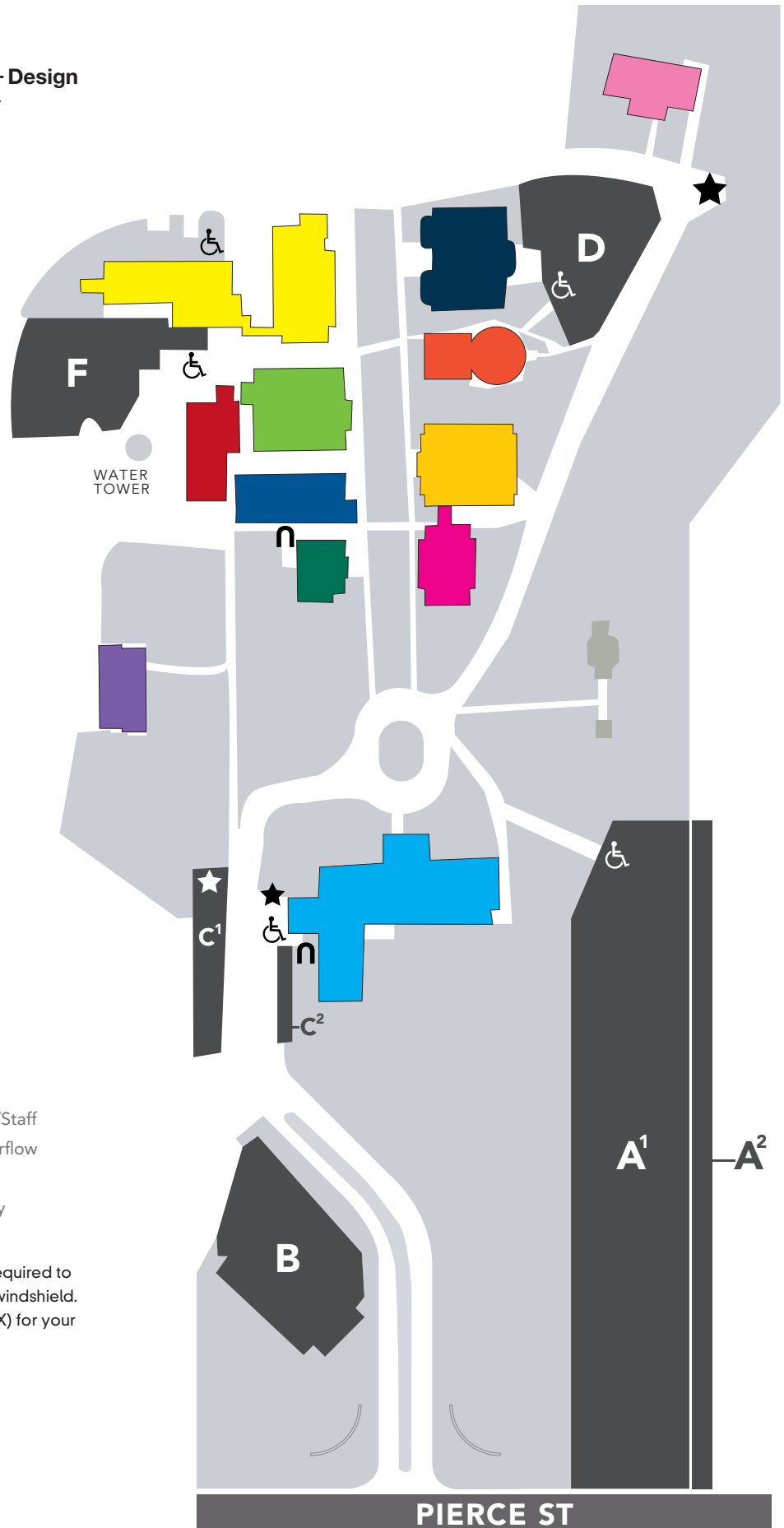
Buildings

- (TX) Texas
- (CS) Carpenter
- (SK) Spivak
- (RD) Rude
- (RB) Robinson
- (SA) Shore-Annex
- (TB) Tri-Boro/Library
- (RO) Rotunda
- (PJS) Philip J Steele Gallery
- (MH) MH Auditorium
- (DM) Diamond, (EP) EPIc
- (NS) Neusteter

Parking

- A¹⁺²** Student Lot
- B** Reserved-Faculty + Staff Only
- C¹⁺²** Reserved-Visitors
- D** Reserved-Special Events + Faculty/Staff
- F** Reserved-Faculty + Staff Only/Overflow
- ★ Reserved-Loading/Unloading Only
- ♿ Reserved-Handicaped Parking Only
- ⌒ Reserved- Bicycles

All vehicles parked on campus are required to have a parking sticker on their front windshield. See the Campus Resource Center (TX) for your parking pass.



GENERAL INFORMATION

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

College calendar

The academic calendar, which includes scheduled college closures, student breaks, and graduation, is posted on the RMCAD website.

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 student vehicles must display a valid RMCAD student parking pass on their driver side window. Student parking passes are free, do not expire, and are transferable to other vehicles. Students must stop by the Campus Resource Center in the Texas Building during the first week of each fall term, or the term in which they begin at RMCAD, to complete a vehicle registration form and to pick up their RMCAD student parking pass. It is the student's responsibility to update their vehicle record when they change vehicles. Students may register up to two vehicles.

Temporary, date-specific "visitor" passes are available for RMCAD guests. RMCAD visitors should pick up and display a date-specific visitor parking pass at the Campus Resource Center when they arrive on campus and sign in. Visitors to the Philip J. Steele Gallery and the Rotunda will receive special visitor-parking pass that are valid for that lot only.

RMCAD History

Philip J. Steele founded Rocky Mountain College of Art + Design in 1963 with a dream to provide students with 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 destitute.

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. Twenty 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 that 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 term via email. This publication is designed to keep parents well informed about current events at RMCAD and matters of importance to students and families.

A weekly electronic newsletter is sent to students, staff, and faculty each week by email. The RMCAD Weekly E-News briefly 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-News. Contact the Student Success Coordinator to subscribe.

Any address changes or requests for additional mailings for parents and family should be directed to the Student Success Coordinator. Please note that your student may make his or her own address updates through the student portal.

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 that 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, email 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 Director of Student Life.

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 just to 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

Animation/Game Art

Animation merges the arts of writing, storytelling, design, illustration, sculpture, theatre, photography, and filmmaking with the technology of computers. Students will also be introduced to audio mixing and in some cases, making individual sound/music tracks to accompany their finished films. 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, including the relatively new developments into games and interactive media, 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 worlds of animation.

Within the department there are three majors: Two-Dimensional Animation, Three-Dimensional Animation and Game Art. The choice of any of these majors allows students to focus on the development of that program's skills set and methodologies as early in the curriculum as possible, while encouraging them to explore subjects in the other programs 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. Game Art utilizes the creative processes of both two-dimensional and three-dimensional digital disciplines and integrates the interactive element to further engage the viewer.

Art Education

Teaching artists share their expertise, knowledge and skills to motivate others to learn about, think about, and create art. The Art Education program at RMCAD is designed to develop a strong artist practice in unison with effective and appropriate education techniques and knowledge.

The RMCAD art teacher preparation program leading to the BFA is approved by the Colorado Commission on Higher Education (CCE) and the Colorado Department of Education (CDE). After receiving their BFA in Art Education at RMCAD, students are prepared to apply for a K-12 teaching license in Art with the Colorado Department of Education.

Students enrolled in the RMCAD Art Education Department must complete and pass the fingerprint requirement and Colorado Bureau of Investigation background check during the first term they are enrolled in an art education course. The PLACE test must be taken and passed by the teacher candidate before s/he can apply to CDE for teacher licensure. The RMCAD students spend 800 hours in local area schools before graduating and must student teach at both the elementary and secondary levels for a total of 16 weeks during their final term at the college.

Educated to be lifelong learners, graduates are conversant with the role of education with technology, contemporary art, the language, concepts and skills of art, the history of ideas and events, and they believe that everyone should have the opportunity to explore ideas and meaning in and through the arts. Additionally, the strong studio art background the graduates gain at RMCAD helps to inform their teaching and personal art practices.

Communications Design

RMCAD's Communications Design program combines leading technology with a classical grounding in artistic problem-solving. We also provide hands-on experience with established design professionals, internships, and international design organizations. Good design isn't just nice to look at—it can make a significant positive impact on the way we live our lives. Communications Design students learn to create experiences that fit the needs of our ever-changing world. Program subject highlights from Communications Design include design thinking, user experience, research techniques, real-world clients, group projects, written and verbal presentations, design software, typography, user interface, user prototyping, and storytelling.

Fine Arts

The mission of the Fine Arts Department at the Rocky Mountain School of Art + Design is to provide an immersive educational environment founded on the principles of critical evaluation, independent thinking, research, experimentation and risk-taking in contemporary art-making. Through a broad and progressive curriculum in fine arts, RMCAD offers flexible educational opportunities for students in a closely knit, arts-centered campus community, presenting students the opportunity to learn from faculty who are leading professional fine artists. In return, the Fine Arts Department expects its students to contribute to the global dialogue of innovation through life-long learning, scholarship and creativity. RMCAD's Fine Arts Department offers emphases in Ceramics, Painting, Photography + Video Art, and Sculpture.

Foundation Studies

Each RMCAD student, regardless of major, is required to take foundation coursework. The Foundation Studies Department includes courses for all RMCAD students and is based on the simple philosophy that any student who is willing can learn the skills and principles necessary to be successful in the visual arts. The Foundation Studies faculty strives to develop artists and designers as individuals with an awareness of their impact on community and environment. The departmental curriculum is designed to be progressive in nature, with ideas developed, integrated, and incorporated by students from one class to the next. The coursework is designed to help students develop an eye for creativity, self-expression, and innovation. Studio projects and assignments challenge students to explore materials and techniques and encourage a wide range of results based on the same task. Courses in Foundation Studies are designed to provide a thorough understanding of the fundamentals of art and design through background, theory and practice.

The faculty is dedicated to preparing students for successful entry into all majors offered at RMCAD. Foundation Studies seeks to instill in students the development of technical, conceptual, problem-solving, verbal and intuitive skills, and an understanding of issues of sustainability necessary for future success in the visual arts. During their first year, students develop the vocabulary to critique their own work and that of others in a professional manner. Later, principles of visual composition, observation, history, theory, practice, and critical thinking are integrated within students' understanding of their role as professional artists and designers.

Illustration

The RMCAD Illustration program is organized around the idea that artists who like to draw, paint, and tell stories can be guided into a professional career. We see as our task the opportunity to encourage and transform raw individual talent through a deep level of engagement in the traditional representational arts. In effect, the program deconstructs the mysteries of creative work, and through repeated attention to traditional skills in the arts, students learn to create pictures that appeal both to the eye and the heart.

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. Our goal 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 shape human experience and enhance quality of life through the creation of environments that are sustainable, meaningful, innovative and functional. In accordance with the accreditation requirements of the Council for Interior Design Accreditation (CIDA), the curricular focus is to prepare students for professional practice in the creation of spaces that are as aesthetically pleasing as they are healthy and resource-efficient, while promoting the health, safety, and welfare of the public, as well as all of the Earth's species.

Through a curriculum that includes foundation, liberal arts, 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 relevant information from the social and natural sciences of psychology, sociology, anthropology, ecology, and biology as part of the interior design profession's expanding knowledge base. This philosophical foundation is synthesized with the technical, practical, ethical, and professional knowledge and skills necessary to fully prepare students, as part of an integrated design team, to think critically and holistically about design problems, and to develop effective, creative, socially and environmentally responsible design solutions.

The Green Design Area of Specialization is available within the Interior design curriculum. The Green Design Area of Specialization option allows students to investigate and apply advanced studies in green/sustainable design using methods, products, and processes that minimize the ecological impact of design and construction upon the earth and its species. The specialization includes two advanced courses with the integration of that knowledge as required components of regular studio-based projects.

Liberal Arts

About a third of each program of study is within the Liberal Arts, and these courses establish a strong foundation for each aspiring artist to develop a discipline of intellectual inquiry, a thirst for knowledge, and incisive critical thinking. The variety of disciplines reflected in the Liberal Arts curriculum has been carefully selected to provide each student with multifaceted approaches to understanding the self, as well as the world at large.

The study of Art History is an important part of an art education. Understanding art in its cultural context and through discipline-specific means of analysis empowers the artist to comprehend his or her own work and provides an informed foundation from which to create art. The western and non-western traditions are taught; discipline-specific courses likewise provide each major a means to assess its particular history.

Writing, as taught in Composition + Critical Thinking, becomes not simply a means of communication, but a way to externalize and evaluate one's own thought processes, a requisite step in developing critical thinking skills. Studies within Humanities + Contemporary Thought expose students to important intellectual developments and worldviews. The Social + Behavioral Sciences examine human relationships through social, anthropological and religious lenses. Physical + Natural Sciences and Mathematics explain the world in empirical and quantitative terms.

The goal of the Liberal Arts curriculum is to provide students with an intellectual and ethical basis for lifelong learning and global citizenship, while guiding their growth in the communication skills critical for professional success in the twenty-first century.

Academic Integrity Policy

Rocky Mountain College of Art + Design is committed to academic 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 observe or become aware of apparent academic dishonesty should report the matter to faculty or administration.

Plagiarism is a form of cheating. To plagiarize is “to steal and pass off the ideas or words of another as one’s own, use a created production without crediting the source, commit literary theft, or present as new and original an idea or product derived from an existing source” (Merriam-Webster’s Collegiate Dictionary, 1993). Plagiarism is intellectual theft, a serious academic offense with serious consequences.

Remember that academic dishonesty includes:

1. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade or the outcome of a standardized assessment;
2. Plagiarism, which is defined as the act of stealing or passing off as one’s own work the words, ideas or conclusions of another as if the work submitted were the product of one’s own thinking rather than an idea or product derived from another source; or
3. Any other form of inappropriate behavior which may include but is not limited to falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may reasonably be deemed to be a part of this heading

An initial act of academic dishonesty may result in an “F” for the course or assignment, at the instructor’s discretion. Subsequent offenses may result in expulsion from the College.

RMCAD Honor Code

As an academic and artistic community, RMCAD seeks to support the development of the highest levels of creativity, growth, and learning within each individual. It is our community’s belief that this is accomplished by careful, personal transformation effected through the incorporation of academic and artistic integrity, through a focus and attentiveness to process as well as resultant forms and product, and through acknowledging those upon whose work each is informed and inspired.

As citizens of this community each has the right and duty to expect honest and authentic work from self, peers, and all others. Further, RMCAD recognizes that this commitment to integrity is the path of discovering one’s own creative voice and art. Thus, RMCAD holds in high esteem this Honor Code, by which each pledges to abide.

Class Registration + Scheduling

The Office of the Registrar works with department Chairs and the Academic Deans 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 for the Academic year in which 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 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.

Encourage your student to talk with his/her Academic Advisor early, as priority is on a first-come, first-served basis by

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

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 RMCAD Catalog 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 online student information system: Campus Vue. Please encourage your student to talk with their faculty members immediately if they receive a midterm grade report that 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 concerned parents' stance on this issue, 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 in this guide 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.

“Are you happy with your midterm grades?
Did you discuss your midterm grades
with faculty?”

Academic Advising

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

Students are assigned an academic advisor based on their major, who will advise them freshman through senior year. Advisors help students understand Foundation and Liberal Arts requirements, program plans, the requirements of their major, course sequence, prerequisites, offer advise in selecting courses to satisfy degree requirements, clarify academic policies and regulations, and discuss issues of concern such as course load, study habits, time management or issues that may be impeding their academic success.

“Have you met with your advisor to
discuss your academic progress?”

The Office of Academic Advising practices developmental advising. The advisor does so much more than the clerical function of scheduling classes. The advisor teaches decision-making and problem-solving skills, provides guidance in the development of an educational and graduation plan, and views the student's college experience in relationship to their life. They encourage the student to ask open-ended questions and use campus resources to find answers. The advisor has a relationship with the student as a resource, counselor, and sometimes advocate.

STUDENT SERVICES

Academic Success Plan

Applicants who are admitted with a cumulative grade point average below 2.0 or with standardized test scores below the following: SAT scores of Critical Reading below 430 and Math below 460; or ACT scores of English below 18 and Math below 19; will be required to participate in the Academic Success Plan (ASP). Students participating in the ASP will create an individualized plan with their Academic Advisor and the Director of the Student Learning Center to assist in their success at RMCAD.

Although the ASP is used primarily as a tool for new, incoming students for whom it is mandatory (see above criteria), any interested RMCAD students can voluntarily create an academic success action plan with their Academic Advisor and the Student Learning Center to help enhance their academic success.

The Campus Resource Center

The Campus Resource Center (CRC) is located in the center of the 1st floor of the Texas building. The CRC is the central hub for information and a variety of student services. Students can pay their Student Account bill, drop off pre-stamped mail, and pick up lost and found items at the Campus Resource Center. Students may also drop off class assignments and projects for their instructors. However, it is the students' responsibility to inform their instructors that a class assignment/project has been dropped off at the CRC. All assignments/projects must be in an envelope or properly labeled with the student's and instructor's names. These assignments/projects should always be placed in an internal mailbox or on a shelf in the mailroom by the student, and never handed to a CRC staff member. The CRC also provides check out (ID required) for the necessary tools to mat and mount finished projects for final class presentations.

The CRC is staffed during normal business hours as well as limited hours each evening and weekends during the academic year.

The staff at the Campus Resource Center will take messages if calls are received for students and then will attempt to reach the student through the RMCAD email system. Only in emergency situations will staff attempt to locate students on campus to deliver a message.

Career + Alumni Services

The Career + Alumni Services Office coaches, empowers, and motivates student and alumni engagement, development, and employment in the arts community. The office also collaborates with employers developing relationships and providing career services resulting in internships and employment opportunities (part-time and full-time) for students and alumni. In addition, the office maintains a student's connection with RMCAD after graduation through Alumni Association services, programs, and events.

“What is your dream job? Have you spoken with the Director of Career + Alumni Services about how to achieve your goal?”

It is never too early for students to start planning for their career. Parents should encourage their students to explore career options through career coaching meetings with Career + Alumni Services team, conversations with the academic Department Chairs, joining relevant professional associations and through attending programs and workshops sponsored by the Career + Alumni Services Office.

Career Empowerment

The following is an overview of just some of the lifelong services offered to RMCAD students and alumni free of charge.

- Personalized one-on-one career coaching
- Cover letter and resume reviews
- Interview tips and evaluations
- Career services software tools, including Optimal Resume Suite and CareerShift
- Job search tips, strategies, and planning
- Links to a network of employers and professional organizations
- Updated job openings, locally and nationally
- Networking events and speakers
- Career-related programming and workshops
- Internship opportunities
- Long- and short-term career planning tools
- StrengthsQuest StrengthsFinder 2.0 assessment and coaching

Alumni Association

Membership in the RMCAD Alumni Association and related benefits are automatically granted once a student successfully attains graduate status.

Benefits Include:

- Free admission to all on-campus Passport to Success career workshops and events.
- Discounts at the RMCAD Supply Store and the bookstore website (currently 5% off books and 10% off other supplies).
- Ability to audit (not for credit) RMCAD courses in your major through the RMCAD Renew Program with no tuition fees (some restrictions apply; please contact Career + Alumni Services for details).

- Access to RMCAD Research Library (some exclusions apply).
- RMCAD email address and access to the Alumni Dome, a community where you can get information on the Alumni Association, upcoming events and fellow alumni.
- Continued or new access to Digication, a type of online portfolio.
- Continued or new access to Optimal Resume, CareerShift and StrengthsQuest. (See the “Job Resources” tab on the Alumni Dome for directions on logging into these sites.)
- Participation in alumni social media pages.
- Limited access to RMCAD computer labs for portfolio development. Access is only available during regular RMCAD business hours and a RMCAD Alumni ID (\$10 one-time fee) is required. Campus access and attainment of the Alumni ID must be coordinated through the Office of Career + Alumni services. Please note, NO work can be done on campus for commercial purposes, financial gain, or professional outcomes.
- Opportunity to exhibit work in the alumni gallery.
- The Alumni + Friends newsletter.

Please contact Career + Alumni Services to set up an appointment at careerservices@rmcad.edu

College Computing

The College has 17 primary computer labs with over 300 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 Communications Design to Animation and Interior Design. Lab Technicians, who are current students 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. Wireless Internet is available to students in all areas of campus. (See the TECHBAR for setup assistance). These machines are (in most cases), being removed in favor of the Gear Box Program (information below).

Gear Box Program

RMCAD offers a Gear Box Program providing new, incoming students with a MacBook Pro Laptop, degree-specific software and additional hardware. This program allows students more flexibility within their degree program and in study and work time. Students are informed during the admissions process of the materials required for their degree program and these items must either be purchased through the Gear Box program or purchased through another vendor, however these items must be brought to the first day of class. RMCAD provides the student with hands-on software training.

All incoming students must sign a Gear Box Election Form. This form confirms the student’s understanding of the program and the student’s financial options and obligations. This form also informs the student that the full amount of the Gear Box will be owed to RMCAD upon withdrawal or dropping class(es) and that RMCAD does not provide refunds for purchases made toward the Gear Box program.

A copy of the Gear Box Election form can be obtained from Campus Operations (campusoperations@rmcad.edu). For more information regarding this program and financing options, please contact your Admissions or Financial Aid Counselor.

Email

Each student is assigned an 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, your student will be taught how to access their email account through the Internet. Any email problems or concerns should be reported to the Information Technology Department in the TECHBAR.

“Do you check your RMCAD email account regularly for important information and updates?”

Students are expected to consult the Computer Labs Policies and Procedures Manual for guidelines for appropriate use. This Manual applies to every active Student, Alumni, Faculty, Staff, and guest of RMCAD.

Counseling

The College provides personal counseling free of charge to students. Many students experience challenges during these years. Issues that require attention may be in the form of a mood disorder, a relationship problem, drug or alcohol abuse, or any other problem of concern. The Counseling Office is

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

able to provide information about community resources, as well. Availability for these resources often depends on insurance coverage. Students can make an appointment by calling the Counseling Office at 303.225.8573

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 complete the online 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 will 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 Director of Student Life, or directly to the insurance company (contact information provided on their identification card).

Nearby area hospitals and emergency rooms include:

"Have you found
a local doctor?"

EXEMPLA LUTHERAN HOSPITAL

8300 W. 38th Ave.
Wheat Ridge, CO
303-425-4500
(38th + Wadsworth)

ST. ANTHONY HOSPITAL

11600 West 2nd Place
Lakewood, CO 80228
720-321-0000
(Near Union Blvd.)

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. The Regency offers many amenities including a computer lab, laundry, a gym and workout area, a pool, several lounges, art studio, 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. Please note that RMCAD is not affiliated with The Regency, LLC.

Library

The Library is a reservoir of carefully collected and stored materials that provides services and resources to support the curriculum and instructional needs of our academic community. Our library houses and provides access to print and electronic books, magazines and journals, special collections, textbooks, visual images, and DVDs. Information and programs provided include selected Internet resources, subscription databases and software necessary to fulfill course projects and assignments. The library offers a variety of seating areas to enable group work and individual study time. A full computer lab is maintained including state of the art desktop computers installed with Adobe Suite and MS Office software, a color printer, a black and white copier/printer, and a high-resolution, large-format scanner. Students may check out materials from the library with a valid student identification card in compliance with our circulation policies. Our library website containing our catalog and variety of electronic resources can be found through the school's intranet, The Dome.

"How are the collections
of books and magazines
in the Library?"

Online Bookstore

Students are able to purchase textbooks from the RMCAD bookstore website (bookstore.rmcad.edu), which is also accessible via link from the student portal. In compliance with new federal regulations, course registration information will also include each course's required book list (title, edition, ISBN and average retail price). The bookstore website is open 24 hours a day, 7 days a week, and books are shipped directly to the student or to the address of the student's choice. Visit bookstore.rmcad.edu to view the required books for each course and the inventory availability. Some editions are available in new, used or e-book versions, on a first-come, first-served basis.

A portion of a student's financial aid can be allocated as a bookstore voucher in anticipation of their book order. Written authorization will need to be given to the Financial Aid Department. The bookstore website offers a "buy-back" program,

whereby certain textbooks that have been purchased may be bought back as used books for a limited time at the end of each term. Funds are returned to the student by check or PayPal (their choice) regardless of how the book was purchased.

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 Campus Resource Center. 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 on this guide entitled Helping your Student Stay Safe for additional tips about personal safety.

Starfish Early Alert

Starfish Early Alert is a tool used by RMCAD faculty and staff to help promote the academic and personal success of RMCAD students. The main goal for using this software program is to identify student concerns early on and provide the student with supportive, helping resources before the concern impedes the student’s ability to be successful at RMCAD. Concerns raised in Starfish Early Alert are wide-ranging and include, but are not limited to: academics, personal health and well-being, conduct and behavior, careers, and student dissatisfaction. Starfish Early Alert has been configured intentionally with regard to student privacy laws (FERPA), so information in Starfish Early Alert is only shared with other faculty and staff who have a “legitimate educational interest” in the given concern.

Additionally, students may receive an automatically generated email from the Student Success Coordinator through Starfish Early Alert when their instructor raises a concern related to class academic performance (i.e. not completing assignments, poor class attendance, and poor assignment/test performance). The email will give a general statement of the concern and which class it is for, as well as prompt the student to speak with his or her instructor as soon as possible. Although Starfish Early Alert helps faculty and staff to ensure that each and every student is getting the help they need, the ultimate responsibility lies with the students to take advantage of the resources and help being offered to them.

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.

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. Most incidents are handled informally. 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.

Student Disability Services

In compliance with the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, the College affirms its commitment to provide equal access and reasonable accommodations for students who have documented disabilities. Students seeking accommodations from the College are required to self-identify as a student with a disability and provide appropriate and current documentation about the nature of their disability to the Student Disability Services Coordinator to initiate the process of arranging accommodations at the College. Information about the process and documentation guidelines can be obtained from the Student Disability Services Coordinator.

Student Learning Center

Located in the Tri-Boro building, the Student Learning Center is a student-oriented academic support resource that offers course content assistance for all departments on campus. Trained peer tutors are available on a walk-in basis, or by appointment, to assist students with writing, math, academic success strategies (note-taking strategies, time management, etc.) study sessions, computer programs (Photoshop, Illustrator, etc.) or other academic issues. Online tutoring is available 24/7 in writing and math. There is no charge to RMCAD students for any of the services. Please email learning@rmcad.edu or call 303.225.8605 for more information.

“Did you know that you can receive free tutoring simply by stopping by the Student Learning center?”

Student Success and Outreach Committee

The Student Success and Outreach Committee (SSOC) is comprised of a small group of faculty and staff from across the College who are committed to the academic and personal success of RMCAD students. The SSOC meets weekly to confidentially discuss student concerns and collaborative outreach strategies, to proactively reach out to students with low attendance, and to contact students with strategies for low grades at midterm. The SSOC also serves as the College's threat assessment team and intervenes as necessary for the safety and well-being of the RMCAD community.

Supply Store

The on-campus Supply Store carries the majority of supplies necessary for classes. The Supply Store team will be glad to assist students with any questions regarding art supplies. Some items not carried in the store may be special ordered. A 75% deposit is required for all special orders. The on-campus Supply Store also maintains the mat cutting area located in the Texas Student Lounge. The Supply Store team can assist students with their questions regarding the tools and basic instructions for using the tools in this area.

The on-campus Supply Store accepts the following forms of payment: cash; personal checks from enrolled students in good standing; prepaid gift certificates; and MasterCard, Visa, Discover or American Express. Prepaid Student Store Accounts are also available. For details, contact any Supply Store team member.

“Have you seen the RMCAD apparel in the Supply Store? Is there anything that you would like for your birthday?”

Most supplies required for the first day of each class can be found at this link: bit.ly/RMCAD-Supply-Lists. Instructors will inform students of additional materials needed for projects or assignments and labs. The hours of operation are posted outside the Supply Store.

Gear Boxes are to be purchased and paid for at the Supply Store—billings for the Gear Box Program are billed separately from other Student Account charges. Students who have obtained loans to pay for tuition

and related education costs may use their financial aid disbursement checks to pay their Gear Box charges. Any balance due after applying the financial aid will be the responsibility of the student. Unpaid Gear Box balances at the end of a term could prevent registration for the next term, processing of transcript requests or cause a delay in delivery of the diploma after graduation.

Tobacco-Free Campus

Until December 31, 2011

Smoking is prohibited in RMCAD buildings. The campus has several designated smoking areas where smoking is permitted. Smoking on campus anywhere outside of the designated smoking areas is prohibited.

After January 1, 2012

“The American College Health Association (ACHA) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard. ACHA further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen and that there is no safe level of exposure to environmental tobacco smoke (ETS), a recognized toxic air contaminant.” www.acha.org

Recognizing that tobacco use in any form (both active and passive) creates an unhealthy environment and has been linked to many serious health problems, effective January 1, 2012, RMCAD has become a tobacco free campus. Smoking and use of tobacco products is prohibited in all campus buildings, all campus grounds and all campus vehicles.

Tickets will be issued to any student, faculty member, staff or guest who does not comply with the tobacco-free policy. A tobacco use ticket represents a violation of the RMCAD tobacco-free policy and will be added to the student's bill. Multiple unpaid tobacco use tickets may result in the student's account being placed on administrative hold for non-payment.

Contact the Director of Student Life for tobacco use cessation support information and programs.

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 Director of Student Life 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.

Tuition Billing + 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.

“Are you prepared to file the FAFSA by the priority deadline?”

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: Direct Stafford loans, Federal Pell grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Colorado Student Grants (CSG), work study, institutional scholarships and grants, Direct 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:

$$\begin{array}{r} \text{Cost of Attendance*} \\ - \text{Expected Family Contribution**} \\ \hline \text{Financial Need} \end{array}$$

* 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; and
- 3) They are maintaining satisfactory academic progress

Tuition, fees, housing (if applicable), 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 Student Accounts. If your student has any questions about their student account they must contact the Student Accounts Office. Your student should review all bills that are mailed to them and regularly review their account through the portal.

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 either via cash, check, or credit card at the beginning of each term or have set up a RMCAD term-based payment plan. Enrolling in the payment plan is simple and secure. All your student must do is contact the Student Accounts Office and ask to be set up on our payment plan. They have three (3) options to pay: Manual (Cash, Check, and Credit Card), ACH or Auto Credit Card. We suggest that you and your student carefully read the instructions during the enrollment process. There is a \$25 service fee charged each term to set up a personalized installment RMCAD term-based payment plan. Each term is treated separately, so the enrollment process for the RMCAD payment plan must be completed prior to the beginning of each term. 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.

Student Accounts – Current, Delinquent and On Hold

Current Accounts:

In order for a student to register for classes in the next term, their tuition account must be current. Please be sure that you or your student review the selected bank account/credit card account information provided on the RMCAD payment plan forms 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 (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 student's 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 term;

OR

- 2) Receive a refund.

Your student should contact the Student Accounts Office 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.

A student who owes less than \$1,000 on their Student Account must meet with the Student Accounts Coordinator to set up a written payment plan. The student will only be allowed to register for the next term if they agree to the written payment plan. The balance carried forward and all charges for the next term must be paid in full before the student is allowed to register for any subsequent term.

A student who owes more than \$1,000 on their Student Account will not be allowed to register until their balance is under \$1,000 and then only if they have agreed to a written payment plan. The balance carried forward and all charges for the next term must be paid in full before the student is allowed to register for any subsequent term.

Students on HOLD are ineligible to receive official transcripts 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 Office 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.

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, inexpensive options for busy students including coffee, pastries, sandwiches, salads, and snacks. The Café buys organic and local food whenever possible, composts food waste and uses environmentally friendly serving pieces.

“How is the food at the Underground Café?”

The relaxed and comfortable atmosphere of the Underground Café is the perfect place to study, chat or simply hang out between classes. Students can often be seen meeting with instructors, collaborating on projects, or simply sketching new ideas in the Café. The Underground Café accepts cash and major credit cards.

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.

Colorado

Whether your student is an avid skier or snowboarder, a hiker, biker, rock-climber, 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.

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

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 Life.

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

Local Art + Design 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.

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

Once known as a “cow town,” Denver has shed its rustic image. Today, Denver has a growing reputation for being one of the top art cities in the United States. RMCAD students new to the area quickly discover the College enjoys close proximity to art and design opportunities. The Mile High City

has several thriving districts brimming with galleries, studios and retail shops. Add to that a year-round calendar filled with art-related festivals and events, and it’s obvious why Denver has been called the “Art Mecca of the West.” At the center of the art culture are the Denver Art Museum and the Denver Museum of Contemporary Art. Students have tremendous opportunities to show their work in a number of galleries in the Art District on Santa Fe, River North Art District, Golden Triangle Museum District, Tennyson Street Art District, and Navajo Street Art District.

On the evening of the first Friday of every month, galleries and shops throughout the city’s numerous art districts open their doors to welcome visitors. With many venues offering refreshments, live entertainment, and sneak previews of new work, this is an excellent opportunity to get better acquainted with the talent and innovation that surround us. 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. 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.

Philip J. Steele Gallery

The RMCAD campus is home to the Philip J. Steele Gallery. The gallery features year round exhibitions that help enhance classroom-learning experiences in all fields of study. Exhibitions range from solo to group shows and pull from artists ranging from emerging and established contemporary artists to student, faculty and alumni.

Additionally, RMCAD has two smaller galleries on campus. The Rude Gallery is located in the Rude building. This petite gallery is designed for small works and site-specific installations. 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 to be considered for an exhibition.

A variety of educational programs including gallery talks, catalogs, 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.

Parents of RMCAD students are always welcome and encouraged 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.

The Annual Student Exhibition is held every spring semester at RMCAD and fills almost every building on campus. Students are notified of show specifications and entry information several weeks prior to the selection of work. This exhibition is juried by professional artists and designers who are selected by RMCAD faculty. The jurors select awards for each department. Recipients are presented with their awards at a ceremony that occurs the night of the opening reception. Family and friends are welcome and tend to fill the auditorium for this event.

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

Student Activities

The Office of Student Life 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 Life to discuss appropriate means to pursue their idea.

Student Ambassadors

Your student will be assigned a Student Ambassador at Orientation. Student Ambassadors are current students who have been selected to serve as mentors to new students during Orientation and throughout the first year. The team of Student Ambassadors is excited to help new students adjust to college life by answering questions 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. They also provide opportunities to socialize with other students by planning events for the entire student body, as well as within the academic departments. Additionally, Student Ambassadors plan and execute several community service projects throughout the school year to support and give back to the surrounding communities.

Student Government

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

- Open Mic nights
- Annual Halloween party
- Masquerade Prom
- Super Nacho Art Night
- Open Figure Drawing Series

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

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, and are also eligible to apply for funding for the organization's activities and programs through SG. 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 Life or attend a SG meeting for information about steps for establishing a Student Organization.

Visiting Artist, Scholar, and Designer Program

The Visiting Artist, Scholar, and Designer Program is an interdisciplinary initiative that is culturally inclusive, intellectually expansive, and ultimately enriches the RMCAD experience for the entire community. An integral part of the educational mission of RMCAD, the VASD Program fosters vision, creativity and innovation by bringing 8-9 leading national and international artists, scholars and designers to campus each year. The Program provides direct access to contemporary art, design and culture through an inspiring comparative framework by creating a forum for diverse and challenging artistic visions.

The VASD Program also opens RMCAD's doors to the Denver metro community with its Public Lecture Series, inviting the public to attend a free evening lecture given by each distinguished visiting artist, scholar, and designer. Each visitor also engages with RMCAD students and faculty through private events, such as studio visits, gallery talks and workshops, which give your student the opportunity to work closely with well-respected, and often famous, professionals in their field. Past visitors include art critic and curator Lucy Lippard, artist and engineer Golan Levin, and award-winning designer Rick Valicenti.

Bringing artists, scholars and designers to campus each term, the VASD Program creates a cross-disciplinary environment made possible through appreciation and critical inquiry. For more information about past and upcoming visitors, please visit the VASD program page: www.rmcad.edu/visiting-artist-scholar-designer-program.

SUPPORTING YOUR STUDENT

A student's adjustment in the first several weeks of college is critical to his or her success. The more comfortable students feel in their decision to attend college, the more likely they are to 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 students 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 that you may have assisted with in the past including:

- Getting up on 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 busy schedule may be the reason. Explain your expectations for communication to your student if it 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 well-being. 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, and local mandates, as well as 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 that 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.

In planning your visit, be sure to talk with your student about their courseload 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 Director of Student Life.

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. 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.

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 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 leads 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)
- Maximizing sources for funding—even small amounts from local clubs help
- Making sure your student knows how to balance a checkbook and avoid unnecessary ATM transactions
- Discouraging your student from accepting any credit card offers
- Encouraging your student to consider part-time employment (see section on Career and Alumni Services in this guide)
- Having your student share in some of the financial commitment of college—the more participation that your student has with paying tuition bills, the more they will understand the big picture of financing a college education

Watching for Warning Signs

Our hope is that all of our students thrive in this environment and enjoy their time at RMCAD. There is a web of support available to students in need, and we will do all that we can to help students succeed if they want to be successful. It is important to identify problems early when students will have more options for addressing or changing the situation. Encourage your student to seek assistance from a trusted faculty member, Academic Advisor, Student Ambassador, or any staff member if you believe that your student is struggling.

The following behaviors may indicate problems in adjusting to college life.

- Calling home or going home frequently
- Indecisiveness about goals or courses
- Poor class attendance
- Difficulty keeping up with coursework
- Questioning the relevance of required courses
- Selecting classes without understanding connection to career or other goals
- Exhibiting overconfidence combined with poor academic record
- Failure to reapply for financial aid
- Requesting transcripts