

student handbook

2009 – 2010

cornish
college
of the
arts

ABOUT CORNISH COLLEGE OF THE ARTS

MISSION STATEMENT

The mission of Cornish College of the Arts is to provide students aspiring to become practicing artists with an educational program of the highest possible quality, in an environment that nurtures creativity and intellectual curiosity, while preparing them to contribute to society as artists, citizens, and innovators.

Cornish realizes this mission by offering baccalaureate studies in the performing and visual arts and by serving as a focal point in the community for public presentation, artistic criticism, participation and discussion of the Arts.

CORE VALUES

Cornish College of the Arts is committed to the following core values:

Providing an educational environment that offers personalized attention and acknowledges the whole person, cultivating artistic potential and individual voice.

Supplying a rigorous and balanced arts education that encourages experimentation and innovation while providing a solid grounding in technique and craft.

Providing a fine arts education that develops imaginative and critical thinking capacities grounded in knowledge, producing not just trained, but educated artists.

Creating a college environment that demonstrates respect for equal opportunity for all persons and the inclusion of diversity in the curriculum and in the ranks of the student body, faculty, staff and Board of Trustees.

Offering a faculty of practicing artists whose accomplishments serve to inspire and inform students seeking a professional career in the arts.

Contributing meaningfully to the cultural vitality of the community.

DIVERSITY STATEMENT

Cornish College of the Arts commits to demonstrating respect for individual expression and integrity; to promoting the equality of opportunity and rights of all persons within the community, and to actively encouraging and maintaining the representation and inclusion of diverse cultures and backgrounds within the student body, faculty, staff and curriculum. We believe that diversity refers to a number of human qualities and characteristics. National origin, race, gender, age, socioeconomic background, religion, sexual orientation and disabilities are characteristics that combine in unique ways, forming the multiple identities we all hold. Those diverse characteristics contribute positively to the environment of the College and to an education that accurately reflects and contributes to the complex interplay of art, culture and society.

We hold ourselves responsible to fulfill the mission of the College by preparing students "to contribute to society as artists, citizens, and innovators," and believe that the mission is best served by actively cultivating a positive environment in which to explore and express the diverse perspectives of a pluralistic society.

student handbook

2009–2010

Please note that the information in the Student Handbook is subject to change, especially in regard to dates and hours. Check with the appropriate department or at www.cornish.edu for the most up-to-date information.

quick guide

cornish college of the arts 1.800.726.ARTS

IMPORTANT PHONE NUMBERS

admission office	206.726.5016	housing & residence life	206.315.5852
campus safety & security	206.726.5038	registration & records	206.726.5069
counselor	206.726.5027	student accounts	206.726.5025
financial aid	206.726.5014	student affairs	206.726.5003

DEPARTMENT CHAIRS

art	David Ulrich	206.726.5045	(Asst. 206.726.5141)
dance	Kitty Daniels	206.726.5080	(Asst. 206.726.5079)
design	Grant Donesky	206.726.5043	(Asst. 206.726.5130)
music	Kent Devereaux	206.726.5029	(Asst. 206.726.5030)
performance production	Dave Tosti-Lane	206.726.5044	(Asst. 206.726.5044)
theater	Richard E.T. White	206.726.5127	(Asst. 206.726.5042)
humanities & sciences	Chris Kellett	206.726.5180	(Asst. 206.726.5166)

BUILDING USAGE HOURS

main campus center

Aug. 24, 2009-May 14, 2010

monday-friday

usage hours:

6:15 a.m. to midnight

no entry after (not even with ID card):

11:00 p.m.

saturday & sunday

8:00 a.m. to midnight

11:00 p.m.

shutdown begins at 11:30 p.m.

Lockout-11:30 p.m.

kerry & kerry garage

Aug. 24, 2009-May 14, 2010

monday-friday

usage hours:

6:45 a.m. to midnight

no entry after (not even with ID card):

11:00 p.m.

saturday & sunday

8:30 a.m. to midnight

11:00 p.m.

shutdown begins at 11:30 p.m.

Lockout-midnight

ID cards are needed to enter the buildings at certain hours and on weekends.

summer & holiday hours: will vary, as posted.

For more information, see the "operating days & building hours" section under **facilities & services**.

IMPORTANT DATES

sept. 8	first day of fall semester classes	jan. 19	first day of spring semester
sept. 16	last day to drop w/o record	jan. 27	last day to drop w/o record
nov. 11	Veterans Day	feb. 15	President's Day
nov. 20	last day to withdraw from classes	mar. 15-20	spring break
nov. 25-27	thanksgiving break	apr. 9	last day to withdraw from classes
dec. 19	last day of fall semester	may 8	last day of spring semester
dec. 20 - jan. 18	winter break	may 15	commencement
jan. 18	Martin Luther King, Jr. Day		

PRESIDENT'S CABINET

Sergei P. Tschernisch

President

Lois A. Harris

Provost

Brandon Bird

Director of Campus Safety & Security

Adrienne M. Bolyard

Registrar

Vicki Clayton

Chief Operations Officer

Gary Craig

Dean of Enrollment Management

Jane Ewing

VP for Institutional Advancement

Jenny Frazier

Facilities Director

Jerry Hekkel

Dean of Student Affairs

Meike Kaan

Director of Communications

Mark Ledesma

Information Technology Manager

Bev Page

Director of Human Resources

Jeff Riddell

Chief Financial Officer

Molly Scott

Executive Assistant to the President

Chris Stollery

Director of Development
& Alumni Relations

Dave Tosti-Lane

Performance Production Chair

Jenifer Ward

Associate Provost

BOARD OF TRUSTEES MAY 2009

officers

John Gordon Hill, Chair

Hill Film Inc.

Virginia Anderson, First Vice Chair

Community Volunteer

Robin Amrine, Treasurer

Sterling Savings Bank

Heather Howard, Secretary

The Boeing Company

Carol Munro, Immediate Past Chair

Auction of Washington Wines

Sergei P. Tschernisch, President

ex officio

trustees

Eve Alvord

Community Volunteer

Glenn J. Amster

Lane Powell PC

Karrie Baas, BFA Art '95

Baas Art Gallery and Framing

Roger J. Bass

Roger J. Bass Consulting LLC

Joseph Brotherton

The Brotherton Companies

Gloria J. Burgess

Jazz, Inc

C. Kent Carlson, Esquire

K&L Gates

L. Robin Du Brin

Columbia DuBrin Realty Advisors

C. Douglas Francis

TEC Mechanical Service Co.

Marianne Sorich Francis, BFA Art '96

Artist and Community Volunteer

Michael K. Gibson

The Architecture Group

Lawrence E. Hard

Community Volunteer

John W. Jordan

Firebird Ventures LLC

Richard D. Klausner, M.D.

The Column Group

Ed Littlefield, Jr.

Sage Arts

Michael K. McKernan

Real Property Investors, LLC

Robert M. Parks

TRF Pacific, Inc.

Joan Poliak

Community Volunteer

Sherry Raisbeck, BFA Art '88

Artist and Community Volunteer

Ellen Rutledge, BFA Art '96

Artist and Community Volunteer

Carlo Scanduzzi

ACT Theatre

Julie Speidel, BFA Art '67-'68

Artist

Steve Walker

Heartland LLC

Toby Whitney

Community Volunteer

WELCOME

On behalf of the faculty and staff of Cornish College of the Arts, welcome! We are delighted to have you with us and look forward to getting to know you better.

This student handbook contains valuable information to help students thrive and succeed while enrolled at Cornish. Student Affairs has designed the handbook to be used in conjunction with the Cornish College of the Arts Catalog, which includes descriptions of courses as well as requirements for graduation and completion of an academic major. Please note that it is your responsibility to be familiar with the material covered in this handbook.

The information contained herein is accurate as of the publication date. The most current information regarding academic policies is available through Registration & Records. Additional information on policies relating to student life is available through Student Affairs. Please feel free to contact Student Affairs at 206.726.5003 or studentaffairs@cornish.edu if you have any questions or suggestions for future editions of the student handbook. The student handbook is also available on the Cornish website, at www.cornish.edu/studentaffairs.

We hope you take advantage of all the programs, services and opportunities Cornish College of the Arts and the city of Seattle have to offer. Please do not hesitate to let us know how we may assist you.

Sincerely,

Student Affairs Staff

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disclaimer

The information contained in this handbook is subject to change at any time. It is intended to serve as a general source of information about Cornish and in no way constitutes a binding contract between the students and the College. Cornish College of the Arts reserves the right to withdraw or change any curricular offerings, instructors or schedules, to revise tuition and fee structures, and to amend Cornish policies.

All members of the Cornish community – students, faculty, and staff – share certain rights and responsibilities.

Some of our responsibilities have been articulated in specific policies to dispel misunderstandings, to provide easy and effective communication, and to assist individuals in accomplishing their goals at Cornish. It takes all of us working together to secure the freedom to learn.

Please flip the book over and upside down for the Quick Guide, Campus Directory, Community Resources, the complete Academic Calendar and the Student Planner.

ACADEMIC RIGHTS & RESPONSIBILITIES

ACADEMIC & DEGREE PLANNING

advising/degree requirements

For students admitted Fall 2009, a Bachelor of Fine Arts (BFA) or Bachelor of Music (BM) from Cornish College of the Arts consists of the following basic requirements. Please see the Cornish College of the Arts Catalog or the website, www.cornish.edu, for a more detailed breakdown of degree requirements.

	art	dance	design	music	performance production	theater*
Credits in Major	85	91	85**	90	90	94
H & S	30	30	30	30	30	30
Arts Electives	6	6	6	6	6	6
Total	121	127	121	126	126	130

* *Certificate in Theater* requires 97 credits in the major only; see Catalog for program.

** *Interior Design* completes 86 credits in major for a total of 122.

If the degree requirements change during the time you are enrolled at Cornish, you may choose to complete a degree under the new requirements or elect to continue under those in effect at the time of your initial enrollment. You may not combine provisions of the two programs.

To ensure graduation within four years and timely progression in class standing, students should complete at least 30 credits each year and closely follow the model program listed in the Cornish Catalog. Class level is based on a student's total (career) earned credits:

Freshman	0–29 credits
Sophomore	30–59 credits
Junior	60–89 credits
Senior	90+ credits

The College website will have the most current model program for your area of study. The Department Chair will serve as advisor or appoint a faculty member in that capacity. In addition to meeting with students before advance registration, the advisor is there to answer any questions regarding degree requirements and academic progress. Students are encouraged to make a yearly appointment with the Assistant Registrar in the Registration & Records Office to confirm that they are on track.

advising templates

The Advising Template indicates course requirements that you have completed, course requirements in progress, and what courses you have left to complete. It is accurate as of the date it was printed.

Students may request a copy of their Advising Template at any time. Advising Templates are also sent to students at the end of each summer to provide you with the means of tracking and evaluating your progress towards graduation from year to year.

The Advising Template is most easily understood when read in conjunction with the description of your Model Program as detailed in the Cornish College of the Arts Catalog and on the College website. If you need help interpreting the Advising Template or have questions, please contact your Departmental Advisor or the Registration & Records Office.

The Advising Template does not constitute an official academic record. Rather, it is created in support of student responsibility to be aware of timely completion of all degree requirements as listed in the Cornish College of the Arts Catalog.

ADVISING TEMPLATE DETAIL

	TOTAL CREDITS NEEDED TO MEET REQUIREMENT	TOTAL CREDITS EARNED THUS FAR IN COMPLETION OF REQUIREMENT			
	Credits NEEDED	Credits EARNED	Courses TAKEN	Grade	Yr/Term
Humanities & Sciences					
HS Elective	12.00	6.00			
HS392 - Directed Studies		3.00	HS392	A	2007 Spring
HS221 - Cosmology		3.00	HS221	P	2007 Fall
HS205 - Writing Non-Fiction				In Progress	2008 Spring
DEGREE REQUIREMENT	COURSES NEEDED TO MEET REQUIREMENT	'IN PROGRESS' NOTATION REFERS TO THE MOST RECENT TERM FOR WHICH THE STUDENT IS ENROLLED		COURSES TAKEN, GRADE RECEIVED, YEAR/TERM COMPLETED	

Evaluation of degree progress is summarized within the three areas of a BFA or BM degree: Humanities & Sciences, Major Course Work, and Arts Electives (course work outside the major).

The Unapplied Course Work section lists courses that are not currently being applied to your degree. If this section lists a course that you think should satisfy one of your degree requirements, please check in with the Registration and Records Office so that we can confirm with you and the department the correct information.

arts elective requirement

Students are required to take 6 credits of arts coursework outside their major area of study. Refer to the Schedule of Classes each semester for courses that are indicated as open to non-majors. Courses in Creative Writing (HS 203-206) will also meet the Arts Elective requirement.

humanities & sciences requirements

As part of their BFA or BM degree, students will complete a minimum of 30 credits in Humanities and Sciences course work.

This program is organized around a first-year Integrated Studies experience, after which students select additional Humanities & Sciences coursework from three main areas: Humanities, Sciences and Social Sciences. Students are able to take a range of interdisciplinary and disciplinary courses to satisfy their distribution requirement and nine credits of HS electives offer both flexibility and choice.

academic rights & responsibilities

For students admitted Fall 2009, the required distribution of thirty credits is as follows:

Integrated Studies (required first-year program)	12 credits
Humanities	3 credits
Sciences	3 credits
Social Sciences	3 credits
HS Electives	9 credits
Total	30 credits

Each Humanities & Sciences course is assigned to a category in the humanities, sciences or social sciences. Consult the Schedule of Classes for the requirement category met by a course in a specific term.

Attendance is required for all Humanities & Sciences courses. To pass Integrated Studies, students may not exceed 9 hours of absence. In all other Humanities & Sciences courses, students are permitted three absences with no impact on their grade. In all courses, the permitted absences include absences due to personal matters or illness and absences due to departmental commitments, such as rehearsals, performances, or show installation. In all cases, it is the responsibility of each student to alert his or her instructor of a pending absence and to make arrangements to complete all coursework in a timely manner. To minimize absences, students should take care to register for courses that fit their schedules and do not conflict with other courses or internships.

All students are required to have at least six credits of college writing and that requirement is either satisfied by successful completion of Integrated Studies or by completion of equivalent coursework in expository writing and research writing. (Transfer students will have their transcripts evaluated in relation to this requirement.) Integrated Studies is required for all students with fewer than fifteen transfer credits in areas of study that do not include expository writing or its equivalent. Students with twelve transfer credits, inclusive of three credits of expository writing or its equivalent may opt to complete their first-year Integrated Studies requirement by taking one more course in expository or research writing and can consult with the Registrar and/or the Humanities and Sciences Department Chair to determine the appropriate course.

ACADEMIC FREEDOM

Students have the following rights regarding academic freedom:

1. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within College facilities that are generally open and available to the public.
2. Students are free to pursue appropriate educational objectives from among the College's curricula, programs and services.
3. Students shall be protected against prejudicial or arbitrary and capricious academic valuation. At the same time, they are responsible for maintaining the standards of academic performance established by each of their instructors.
4. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment.
5. Students are protected against improper disclosure of information about their views, beliefs, and political associations that instructors acquire in the course of their work as instructors, advisors, and counselors. Such information is considered confidential.
6. Students have the right to privacy of all student records according to the Family Educational Rights and Privacy Act (FERPA) of 1974.

ACADEMIC HONESTY

cheating, plagiarism and other academic dishonesty

The College demands a high level of artistic integrity and academic honesty on the part of students. No form of academic dishonesty will be tolerated.

Acts of academic dishonesty include, but are not limited to: cheating on an examination, stealing examination questions, substituting one person for another at an examination, substituting a work of art not your own in a

critique session, falsifying data, destroying or tampering with or stealing a computer program or file, and plagiarism (using as one's own the ideas or writings of another).

If an instructor demonstrates to his/her Department Chair that a student is guilty of academic dishonesty, the student will be assigned a failing grade for the entire course.

All cases of academic dishonesty are reviewed by the Academic Standards Committee. Disciplinary action may be determined by the Academic Standards Committee depending on the circumstances of the particular case. Further disciplinary actions may include warning, probation, suspension, and expulsion. Students may appeal the action within 30 days from the action.

ACADEMIC POLICIES

Cornish has established academic requirements and standards which must be met for successful completion of individual courses and a baccalaureate degree. These requirements and standards are printed in the Cornish catalog. Department Chairs, faculty members and the Registrar will provide advice and guidance in academic matters, but students are ultimately responsible for successful progress and completion of their own program.

ACADEMIC STANDARDS

The Academic Standards Committee is responsible for the development of grading and evaluation policy at Cornish. In addition, decisions pertaining to academic probation and suspension of students, as well as student petitions of College regulations, are addressed by the committee. The Academic Standards Committee, comprised of the Provost, Department Chairs, Dean of Student Affairs, and the Registrar, meets at the end of each regular academic term to review and/or report on student progress.

The following information defines minimum academic standards and possible actions as mandated by College policy.

good academic standing/minimum grade point average requirement

Students are required to maintain a 2.0 minimum career grade point average during the course of their studies.

academic warning

Academic warning is given when a student's semester grade point average falls below minimum academic standing requirements.

departmental probation

Departmental Probation precedes Departmental Release and serves as a warning action, based on concerns with the student's artistic conduct and/or development and academic performance.

departmental release

Departmental Release is an action initiated by the student's department in conjunction with the Academic Standards Committee and is based on the concerns with the student's artistic behavior and/or development. Departmental Release restricts students from pursuing their studies in that particular department for one year after which time they may petition to return to the Department.

academic probation

Students are placed on academic probation when the career grade point average falls below minimum academic standing requirements. If a student is placed on academic probation for two consecutive regular semesters, the student may be suspended from further study at the College.

suspension

A student may be suspended if the career grade point average remains below the required minimum grade point average for two consecutive semesters of attendance. A suspended student who wishes to return to Cornish must petition the Academic Standards Committee after one academic year has passed. The student must then reapply to the College through the Admission and Financial Aid Offices.

academic rights & responsibilities

expulsion

A student may be expelled based on recommendation by the Academic Standards Committee for unacceptable academic and/or artistic conduct. This action is noted on the student's transcript and prohibits return to Cornish for any further study.

ACADEMIC TRANSCRIPTS

To request a transcript, students must complete a request form in the Registration & Records Office and pay any processing fee at the Student Accounts Office. Release of student transcripts to third parties may be withheld if students have outstanding financial obligations to the College. Cornish does not release copies of transcripts and certificates from other schools. Students should allow for 3 working days processing time for official transcripts.

official transcripts

Official transcripts bear the signature of the Registrar, the College seal and the date of issue, and are normally requested by students to be sent to other institutions or potential employers after graduation. There is a \$5 charge for each official transcript.

unofficial transcripts

Unofficial transcripts are issued directly to the student and should only be used for academic planning. Unofficial transcripts are free of charge.

ATTENDANCE

All students are responsible for following the faculty's expectations for attendance and punctuality each semester in each class. Most departments have developed attendance policies which describe departmental expectations and consequences of noncompliance. It is the student's responsibility to become aware of and follow the attendance policies.

COMPLETE WITHDRAWAL/ LEAVE OF ABSENCE

complete withdrawal

Students may completely withdraw from the semester up until the last day of the eleventh week of the semester. Students should meet with their Department Chair before pursuing this route. The Withdrawal form must be signed by the following before being submitted to the Registration & Records Office:

- *Department*
- *Financial Aid Office*
- *Student Accounts*
- *Registration & Records*

The process is complete when the withdrawal form is routed as specified above. **Unless the student formally requests a Leave of Absence, a complete withdrawal from the term will be understood to indicate that the student is officially withdrawing from Cornish College.** Please also see the Money Issues section for important information about complete withdrawal and your student account.

returning to cornish after withdrawing

Students who wish to return to Cornish, and who have not taken a Leave of Absence, must contact both the Admission and Financial Aid Offices to submit an application to return and may be asked to schedule a portfolio review or audition. They must also follow new degree requirements if any have been instituted.

leave of absence

A formal Leave of Absence can be requested for up to one academic year by students who have completed at least one semester at Cornish in good academic standing (see Academic Standing section for detail). Leave of Absence forms can be obtained from the Registration & Records Office.

A Leave of Absence essentially reserves a student's place in the department for the duration of the leave. Also, if new degree requirements are instituted while the student is gone, a Leave of Absence ensures that the student only need complete the degree requirements in place at the time of the student's departure.

Students wishing to return from a Leave of Absence should contact the Registration & Records Office.

return from leave of absence

Students who wish to return from a Leave of Absence must complete an application to return and submit it to the Registration & Records Office.

Once the application has been completed and returned by the student, it will be routed to the appropriate offices for approval. After approval or denial, students will be contacted with the outcome. Should an audition or portfolio review be required, the student will be notified as well. If approved, the student may register at any time, up to and including the seventh day of the semester of return.

For students who are receiving financial aid and who are returning from a Leave of Absence, Federal Financial Aid paperwork must be sent directly to the College Scholarship Service after January 1st and before February 15th of the year of intended return. The Cornish Financial Aid application must also be submitted to the Financial Aid Office after January 1st and before February 15th of the same year.

FREEDOM OF EXPRESSION

Students are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes, provided they do so in an orderly manner which does not disrupt the regular essential operation of the College or violate the Conduct Code.

It must be made clear to the College and to the community that in public expression and demonstration, students speak only for themselves. The instructor, in class and in conference, should encourage free discussion, inquiry, and expression relative to the subject of the course. Students are free to take exception to data or views offered and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course and for completing all assignments of any course of study in which they are enrolled.

GRADES

grading system

The faculty at Cornish College of the Arts use the following grading system:

Grades Calculated Within GPA

A	4.0 grade point
A-	3.7 grade point
B+	3.3 grade point
B	3.0 grade point
B-	2.7 grade point
C+	2.3 grade point
C	2.0 grade point
C-	1.7 grade point
D+	1.3 grade point
D	1.0 grade point
D-	0.7 grade point
F	0.0 grade point

Grades Not Calculated Within GPA

P	Pass (C or better)
W	Withdrawn
NC	Non-Credit audit
I	Incomplete
NG	No Grade Submitted by Instructor Contact Registration & Records Office.

academic rights & responsibilities

calculating your grade point average

Only *graded courses* are calculated into the grade point average. The grade point value of a letter grade is multiplied by the number of credit hours attempted to yield the number of grade points for each class [e.g., a C (2.0) in a 3-credit course equals 6.0 grade points]. Add up all grade points and divide by total attempted graded credit hours to calculate your grade point average (do not count credits for grades of P, I, or W; do count credits for F grades). See example below.

course	grade	credit hours		grade points		credit x grade points
HS125 West. Civ.	B-	3.00	x	2.70	=	8.10
HS103 Expository Writing	A	3.00	x	4.00	=	12.00
DA101 Ballet	A-	3.00	x	3.70	=	11.10
DA111 Modern	B	3.00	x	3.00	=	9.00
DA133 Music for Dancers	B+	2.00	x	3.30	=	6.60
DA151 Movement	B	2.00	x	3.00	=	6.00
Total		16.00				52.80

$52.80 \text{ divided by } 16.00 = 3.30 \text{ Term GPA}$

career/term credit hours attempted

This total includes failed courses, incompletes, and withdrawals.

career/term credit hours earned

The total number of Cornish credits that can apply toward degree completion. This number may be inflated by extra courses taken by the student, which do not apply toward the degree. Check with the Assistant Registrar or your Department Chair for verification of credits earned that count toward degree completion.

delivery of semester grade reports

Within two weeks of the end of the semester, the Registration & Records Office will mail grade reports to the student's local address. Requests for additional copies of grade reports can be made at any time in the Registration & Records Office.

course was taken. Changes to posted final grades are accepted only in corrections of instructor error. Instructors can obtain Grade Change forms from the Registration & Records Office.

incomplete grades

To receive an incomplete grade, a student must agree upon and complete an Incomplete Grade Contract with the instructor, which then must be approved by the Department Chair and submitted to the Registration & Records Office by the last day of the semester. Incomplete work must be made up and the grade submitted to the Registration & Records Office by the 9th week of the next regular semester (e.g., an incomplete taken in Spring must be converted to a grade by the 9th week of the following Fall term). Obtain Incomplete Grade Contract forms from the Registration & Records Office.

grade changes and grade dispute

Questions about a grade should be addressed initially to the instructor. If grade dispute resolution cannot be achieved between instructor and student, the issue should then be referred to the Chair of the Department(s) involved, and, in last resort, to the Provost. For more information, see Handbook section on Reasonable Fair Evaluations and Academic Grievances.

Please note, scholarship eligibility for the following academic year is determined in early February and is based on the Fall term career GPA at that time. Students taking incompletes in the Fall term should know that subsequent grade changes improving the final Fall GPA may not result in reconsideration for President's Scholarships.

Grade corrections and/or changes must be submitted by the Instructor to the Registration & Records Office by the 9th week of the semester after the

repeated courses

Students may repeat a course, but the course will fulfill a degree requirement only once. Subsequent grades for repeated courses will not cancel the initial grade; rather, both grades will be

included in the calculation of the student grade point average. Students cannot receive financial aid for repeated courses except when taken as a requirement. See Registration & Records Office for more information.

term academic honors

Full-time students whose semester grade point average is between 3.85 and 4.00 earn a commendation of Honors. These honors are recognized by a reception hosted by Student Affairs and by a letter of commendation to the student, a copy of which is maintained in the student's permanent academic file. Contact the Associate Registrar for more information.

GRADUATION

commencement ceremonies

Commencement ceremonies for Cornish graduates occur in May of each year. This much anticipated and always entertaining event is free to family and friends of graduates and to the Cornish community. Guests are invited to attend a reception following the ceremony. For more information, contact the Registration & Records Office.

general graduation requirements

· Junior/Senior Year Residency:

Completion of the final four semesters and 60 semester credits in the major as a matriculated student in residence at Cornish. Credit By Exam, Prior Learning Experience, CLEP, AP, and transfer credit cannot be included in the final 60 credits.

· Minimum grade point average of 2.0.

· Satisfaction of all degree requirements.

· Conversion of all incomplete grades to passing grades prior to the last day of the final semester.

· Apply to graduate:

Graduation applications must be submitted to the Registration & Records Office by the end of the fourth week of the semester prior to the semester of graduation. For example, students planning to graduate in May must apply for graduation by mid-October. Graduation requirements are evaluated by the Assistant Registrar and the Department Chair. In the Fall semester of your senior year, the Assistant Registrar will notify you in writing of your eligibility to graduate and the credits remaining to finish your degree. Additionally, you will receive a second letter in spring if there are any remaining requirements to be met in order for you to graduate.

· Eligibility to participate in

Commencement Ceremonies:

In special circumstances, a student may be permitted to participate in commencement with degree requirements unmet if they have no more than 6 credits outstanding. Students should contact the Assistant Registrar as soon as they realize that this situation may apply to them.

graduation with honors

Over the course of their studies, students who have demonstrated academic excellence at Cornish are honored with the designations Summa Cum Laude, Magna Cum Laude, or Cum Laude, at

the time of graduation. Honors are determined by career grade point average as follows:

Summa Cum Laude	3.90 to 4.00
Magna Cum Laude	3.72 to 3.89
Cum Laude	3.55 to 3.71

INDEPENDENT STUDY

Department curricula are assumed by the College to provide a complete training path. Upon attaining junior or senior class standing, a student may be permitted a career total maximum of 4 credits of Independent Study, which must consist of research outside the established curriculum and otherwise unavailable in any department. Independent Study is defined as student-performed research and study. The Department Chair assigns faculty a maximum of six hours to consult with the students and to provide evaluation at the conclusion of the study.

Applications for Independent Study are available in the Registration & Records Office. Students may register for Independent Studies only if they have also submitted a completed and approved application to the Registration & Records Office.

INTER-DEPARTMENTAL TRANSFER

Students interested in a change of major that entails transferring to a different department should consult with Registration & Records Office as soon as they begin to consider this option. Office staff will assist student in scheduling a portfolio review/audition as well

academic rights & responsibilities

as facilitate the evaluation and application of course work completed to the new degree program, and any necessary adjustments to the student's course registration. An application for Inter-Departmental Transfer is available in the Registration & Records Office. Because Inter-Departmental Transfer can mean additional time to degree completion, it is important that students inform the Registration & Records Office so that staff can advise the student appropriately.

REASONABLE FAIR EVALUATIONS AND ACADEMIC GRIEVANCES

Students are responsible for maintaining the standard of academic performance established by the faculty at the start of each semester in each course in which they are enrolled. The instructor alone is qualified to evaluate the academic work of students in their courses and to assign grades to that work. If students believe that a particular grade was assigned in a manner that was arbitrary or unjust, they should discuss the grade with the instructor and seek an appropriate resolution. If a satisfactory resolution is not possible, students should consult their Department Chair.

If they still feel an appropriate resolution has not been achieved, students may consult with the Provost. A grade dispute must be brought to the instructor no later than the end of the fifth week of the next regular semester, so that there is sufficient time to resolve the dispute before the ninth week of the semester (this is the latest that the Registrar can record

changes in permanent grades). For more information, contact the Registrar's office or the Office of the Provost for a complete copy of the Academic Grievance Procedures and Policies.

At any time, students may consult with their Department Chair if they feel they are being treated unfairly by a faculty member. Students also have the opportunity to evaluate their instructors at the end of each semester and should take this exercise seriously.

REGISTRATION

Continuing students register in advance for Fall and Spring semesters by appointment only in the Registration & Records Office. See registration information in the Schedule of Classes published each semester for specific dates, fees and tuition, and class schedules. The Registration & Records Office assigns advance registration appointments to students based on the number of credits accumulated by the last completed term.

- *Registration for Fall term typically occurs in April.*
- *Registration for Spring typically occurs in November.*

Before coming to your registration appointment at the Registration & Records Office:

- *Meet with your Department Chair and/or Academic Advisor to plan your schedule and to ensure that you are on track to graduate.*
- *Fill out a registration form with your*

Department Chair and/or Academic Advisor. Your Chair's/Advisor's signature is required.

- *Choose alternatives in case you cannot register for some of your first choices*

At the conclusion of the advance registration appointment, you will receive a printed copy of your schedule. Check it to confirm you are registered for the courses you intend to complete. You must be registered to attend classes and receive credit. If you find an error in your registration or if you have any questions, call the Registration & Records Office.

adding and dropping courses

Students may add courses or change course sections only during the first seven days of each semester. Students may drop courses up through the 11th week of classes, but after the first seven days of the semester, a non-punitive withdrawal grade is noted on the student's transcript. See Schedule of Classes for Add/Drop deadlines and fees.

During add/drop week at the start of the term and prior to the deadline to withdraw from classes in the 11th week of the term, the Registration & Records Office sets up a satellite station in Kerry Hall to process student add/drops, address changes, and transcript and enrollment verification requests. Hours of operation are typically scheduled around the lunch hour and will be posted in the building prior to the visit. Students can also contact the Registration & Records Office for more information.

closed classes/waiting lists

As courses are filled during registration, Registration & Records will maintain waiting lists for departments, as authorized by the Department Chairs. Before the beginning of the term, the Registration & Records Office will monitor class availability and move students off the waitlist into classes when possible.

credit limit per semester

Students may register for up to 18 credits each semester. Students who wish to register for an overload must receive written permission from the Registrar and/or Provost. Additional per-credit tuition fees will be charged for credits over 18. (See Schedule of Classes for the current fee.)

drop grades / course abandonment

After the 8th day of the term, students will receive a W grade (denoting Withdrawal) on their transcript. The W grade appears on the transcript and grade card, but is not calculated into the grade point average. A student who stops attending a course without officially dropping it receives an F, which is calculated into the grade point average.

grade option

Courses can be taken for one of three grade options: Letter Grade; Pass/Fail; and Audit (No Credit). Students should indicate their grade option choice on their Registration or Add/Drop Form for each course taken.

- *All Humanities & Sciences courses, as well as Courses in Major, must be*

taken for a LETTER GRADE unless the course is offered only as Pass/Fail.

- *Students may, however, elect to take up to 6 credits of Arts Electives as PASS/FAIL grade option. As discussed in the Grades section of the Handbook, a grade of Pass (C or better) does NOT impact GPA, although the credits are calculated into the student's Career Hours Total. Should a student fail a course taken as Pass/Fail, both the failing grade and attempted hours are calculated into the student's Term and Career GPAs.*

- *The third possible grade option is AUDIT (No Credit). **Courses taken as audit are not awarded college credit and cannot count towards degree requirements.** Audited courses should be considered as courses taken for personal enrichment only. See the Schedule of Classes for the special tuition rate for this grade option.*

late registration

For optimal choice of courses and/or schedule, continuing students are strongly encouraged to register during the Advance Registration period for their class level. Continuing students who miss advance registration in April for the fall term, and who intend on continuing their studies at Cornish, should register by June 1st to ensure their seat in the department for the next academic year. Late registration may mean that the student is not considered for all available financial aid. Moreover, students who register after

June 1st risk having to reapply for their place in the department. If a student has not reenrolled by the 8th day of the term, she/he will be considered withdrawn from the College.

registration and course completion

Abandoning courses by ceasing to attend or telling the instructor that you do not intend to complete the course does not constitute withdrawal; official procedures are required. Failure to complete the semester does not cancel student obligation to pay tuition, fees and all other charges in full.

Moreover, students will receive a grade in all courses for which they have registered, regardless of whether or not they attend. Students withdraw from a course by submitting either a withdrawal or drop form to the Registration & Records Office.

registration forms

Registration, Add/Drop, and Complete Withdrawal forms can be obtained from the Registration & Records Office.

required signatures

Advisor/Chair signature is always required on Registration and Complete Withdrawal forms. Students should check with their Department to see whether or not an Advisor/Chair signature is required on Add/Drop forms.

Financial aid recipients must obtain Financial Aid Office signature on Add/Drop form if the change in credits affects full or part-time status.

academic rights & responsibilities

RELIGIOUS HOLIDAYS

Cornish College of the Arts recognizes that our community is diverse in background and religious affiliation and wants to ensure that our students are supported in the practice of their personal, religious faith.

In this country many holidays are recognized as legal holidays. Cornish College of the Arts recognizes these legal holidays and, consequently, does not hold classes on these days.

Further, all students are excused on major holidays of their faith should they wish to observe such holidays. These include, but are not limited to: the Christian holidays of Christmas and Easter; the Jewish holidays of Yom Kippur, Rosh Hashanah, and the evening of the first night of Pesach; and the Muslim holidays of Eid al-Fitr and Eid al-Adha. The observance of major holidays of religions other than those named above can be excused by permission of the Provost.

Students wishing to observe religious holidays are responsible for informing their teachers in advance and for making up any class work missed.

STUDENT ARTWORK

Any original work of art or other forms of intellectual property shall belong to the student(s) who created them. The College reserves the right to photograph, reproduce and use for display the works of art produced by students enrolled in its academic programs. Cornish does not insure student work, nor is it

responsible for work stored or exhibited in Cornish-owned or rented facilities.

Students wishing to exhibit work are required to consult with the Exhibitions Curator and complete an Exhibition Agreement Form available in the Art Department office. Call 206.726.5142 for additional information.

Please see the Galleries and Exhibition Spaces section for information about exhibition opportunities.

STUDENT PRIVACY

family education rights and privacy act (ferpa)

In compliance with the Family Education Rights and Privacy Act, Cornish College has established procedures to:

- *Protect the privacy of academic records*
- *Ensure the right of students to inspect and review these records*
- *Provide guidance for the correction of inaccurate or misleading data*

I. Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the Registrar or the Provost.

Students should submit a written request specifically identifying the records in question. The Registrar will make needed arrangements for access to the records as soon as possible, and in no case more than 45 days from the receipt of the request.

II. Disclosure of Educational Records

Cornish College of the Arts will disclose information to other parties from the student's educational records only with the written consent of the student, with certain exceptions. (The Registration & Records Office can provide a list of these exceptions.)

III. Directory Information

Cornish College of the Arts will release to 3rd party inquiry information that is defined as "Directory Information." Directory information consists of: student name, phone number, photograph, department and major, dates of attendance, degrees and awards, and birth date. Students may request that Directory Information remain confidential at any time by submitting the request in writing to the Registration & Records Office. The request for confidentiality will be kept on file for the current school year, after which time the student will need to renew the request.

Students have the right to file complaints concerning any alleged failures to comply with this act. See the Registration & Records Office for a copy of the Educational Privacy Statement.

solomon amendment

In accordance with the Solomon amendment, Cornish College of the Arts is required to disclose name, address, phone number, date of birth, major and class level of all enrolled students upon request by any branch

of the military. The 1996 Solomon Amendment provides for the Secretary of Defense to deny federal funding to institutions of higher learning if they prohibit or prevent ROTC or military recruitment on campus.

**TRANSFER/
NONTRADITIONAL CREDITS**

For additional information about award and evaluation transfer and nontraditional credit, please see the Registration & Records Office or Department Chair. Applications for CBE and PLE credit can be obtained in the Registration & Records Office.

transfer credits

Transfer credit will be awarded for college-level, non-remedial coursework with a grade of C or better from regionally accredited colleges or universities. The Assistant Registrar and Department Chair and/or Academic Advisor evaluate all transfer work and assign Cornish course equivalencies and credits. Credits from quarter-based institutions transfer to Cornish at a 3:2 ratio. No more than 70 transfer credits (including AP/CBE/ PLE credits detailed above) can be applied toward a student's degree.

Students who have earned a BFA or BA degree from a regionally accredited U.S. institution prior to admission to Cornish will automatically transfer in a minimum of 30 credits, and thus satisfy the Humanities & Sciences Requirement. Students who have earned a BS from a regionally accredited U.S. institution

Transfer and Nontraditional Credit (including AP, CBE, PLE)	70 credit max
Advance Placement (AP)	6 credit max
Credit By Exam (CBE)/ Prior Learning Experience (PLE)	30 credit max

prior to admission to Cornish will automatically transfer in a minimum of 6 credits in satisfaction of the English Composition requirement.

Students who have earned a DTA Associate's degree from a Washington State Community College prior to admission to Cornish will automatically transfer in a minimum of 30 credits, and thus satisfy the Humanities & Sciences Requirement.

concurrent enrollment

Without advance approval, course work completed at another institution while a matriculated, degree-seeking student at Cornish cannot be applied toward degree requirements and will not be considered for transfer. See the Registration & Records Office for more information.

advanced placement credit

Advanced Placement credit may be awarded on the basis of CLEP or CEEB examinations taken prior to enrollment at Cornish. Official copies of the test result scores must be submitted to the Admission and Financial Aid office as a part of the Admission process. No more than 6 semester credits of non-studio coursework can be satisfied through the Advanced Placement program.

credit by exam

Students who have learned the subject matter of a particular course on their own may petition for credit by proof of proficiency in their freshman or sophomore year (after having completed one successful semester in residence at Cornish). The fee is \$30 per credit challenged, to be paid at the Cashier's Office prior to submitting the application to the Registration & Records Office.

A maximum of 30 credits of CBE and PLE Credit combined may be awarded.

prior learning experience

Students who have documented college-level education and/or experience that is not transferable may petition for prior learning experience by the end of their sophomore year.

Awarded PLE credits must apply directly to the student's degree requirements at Cornish College of the Arts. Typically, PLE is considered for study at non-accredited institutions, extensive volunteer or paid work in the field of study, or private instruction.

The fee is \$30 per credit evaluated and should be paid at the Cashier's Office prior to submitting the application to the Registration & Records Office. **A maximum of 30 credits of CBE and PLE Credit combined may be awarded.**

CAMPUS POLICIES

ALCOHOL ON CAMPUS

Cornish College of the Arts expresses its continued commitment:

- *to ensure a campus environment in which students, faculty and staff can work, study, and relax in safety;*
- *to address the abuse of alcohol and other drugs and the academic, social, health, and legal consequences thereof;*
- *to reach out to campus, community, and state-level groups to develop and implement a comprehensive strategy for prevention;*
- *to ensure that the prevention of the abuse of alcohol and other drugs remains a priority of our campus life and health promotion.*

The use of alcoholic beverages on campus and at College events sponsored by the Board, alumni, faculty, staff or students is prohibited except as otherwise set forth herein. Any violation of this policy will result in disciplinary action up to and including termination of employment or expulsion.

On very rare occasions, under extenuating circumstances, an event may warrant the consideration of allowing alcohol to be served at a college event. In such cases the event and reason must first be recommended for approval by the immediate supervisor. If the supervisor recommends approval, the written application for consideration

must then be completed by the appropriate member of the President's Cabinet and presented for review and approval or denial by the President. The President's decision is final.

ANIMALS ON CAMPUS

Dogs and other animals are not allowed in any on-campus building, with the exception of service animals.

CODE OF CONDUCT

Admission to Cornish College of the Arts carries with it the presumption that students will conduct themselves as responsible members of the College community; will obey the law and comply with rules and regulations; will maintain high standards of integrity and honesty; will respect the rights, privileges and property of other members of the College community; and will not interfere with legitimate College affairs. Cornish College of the Arts may take appropriate disciplinary action when student conduct interferes with the personal rights or privileges of others, or with the College's educational responsibilities, or when a student commits any offense of conduct described herein.

In assisting students to develop responsible behavior, the Student Code of Conduct has been developed to play a complementary role to counseling, guidance and other forms of student development actions. At the same time, Cornish College has a duty and the corollary disciplinary powers to protect

its educational endeavors through the setting of standards of scholarship and conduct for its students and through the regulating of the use of its facilities.

If the rules contained in the Student Code of Conduct are broken, discipline will be administered so as to guarantee procedural fairness to accused students. The rules of conduct and the regular disciplinary procedures will be clearly formulated and communicated in advance. Disciplinary procedures may vary in formality with the gravity of offense and the sanctions that may be applied. Some Student Code of Conduct violations may be adjudicated informally under prescribed procedures.

Cornish College of the Arts will adhere to procedural fairness by requiring that in all situations the student be informed of the nature of the charges against him or her, and that he or she be given a fair opportunity to refute them. Students have a right to appeal decisions. If a student is charged with an off campus violation of the law, the matter shall be of no disciplinary concern to the College unless the student is convicted in a court of law and is unable to comply with academic requirements.

If the violation of law occurs on campus and is also a violation of a published College regulation, the College may institute its own proceedings against the offender and will refer major violations to the appropriate civilian authorities for disposition. The College shall not proceed with a disciplinary

action that duplicates punishment for the same offense unless the interests of the College are distinct and clearly involved by violation of law.

violations

Grounds for disciplinary action include the following:

1. acts of dishonesty;
2. abuse of the judicial system;
3. substantially disrupting any College function by engaging in conduct that renders it difficult or impossible to continue such a function in an orderly manner;
4. physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers one's own or another's health, safety, and/or life;
5. intentionally and repeatedly following another person to any location or following the person while in transit between locations if the person being followed is intimidated, harassed, or placed in fear that the stalker intends to injure them, their property, or another person;
6. engaging in unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature where such behavior offends the recipient, causes discomfort or

humiliation, or interferes with job or school performance;

7. engaging in racial harassment (including ethnic and racial jokes, racial slurs, demeaning comments, looks or gestures or other verbal, written or physical conduct) deliberately designed to humiliate and/or cause discomfort to the recipient or which interferes with job or school performance;
8. engaging in attempted or actual theft or robbery and/or damage to property of the College, the College community, or any personal or public property of another;
9. falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or the College;
10. converting of College or students' property for personal gain or use without proper authority;
11. unauthorized possession, duplication or use of keys to any Cornish College of the Arts facilities or entering or using any College office or any locked or otherwise closed College facility without permission of the College employee or agent in charge;
12. smoking in College facilities, excluding designated smoking areas;

campus policies

13. use, possession or distribution of alcoholic beverages, or intoxication on or at any College sponsored event, on or off campus, or appearance on campus while under the influence of alcohol;
14. use, possession, manufacture, distribution, being under the influence of, or selling any narcotic or controlled substance except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist;
15. use or possession of firearms, other weapons, dangerous chemicals, or any other device or substance which can be used to inflict bodily harm or damage to personal property on College facilities, except for authorized College purposes;
16. violations of federal, state or local law on Cornish College of the Arts facilities and/or at College sponsored or supervised activities;
17. violations of Cornish College of the Arts policies, rules or regulations;
18. noncompliance with the computer and e-mail usage regulations (available from Information Technology);
19. failure to comply with the directions of Cornish College of the Arts officials or law enforcement officers acting in performance of their duties;

20. obstruction of the free flow of pedestrian or vehicular traffic on Cornish College of the Arts facilities or at Cornish sponsored or supervised activities.

sanctions

The following sanctions may be imposed upon any student found to have violated the Code of Conduct:

1. disciplinary warning;
2. disciplinary reprimand;
3. disciplinary probation;
4. restitution;
5. suspension;
6. expulsion.

procedure

Any member of the Cornish College of the Arts community may file charges against any student for violation of provisions of this code. Charges shall be prepared in writing and directed to the Dean of Student Affairs. Any charges should be submitted as soon as reasonably possible after the event takes place, preferably within five (5) academic days. The student may be placed on suspension pending commencement of disciplinary action.

Any student charged with a violation will be informed of the charges and of the time, date and place of a hearing between the Dean of Student Affairs

and the student. The notice shall be sent to the student's last known address shown on College records. It is the student's responsibility to have his/her current address on file with the College.

After a review of the evidence and interview with the student(s) involved in the case, the Dean of Student Affairs may take any of the following actions:

1. terminate the proceeding, exonerating the student or students;
2. dismiss the case;
3. impose sanction(s).

The student will be notified in writing of the determination made by the Dean of Student Affairs within ten (10) business days of the proceedings. Appeals contesting any disciplinary action may be made by the student(s) involved.

COMMERCIAL ACTIVITIES

College facilities are not to be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve College educational objectives. These exceptions include but are not limited to: display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such solicitation relates to educational objectives and are conducted under the sponsorship or the request of a College department or Student Affairs, provided that such solicitation does not interfere with or operate to the detriment of the conduct of College affairs or the free flow of pedestrian or vehicular traffic. For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers, and similarly related materials.

COMPUTER/NETWORK POLICY

Cornish College of the Arts computing facilities and network are provided as a service to students, faculty and staff. The College strives to provide fair access to computing and network facilities for a large number of users. Proper use follows the same standards of common sense, courtesy and restraint in the usage of shared resources that govern the use of other campus facilities.

Improper use violates those standards by preventing others from accessing shared facilities. All members of the College community are responsible for any use of computer access accounts

assigned to them and any computers connected to the College network registered to them.

This policy applies to all computers connected to the campus network, including those in all campus buildings and facilities, wireless access and those using remote access connections. Use of the computing facilities and network is a privilege, not a right.

The College provides uncensored access to information on the Internet. Each individual is responsible for selecting, viewing, and utilizing appropriate resources and avoiding excessive use of the system that could interfere with the College's purpose.

In addition to access to its own system, the College provides access to other networks (such as library databases) or computers. Each network or system has its own set of policies and procedures. Users must abide by the policies and procedures of these other networks and systems.

The College does not guarantee the confidentiality of any information entering or residing on the system. It also reserves the right to access and examine any information on the system.

user guidelines

All use should be consistent with the academic, professional, and ethical standards of the College community.

All users must respect the integrity of the physical computing facilities and controls, and respect all pertinent policies, laws, licenses, and contractual agreements.

Individuals should not share computer access accounts assigned to them with individuals or divulge passwords on those accounts to anyone else.

All use of the College computer and computer network facilities must comply with applicable city, state and federal laws.

All computers connected to the College network should have an active anti-virus program installed with current virus definition files.

unacceptable use

Do not engage in activity that would cause congestion of the networks or otherwise interfere with the work of others (file sharing programs, bit torrent, etc.)

Do not install programs on another person's computer without permission.

Do not create, disseminate, or run a self-replicating program ('virus' or 'trojans') whether or not it is destructive.

Do not tamper with the switch settings, move, reconfigure, or otherwise damage terminals, computers, printers or other equipment.

campus policies

Do not collect, read, or destroy output other than your own work without the permission of the owner.

Do not use the computer account of another person *with or without permission* unless the account is designated for group work.

Do not copy any copyrighted software provided by Cornish College of the Arts. Users should be aware that it is a criminal offense to copy any software that is protected by copyright.

Do not use licensed software in a manner inconsistent with the licensing arrangement as provided by Cornish College of the Arts.

Do not access or attempt to access a host computer, either at Cornish College of the Arts or through a network, without the owner's permission, or through the use of log-in information belonging to another person.

Do not make use of the facility for commercial purposes or financial gain.

Do not use computers or the network to harass others in any way.

non-compliance

The College shall investigate alleged violations of policy. With due regard for the right of privacy of users and the confidentiality of their data, the College reserves the right to suspend or modify computer access privileges, monitor network access, examine files, pass-

words, and accounting information, printouts, tapes, and any other material which may aid in an investigation of possible violation. Whenever possible, the cooperation and agreement of the user will be sought in advance.

Those individuals found to be in violation of policy may have their user privileges revoked. Violation of local, state or federal statutes may result in civil or criminal proceedings.

For questions regarding this policy, contact Information Technology at 206.726.5028.

EMPLOYEE-STUDENT RELATIONS

Cornish College employees provide service and support to students. All staff are to conduct themselves in a professional manner when interacting with students and to avoid the appearance of impropriety at all times; i.e., engaging in relationships of a romantic or sexual nature with Cornish College students, using harassing or inappropriate language, etc. Employees found in violation of this policy will be subject to disciplinary action up to and including termination.

EQUAL OPPORTUNITY POLICY

Cornish College of the Arts does not discriminate in education or employment on the basis of gender, race, national origin, religion, age, marital status, sexual orientation, disability or veteran status. This policy is consistent with relevant federal regulations and statutes, including those pursuant to Title IX of the Education Amendments

of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Questions regarding the application of this policy and information on services for disabled persons may be referred to the Dean of Student Affairs or the Director of Human Resources.

FREEDOM OF ASSEMBLY AND ASSOCIATION

Students shall have the right of assembly upon College facilities that are generally available to the public provided that such assembly shall:

- *be conducted in an orderly manner;*
- *not interfere with vehicular or pedestrian traffic;*
- *not interfere with classes, schedules, meetings, or ceremonies, or with educational and administrative functions of the College;*
- *not interfere with the regular activities of the College;*
- *not cause damage or destruction to College property or private property on College facilities.*

A student or student organization that conducts or participates in an assembly that violates any provision of this code shall be subject to disciplinary action. Non-students who participate in or abet any assembly or assemblies in violation of this section shall be subject to possible prosecution under the

state criminal trespass law and/or other possible civil or criminal remedies available to the College. Assemblies which violate these rules may be ordered to disperse by the College in accordance with Washington State statutes.

Students are free to organize and join associations to promote any legal purpose whether it be religious, cultural, political, educational, recreational or social. Student organizations must be granted a charter before they may be officially recognized. Procedures for becoming chartered are available from Student Affairs.

Campus organizations, including those affiliated with an extramural organization, are open to all students without respect to race, religion, disability, gender, sexual orientation/preference, color, age, marital status, veteran status, ancestry or national origin. Affiliation with an extramural organization does not itself disqualify a student organization from institutional recognition, provided that other conditions for charter issuance have been met.

GRIEVANCE PROCEDURES

The purpose of the Grievance Procedures is to provide a process for students to grieve perceived violations of College Policy. The procedures were developed in order to protect each student's freedom of expression in the classroom; to protect each student against improper disclosure of the student's views, beliefs and political associations; and to afford each student reasonable protection

against arbitrary or capricious actions taken by employees, including faculty, administrators and/or staff of the College community. Grievances can be brought against faculty, administrators, staff or other students.

In cases of sexual harassment of one student towards another student, a student may file either an informal or formal grievance (defined on page 1 of Grievance Procedures full document) directly with the Dean of Student Affairs pursuant to the grievance procedures. In cases of sexual harassment by a Cornish College of the Arts employee (faculty, administrator or staff) towards a student, a student may file a grievance informally or formally directly with the Dean of Student Affairs, who will in turn refer it to the Director of Human Resources. The Director of Human Resources will then conduct an investigation into the matter.

These procedures do not apply to academic grievances regarding grades. Please refer to the Academic Rights and Responsibilities section of the Student Handbook for more information regarding academic grievances. For more information or to receive a complete copy of the Grievance Procedures, contact Student Affairs or the Office of the Provost. An online version of the Grievance Procedures is available at www.cornish.edu/student_affairs.

OFF-CAMPUS SPEAKERS

Student organizations officially recognized by the College shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and in compliance with College procedures. Speakers are subject to the legal restraints imposed by the laws of the United States and the state of Washington.

The appearance of an invited speaker on College facilities does not represent an endorsement, either implicitly or explicitly, of views or opinions of the speaker by the College, its students, its faculty, its personnel, its administration or its board.

PERSONAL PROTECTIVE ORDER OR RESTRAINING ORDER

Any student who has applied for or obtained a protective or restraining order which lists the premises of the College as protected areas, must provide Campus Safety and Security and their Department Chair a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and the college is responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

campus policies

SEXUAL HARASSMENT

Cornish believes that all students are entitled to study in an environment free of harassment, and expects that all employees and students will treat each other with courtesy, dignity, and respect.

We take our obligation to maintain a learning environment free of harassment very seriously. Sexual harassment is a form of misconduct that constitutes a serious offense and may subject offenders to disciplinary action, up to and including termination.

It is the policy of Cornish to ensure an environment free of sexual harassment. Unwelcome sexual advances, requests for sexual favors, sexual demands, or other verbal, physical, or visual conduct of a sexual nature will constitute sexual harassment when:

- *submission to the conduct is either an explicit or implicit term or condition of receiving a passing grade;*
- *submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct;*
- *the conduct has the purpose or effect of unreasonably interfering with an affected person's educational performance, or creating an intimidating, hostile, or offensive environment.*

sexual harassment

reporting procedures:

In cases of sexual harassment of one student towards another student, a student may file either an informal or formal grievance (defined on page 1 of Grievance Procedures full document) directly with the Dean of Student Affairs pursuant to the grievance procedures. In cases of sexual harassment by a Cornish College of the Arts employee (faculty, administrator or staff) towards a student, a student may file a grievance informally or formally directly with the Dean of Student Affairs, who will in turn refer it to the Director of Human Resources. The Director of Human Resources will then conduct an investigation into the matter.

For more information or to receive a complete copy of the Grievance Procedures, contact Student Affairs or the Office of the Provost. An online version of the Grievance Procedures is available at: www.cornish.edu/student_affairs.

All allegations of sexual harassment will be investigated pursuant to the grievance procedures. To the extent possible, the student's confidentiality and that of any witnesses and the alleged harasser will be protected, except to the extent necessary to investigate and address the alleged harassment. When the investigation is completed, the complaining student will be informed of the outcome of that investigation.

Cornish will permit no retaliation against anyone who brings a grievance of sexual harassment or who speaks as a witness in the investigation of a grievance of sexual harassment.

SMOKING

In compliance with the Washington Clean Indoor Air Act, smoking is prohibited in all Cornish buildings. Please use the cigarette receptacles provided. Smoking is permitted only in the designated areas that have been provided. Smoking is not allowed within 30 feet of any building entry.

STUDENT E-MAIL POLICY

E-mail is considered an official channel of communication at Cornish College of the Arts and all students are assigned a Cornish e-mail address with the expectation that they will check their electronic mail on a regular basis. In order to ensure that electronic communications are received, e-mail will not be forwarded to a secondary address.

You are responsible for any and all use made of your Cornish College network/e-mail account. To minimize unauthorized use of your account:

- *Use passwords that are not easy to guess.*
- *Change your password frequently and protect it by NOT sharing your login name or password, allowing someone else to create an account in your name, or typing your password while someone is watching.*
- *Immediately report any suspected unauthorized use of your account by notifying postmaster@cornish.edu*

The content and maintenance of a user's electronic mailbox are the user's responsibility. Users are expected to check their electronic mail frequently and delete unwanted messages as soon as possible.

As an alumnus or alumna, your student e-mail account will remain active for use after graduating from Cornish. If you are on an extended leave of absence, your e-mail account will still be accessible. Your account

will be deactivated should you withdraw from the Cornish College system.

Note that the College does not provide facilities for sending or receiving confidential messages, as outlined in the Electronic and Communications Privacy Act of 1989, Title 18, United States Code, Sections 2510 and following. This means that electronic mail messages are not completely secure and their confidentiality cannot be guaranteed.

Messages sent or received via the college e-mail system are considered college property. The college reserves the right to set protocol for use of the system, to determine, grant or limit access to the system, and to review messages sent or received at any time. Because the electronic mail of students may constitute "education records," it is subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The College will access, inspect and disclose such records only under conditions set forth by that statute.

students are prohibited from:

- *Opening up access to their own account so that people not affiliated with the College can use its resources. An example of illegal activity would be allowing a family member who is not affiliated with the College to use your email service or to access online information services through your account, even if these services are publicly available.*

- *Attempting to obtain unauthorized access to other users' accounts, data, or files.*
- *Attempting to crack, capture, or use other users' passwords.*
- *Creating or maintaining a file of passwords for any system or network on Cornish College computers.*
- *Sending e-mail messages of a harassing, intimidating, offensive or discriminatory nature.*
- *Sending messages that are likely to result in the loss of a recipient's work or data.*
- *Sending 'chain letters' or 'broadcast messages' to lists or individuals.*
- *Forging or misrepresenting one's identity in electronic communication for any purpose.*

Violation of Cornish's E-Mail Policy will result in disciplinary action as outlined in the Student Code of Conduct.

notification of abusive e-mail

Students who receive any e-mail that raises concerns pertaining to safety or security or that contain harassing, intimidating, offensive or discriminatory language must report it immediately to the Manager of Information Technology at (206) 726-5028 or by email to: IT@cornish.edu.

campus policies

STUDENT RIGHT-TO-KNOW ACT/ THE JEANNE CLERY ACT

In compliance with the Federal Government, Cornish College of the Arts issues persistence and/or graduation rates and crime statistics on July 1 of each year. Graduation rates track how many students graduate from a given incoming class. In addition to crime statistics, the Clery Act mandates publication of an annual report by October 1 of each year that includes a 3 year summary of crime statistics, campus security policy, the law enforcement authority of campus security and where students should go to report crimes. In cooperation with Campus Safety & Security, this information is published through the Registration & Records Office and posted on the College website.

WEAPONS ON CAMPUS

Cornish College of the Arts will not permit the use or possession of the following items on campus:

Firearms, explosives, martial arts weapons, air-powered guns or rifles, or any other dangerous weapons, or replicas of any of the above. Possession of any of these items will be considered a violation of the Conduct Code and dealt with accordingly.

This prohibition, however, does not apply to weapons or replicas of weapons used as a part of the academic and artistic activity supervised or assigned by members of the Cornish faculty. Such weapons or replicas of weapons used in academic activities must be approved by the Department Chair and the Provost in advance of their appearance on campus and must be stored in secure, designated spaces. Copies of the official approval of these items should be provided to the Operations Department. Proper training on the use such items must be provided and documented by the Department.

FACILITIES & SERVICES

BOOKSTORE

Cornish textbooks are available at University Book Store, located at 4326 University Way N.E. in the University District. For details about how to purchase your books online or in person, look on the Cornish Library web page under Library and “Text Book” for links to University Book Store.

COMPUTERS

Use of all Cornish computer equipment and networks is considered a privilege. Failure to respect the rules outlined in the Computer System Policy will result in loss of privilege and or suspension. Cornish’s policies regulating computer and e-mail usage and conduct are posted on the Cornish College of the Arts’ website in the Resources section and in the Campus Policies section of the Student Handbook. Students are responsible for reading and adhering to these policies. All software and equipment available for use is the property of Cornish College of the Arts. Illegal copying of software is prohibited. It is highly recommended that all diskettes be scanned regularly for viruses.

If you have any questions or problems with any of the computer labs or with wireless network access at Cornish College of the Arts, please contact Information Technology (I.T.) at 206.726.5092 or it@cornish.edu.

COMPUTER LABS

Computers are available in the library computer lab and in various areas throughout campus. Access is first

come first served, and students have first priority. Certain computer labs may be limited to department majors only. In addition, all Cornish buildings and residence halls are networked wirelessly.

kerry hall

computer lab

On the 1st floor of Kerry Hall next to room 119, there is a three workstation lab that is available for word processing, printing and internet access. Two computers are available for use in the 1st floor lobby, as well as additional computers on the third floor.

music notation lab

A music notation lab with eight workstations is located in room 11 in the basement of Kerry Hall. All Music students are allowed to use this room. Hours are posted on the door.

main campus center

art

A print lab with three Mac workstations is located in Room 210. These computers are used for photo editing and pre-print setup for printing to the Art Department’s printers.

design

There are three computer labs for Design student use in room 208, 212, and 515. Room 208 is a 16-workstation Windows-based lab, primarily used for AutoCAD or 3D work. Room 212 consists of a 17-workstation Mac lab, which is shared with Art primarily for video and motion design. Room 515 is the

facilities & services

Design Print lab, which has three Mac computers used for printing to the Design network printers.

general computer lab

There are seven computers on the 1st floor of the Main Campus Center, next to the Student Lounge. These computers are available for writing and printing out papers, checking e-mail and doing research on the internet.

library

There are twelve computers available to students in the Library, which is located on the 2nd floor. These computers are available for general student use during certain hours. The library computer lab may be scheduled for specific class meetings. Faculty may obtain further information by contacting the library staff.

performance production

Performance Production maintains four student computers on the 4th floor, for which Performance Production students have priority. These are located in room 415 in MCC, which also has a plotter and several printers, both monochrome and color, for CAD and graphics work shared by Performance Production and Design.

student affairs

Computers designated for locating resources, services, and community assistance are available in Student Affairs' Resource Room, which is located on the 3rd floor. Two of the

computers here also have ADA accessibility software installed.

writing center

The Writing Center is located on the 3rd floor in room 311, which has primarily Mac workstations. Please contact writingcenter@cornish.edu or 206.315.5806 for available hours and additional usage information.

wireless network access

Secured wireless access is available at all buildings.

In order to create a secure network, you will need to have your laptop configured before you can gain access. You will also need to meet the minimum specifications of either having Windows XP or Mac OS 10.3.6 or later already installed on your laptop, and wireless G capable network card.

Setup for wireless access is conducted through the Information Technology Office, which is located in Room 106 at the Main Campus Center. If you have any questions or would like to schedule a set-up time, contact I.T. at 206.726.5092, or by e-mailing it@cornish.edu.

COPY MACHINES/COIN-OPS

Coin-operated copy machines are available for students' use in the Main Campus Center Library and at Kerry Hall in the photocopy room on the 1st floor.

E-MAIL

Cornish College of the Arts provides all students with a college e-mail account to allow for easy communication. To access your e-mail, log in using the e-mail account that you have been assigned by Information Technology (I.T.). Students are expected to familiarize themselves with and to comply with Student E-Mail Policy, which you can find in the Campus Policies chapter of the Student Handbook. For more information, contact your Department Coordinator or contact I.T. at 206.726.5092 or it@cornish.edu.

FOOD SERVICE & VENDING MACHINES

The Commons is a central community space at the Main Campus Center with a café offering full food service where students, faculty and staff can meet, socialize, eat or just hang out. Visit <http://www.cornish.edu/campus/cafe/> for menus and updates about food service. For questions, comments or concerns regarding food service, email rstromire@cafebonappetit.com or call 206.315.5803.

There are vending machines at both campuses. For questions, comments or concerns regarding food service or the vending machines, please contact the Finance Office.

IDENTIFICATION CARDS

All matriculated students are issued ID cards once they have completed registration. It is mandatory for students, staff and faculty to wear Cornish ID

cards when on campus. Cards are valid through the year and are revalidated or reissued each year. A \$5 fee is charged for replacing lost ID cards. See the Campus Safety & Security Office for details. ID cards should be carried at all times. ID cards are needed to enter some campus buildings after certain hours on weekdays and all day on weekends. Please see "Operating Days and Building Hours" for more detailed information on ID card access to buildings. The Campus Safety & Security staff is instructed to ask students in the buildings after hours to show their ID cards. Non-matriculated students must purchase an ID card during registration for \$5.

INFORMATION TECHNOLOGY

The Cornish College of the Arts Information Technology (I.T.) Department is the center of technology resources for the College. Hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. I.T. is responsible for all data communication and telecommunications. This department maintains the College computer labs, internet, e-mail, and telephone system, and can provide basic maintenance of hardware. I.T. is interested in helping students as well as College staff and faculty. Call 206.726.5092 for more information.

LIBRARY

main library

2nd floor, 1000 Lenora Street,
Seattle, WA 98121
e-mail: libraryref@cornish.edu

library phone directory: 206.726.5041
main desk: 206.726.5145

subject coverage

The Cornish Library has a specialized and in-depth collection of Visual and Performing Arts materials. The Humanities & Sciences subjects are also covered, but to a lesser degree. For topics not covered in the collection, students are regularly referred to Seattle Public Library to use their general collection. We also partner with Seattle Public Library for class tours of the main downtown library and special class trips.

collection size

20,500 books, 4300 music scores, 145 periodical subscriptions, 2200 DVDs and videos, 3800 music CDs, 1000 vinyl albums, and 42,000 slides.

librarian services

Librarians provide one-on-one reference and research help, library instruction for classes, and general orientations to the library.

computer access

Computer Lab: 12 computers running Windows XP, 1 printer. Software: Word, Excel, Internet Explorer. Sometimes reserved for library instruction – class times will be posted. Drives available on lab PCs: CD-RW, USB port for thumb drive and 3.5 floppy.

Wireless network. PC/Mac compatible. Must register your laptop with Information Technology office, Room 106.

Ethernet outlets at study tables. PC/Mac compatible.

CD-ROM station for reference software.

image collection

housed in the main library
phone: 206.726.5126

Slide collection: Primarily for faculty use, but students can make an appointment with the Visual Resources Curator.

ARTstor database: Access to more than 500,000 digital images, available for students in the database section of the library website www.cornish.edu/cornish_library.

audio-visual room

Audio, video, and dubbing equipment for on-site use only. In addition, some AV equipment is available in the Music Dept. to support class listening and viewing assignments.

kerry hall

Visiting librarian service to Kerry Hall first floor lobby, twice weekly during the noon hour. See library web site www.cornish.edu/cornish_library for exact times. Request, renew, or return library materials, or ask reference questions.

web page

www.cornish.edu/cornish_library

The library website is a gateway to subject specific databases, other online materials, and the library catalog.

facilities & services

staff

Hollis Near, *Director of Library Services*

Heather Sheppard, *Librarian*

Bridget Nowlin, *Visual Resources Curator*

Pamela Erskine, *Library Specialist*

circulation policy

To check out library materials, students, staff and faculty must present a current Cornish ID Card.

Lost cards may be replaced at a \$5.00 charge. See the Cashiers office to pay the replacement fee and then visit Security to have your new ID printed. See Security for details on obtaining first-time or replacements for damaged or non-functioning IDs.

checkout limit

No more than 25 items at a time.

renewals

Everything that circulates can be renewed if no reserves have been placed on the material by other borrowers. Renewals can be done in person, by phone, or via email. You must provide your student ID number and the barcode number for each item you wish to renew.

library proxy services

Current students who require special assistance transporting library materials may be eligible to have a designated proxy to check out items in their stead. Please e-mail the librarians for more information about this service at libraryref@cornish.edu

CIRCULATION POLICY

print materials

	check-out period
books	2 weeks
periodicals (current issue)	library use only
periodicals (back issues)	1 week
newspapers	library use only
reference books (special collection)	library use only
"red dot" books (special collection)	library use only (faculty: 3 days)
oversized books (special collection)	library use only (faculty: 3 days)
scripts	1 week
scores	2 weeks
class reserve materials	one of 4 circulation periods chosen by faculty: 2 hour (library use only), overnight, 3 days, and 1 week

audio-visual materials

music: cds and cassette tapes	limit of 3 recordings for 3 days (faculty: 1 week)
music: digital audio tape (DAT tapes)	library use only (faculty: 1 week)
music: vinyl records	library use only (faculty: 1 week)
video: dvds and vhs video tapes	limit of 3 videos for 3 days (faculty: 1 week)
digital images and 35mm slides	see visual resources curator

equipment

AV equipment

Normally checked out by the hour, up to one day. Primarily for faculty use only, but available to students for special projects. Students must sign a form assuming responsibility for replacement costs if equipment is damaged or not returned.

overdues

Instead of daily overdue fines, you will be responsible for the full replacement cost, at the current price, as soon as the item becomes overdue. When the item is returned, the replacement charge will be removed from your record.

If you have more than ten overdue books you can't check out anything else until they are returned.

If you have overdue reserve items, periodicals, DVDs, VHS, and or CDs, you cannot check out anything else until they are returned. We cannot afford to have these materials unavailable for other patrons.

Failure to return items or pay replacement charges will result in the suspension of Library privileges and withholding of academic degrees or transcripts. Delinquent charges will ultimately be forwarded to Student Accounts and will become non-reversible.

scores

When you check out scores you are responsible for both the score and any accompanying parts. If a part is lost or damaged, you will be charged for the complete score and parts.

AV equipment

Be aware that you are responsible for the replacement cost of any AV equipment that is damaged, lost or stolen while checked out to you.

There is a one strike policy regarding leaving AV equipment unattended, or returning items late. If you do not contact the library to request more time, you will no longer be able to check out AV equipment.

how to pay replacement charges

Replacement fees are due if library items are returned badly damaged or lost. Also, a \$10 fee will be assessed for each lost item.

If you have lost or damaged items, contact the library and ask to speak with a librarian to determine the amount you owe, (206)726-5145.

Pay in person at the Library with a check made out to Cornish College Library. Pay at the Cornish Cashier: cash, debit, and credit accepted. Pay by mail. Send a check to: Librarian, Cornish College Library, 1000 Lenora Street, Seattle, WA 98121

LOCKERS

Most departments have student lockers available. Please check with your Department Coordinator for location and usage information.

LOST AND FOUND

Because no security system can completely eliminate loss of property through theft or vandalism, it is expected that each member of the campus community will participate by contributing his/her alertness to the safety and security of the campus. Cornish College is not responsible for any lost or stolen items

including student work, nor is it responsible for work stored or exhibited on campus. If you have lost or found an item, please go to the Campus Safety & Security Office.

MAILBOXES AND MAIL

Faculty and staff mailboxes are located in the photocopy room of Kerry Hall and on the 3rd floor of the Main Campus Center. Students should contact their Department Office for the location of student mailboxes. Students may sometimes need to send mail from Kerry Hall to offices at MCC, such as Registration & Records or Student Affairs. To do this, place the item in the appropriate intercampus mail box located in the photocopy room on the first floor of Kerry Hall. Be sure to clearly mark which office the item goes to.

MAP

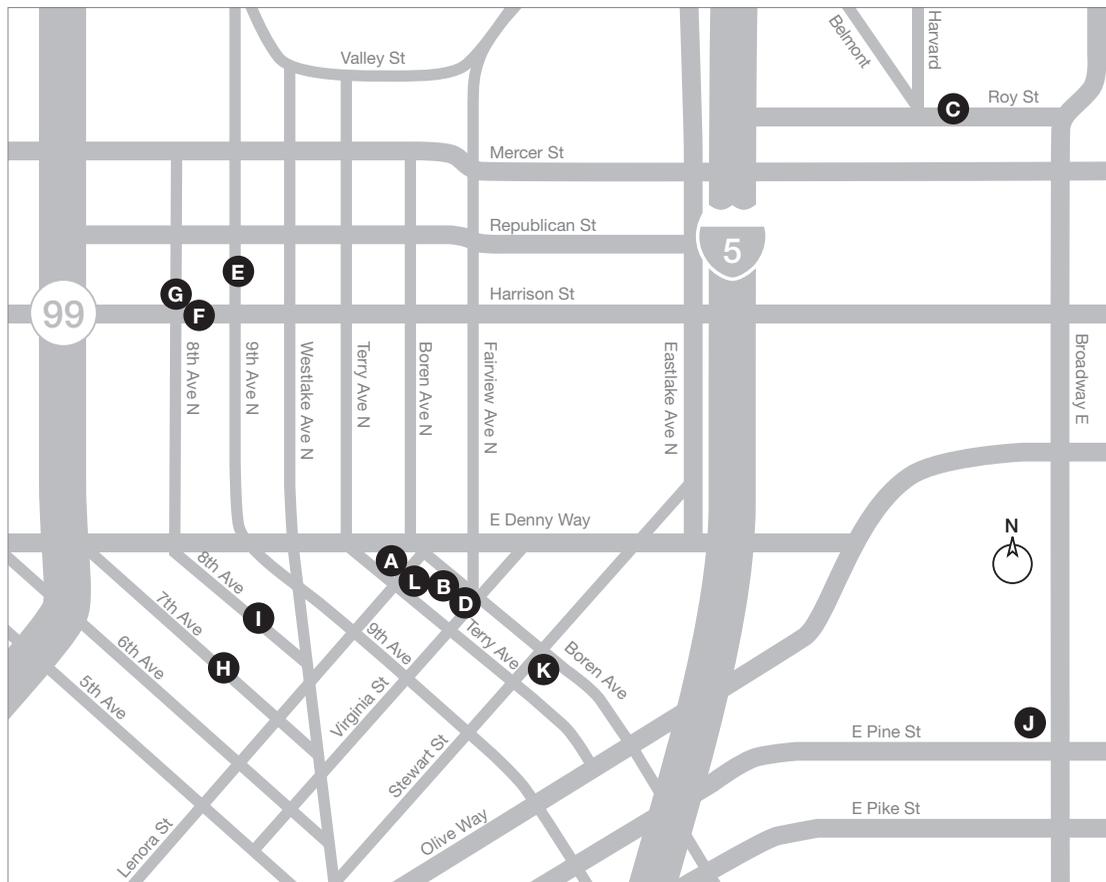
See page 27.

MESSAGES

The Cornish switchboard operator is unable to take messages for students. Each department has established procedures for conveying messages to students, which may include individual student mailboxes. Ask your department office about how someone may leave a message for you.

facilities & services

CORNISH COLLEGE OF THE ARTS



MAP & LOCATIONS

A Main Campus Center
1000 Lenora Street

B Raisbeck Performance Hall
Ned and Kayla Skinner Theater
2015 Boren Avenue

C Kerry Hall
710 East Roy Street

D MC1
1020 Virginia Street

E MC6, Senior Art, Theater & Dance Studios
427 9th Ave North

F MC7, Senior Art Studios
418 8th Ave North

G MC8 studio, scene shop
408 8th Ave North

H 7th Ave. Residence
2205 7th Ave

I 8th Ave. Residence
2213 8th Ave

J Broadway Performance Hall
K Washington Dance Club
1017 Stewart Street

L MC3
1001 Lenora Street

**OPERATING DAYS &
BUILDING HOURS**

Effective August 24, 2009 – May 14, 2010

BUILDING USAGE HOURS

<p>main campus center monday–friday saturday & sunday</p>	<p>usage hours 6:15 a.m. to midnight 8:00 a.m. to midnight shutdown begins at 11:30 p.m.</p>	<p>no entry (not even with ID card) after: 11:00 p.m. 11:00 p.m.</p>
<p>kerry hall & kerry garage* monday–friday saturday & sunday</p>	<p>usage hours** 6:45 a.m. to midnight 8:30 a.m. to midnight shutdown begins at 11:30 p.m.</p>	<p>no entry (not even with ID card) after: 11:00 p.m. 11:00 p.m.</p>

Summer & holiday hours: will vary, as posted.

There will be extended building hours at the end of the semester. Please check www.cornish.edu for specific times.

<i>special building usage days</i>	<i>occasion</i>	<i>special building hours</i>
monday, september 7, 2009	Labor Day	9:00 a.m. to 9:00 p.m.
wednesday, november 11, 2009	Veterans Day	9:00 a.m. to 9:00 p.m.
wednesday, november 25, 2009	Thanksgiving Eve	6:30 a.m. to 2:00 p.m.
thursday, november 26, 2009	Thanksgiving	closed
friday, november 27, 2009	Day after Thanksgiving	closed
december 20–23, 2009	Winter break	6:30 a.m. to 9:00 p.m.
december 24–january 3, 2010	Winter closure	closed
january 4–17, 2010	Winter break	6:30 a.m. to 9:00 p.m.
monday, january 18, 2010	Martin Luther King, Jr. Day	9:00 a.m. to 9:00 p.m.
monday, february 15, 2010	President’s Day	9:00 a.m. to 9:00 p.m.
monday, may 31, 2010	Memorial Day	closed

*at specified “lockout” time, any cars remaining in garage will be locked in overnight

**special hours for specific functions can be arranged in advance

See following page for continued ▶
operating days and building hours

facilities & services

doors electronically managed

This means you need to have your ID card for access either before or after these hours and always on Saturday and Sunday. For safety purposes, do not prop doors open.

Lock/Unlock hours below are for normal school times only. These times are overridden if hours listed under Building Usage Hours are different. Case by case hours will be arranged for PONCHO performances.

main campus center	unlocked	locked
3rd floor N @ S doors, commons west		
monday–friday	7:30 a.m.	6:00 p.m.
saturday & sunday	always locked	always locked
<i>7th floor at MCC is accessible only by special arrangement on days other than monday-friday or beyond regular monday-friday hours</i>		
raisbeck hall & 1020 virginia	always locked (except for performances)	always locked (except for performances)
kerry hall	unlocked	locked
harvard entrance		
monday–friday	7:30 a.m.	8:00 p.m.
saturday (when PREP in session)	8:00 a.m.	6:00 p.m.
saturday (when PREP not in session)	always locked	always locked
sunday	always locked	always locked
kerry hall	unlocked	locked
lower ADA entry, garage main and rollup doors		
monday–friday	2:30 p.m.	8:00 p.m.
saturday (when PREP in session)	8:00 a.m.	6:00 p.m.
saturday (when PREP not in session)	always locked	always locked
sunday	always locked	always locked
kerry hall (during PONCHO events)		
<i>for PONCHO events, Campus Safety & Security will manage the doors for access to non-cardholders as follows:</i>		
lower ADA entry	1 hour before curtain	closes at 10:00 p.m., keycard access until 10:30 p.m.
garage main door	1 hour before curtain	closes at 11:30 p.m., keycard access until midnight
garage rollup door	1 hour before curtain	closes at 10:00 p.m., keycard access until midnight

POSTING GUIDELINES

Departmental bulletin boards are maintained by the departments they serve. Permission from the individual departments must be secured prior to posting items on their boards.

Boards not specifically designated as departmental bulletin boards are considered general posting areas. These are located at various locations throughout Cornish College of the Arts buildings. Posting of any kind is not allowed on general access doors, stairwells, restrooms, or the exterior of buildings.

Student Affairs reserves the right to remove any notices that are deemed inconsistent with the educational mission of the College.

RECYCLING

Please recycle in the receptacles provided at Kerry Hall and at the Main Campus Center.

RESTROOMS

Restrooms that are closest to the main floor entrances are located as follows:

kerry hall

Lobby: In the hall opposite the elevator
Basement: midway down the hall to the right
2nd floor: next to the elevator

main campus center

Men/Women: Midway down the main corridor on either side of the elevator
Gender
Neutral: 5th floor

TELEPHONES

There is one payphone in Kerry Hall, at the east entrance of Kerry Hall in the lobby. There is a telephone in the Student Lounge at MCC for students to make local calls. There are also telephones on every floor in the hallways of both MCC and Kerry Hall for emergency calls and office extensions on campus only. The telephone on the 1st floor lobby at Kerry Hall also allows people to make local calls as well as emergency calls.

TRANSPORTATION

bicycles

Bicycles may be parked in the racks on the covered walkway at Kerry Hall. Racks are also available at several locations at the Main Campus Center. Bicycles should not block doors, fire exits, walkways or access ramps.

Bikes are not allowed in any building on campus. Leaving bikes out overnight is not recommended. Cornish College cannot be held responsible for the theft or vandalism of student property on campus, although all such instances should be reported to the Campus Safety & Security Office at 206.726.5038 or extension 5038.

buses

Seattle has an extensive metro bus system. Detailed information on bus routes and transit information is available from Metro at 206.553.3000 or <http://transit.metrokc.gov>.

parking

Parking in all Cornish lots is by permit only. Student Parking Permit cost and information will be available in the Registration & Records Office and in Student Affairs and will be posted on the campus section of the Cornish College website at www.cornish.edu prior to the start of the school year. In addition to permit parking, there are many pay lots in the Main Campus Center area.

facilities & services

shuttle/van

A free Shuttle Service is available for transporting students between Cornish buildings. Students should check posted listings for shuttle times in campus buildings and at www.cornish.edu/campus/shuttle.

In addition to the daytime shuttle service, the College also operates a free nighttime shuttle that serves the Capitol Hill neighborhood.

student bus pass subsidy program

Buying a monthly bus pass? Student Affairs can help you with the cost!

After purchasing your monthly Puget Pass or adding a monthly pass to your ORCA card, stop by Student Affairs (Room 301, Main Campus Center) to fill out a bus pass subsidy request form. Be sure to bring your bus pass and receipt with you. You will receive a \$25 voucher which can be cashed in at the Cashier's Office.

WRITING CENTER

The Cornish Writing Center is a free resource offering support to all students, faculty, and staff as they develop their writing and reading. We help writers publicly share their artistic and academic works and ideas. Tutors provide practical, friendly, and collaborative feedback on works at any stage in the process through thoughtful one-on-one and group conferences. Writers are invited to use the Writing Center computer lab and consult our books and handouts on writing at any time we are open.

Visit http://www.cornish.edu/humanities_and_sciences/writing_center/ or contact us at writingcenter@cornish.edu or 206-315-5806 for more information and assistance.

MONEY ISSUES

FINANCIAL AID OFFICE AND STUDENT ACCOUNTS OFFICE ASSISTANCE

If you have questions or concerns regarding your financial aid status, contact the Office of Financial Aid at 206.726.5014 to speak to a Financial Aid Advisor. The Office of Financial Aid will be available after regular office hours by appointment request only. The Office of Financial Aid will hold pre-arranged meetings at Kerry Hall throughout the year as needed. For questions about your student account, contact the Student Accounts Office at 206.726.5025. The Student Accounts Office will visit Kerry Hall for document signing and other paperwork by appointment. Please call to inquire about setting an appointment.

FINANCIAL AID

Apply early for best aid package consideration as some funds are limited and awarded on a first-come first-serve basis. A year goes by quickly. Complete your Free Application for Federal Student Aid (FAFSA) 2010 – 2011 starting January 1, 2010 and before February 15, 2010 to meet the priority deadline. Contact the Office of Financial Aid for information on institutional scholarships. The Office of Financial Aid performs outside scholarship search and sends regular updates to students in an emailed copy of the Financial Aid Newsletter called *hereforyou*. To sign up for the newsletter send an email to hereforyou@cornish.edu. In addition, a

copy of available scholarship applications is posted on the financial aid bulletin board in the third floor lobby.

Financial aid may be affected if credits are dropped. Students must complete the number of credit hours for which they are awarded. For more information, visit our website at http://www.cornish.edu/financial_aid/keeping_your_aid/ or consult the Satisfactory Academic Progress policy available in the Office of Financial Aid. Contact the Office of Financial Aid prior to making any credit hour changes that affect your enrollment status. A Work Study Award reflects your eligibility to earn funds in a Work Study job. You can earn up to the amount of the award throughout the academic year. These funds are not applied to your tuition account. You are paid directly by your employer in the form of weekly, bi-weekly or monthly paychecks. No student may begin a Work Study job until all financial aid paperwork is complete. Students are limited to 19 hours of work per week when classes are in session and 40 hours per week during breaks. Hourly pay varies by job.

money issues

Loan deferment paperwork must be completed every semester for students with previous loans from other schools. Lenders must have current addresses and phone numbers. Contact Cornish Loan Officer Jay Davis or the Registration & Records Office for loan deferment forms.

Especially don't drop out of the process! Please open your mail and respond to the Financial Aid Office requests for documentation. Complete your Financial Aid file early in preparation for on-time tuition payments and to avoid late fees.

financial aid disbursement

Financial Aid does not replace the family contribution. Students are expected to contribute to their educational costs with earnings from summer and school year employment. Students must be financially prepared to pay for their initial expenses, even if they expect to be receiving a financial aid refund. All Federal, State and institutional funding will be applied first toward the student's tuition. The credit balance of financial aid funds will then be disbursed to the student for other college expenses. Students will be notified by mail from the Student Accounts Office if they are eligible for a financial aid refund each semester. Financial Aid Refunds will be disbursed to students exclusively through direct deposit. Each semester immediately following the course add/drop period,

Cornish will wire students their financial aid refunds directly to the student checking or savings account. Cornish students are required to log-on to the Cornish Financial System and set up their student account profile, including bank routing information. Cornish will only refund students through this system.

financial aid refunds

Students may be eligible for a Secured Student Loan after the 2nd day of classes each semester. Students may request up to \$1000 in short term funds if they have approved student loans pending and they anticipate timely receipt of government or other financial aid. A \$30 administrative fee, and interest, is required. Students must sign a promissory note, which may require a co-signer. Application for the Secured Student Loan is made through the Office of Financial Aid. This loan is not available during semester breaks.

SCHOLARSHIPS

cornish college of the arts scholarships

Each year, Cornish College awards scholarships based on academic merit or financial need. Contact the Office of Financial Aid for more information on the Cornish scholarship process.

private scholarships

Another source of tuition money may be found by applying for scholarships outside of Cornish College. Local and national organizations often give money to support education. Start searching early for scholarships. Most private scholarships must be applied for a year in advance.

As noted above, the Office of Financial Aid has information on many private scholarship resources.

Student Affairs also has resources and assistance to help you in researching and applying for private scholarships. You can contact us and set an appointment for a personal session to learn how to search and apply for local and national scholarships.

Visit Student Affairs to view postings and scholarship information. For additional assistance or to set an appointment, contact the Student Affairs Program Coordinator at studentaffairs@cornish.edu or 206.726.5098

TUITION

All tuition and fees are due and payable on the Friday prior to the first day of class. Students are academically and financially responsible for the course(s) for which they are registered. Students must also read and understand the registration, withdrawal, add/drop, leave of absence, and refund policies of Cornish College. Students unable to pay in full at the time of registration may participate in a payment plan with Tuition Pay, beginning in July. Please contact the Student Accounts Manager in the Student Accounts Office for more information.

tuition refunds due to withdrawal

Students eligible for a refund due to withdrawal will be mailed the refund from the Student Accounts Office. The following schedule will be followed to determine the level of refund owed the student:

· 100% refund of tuition

only for students who withdraw from classes on or before the first day of the semester, minus the student tuition deposit. This is also the last day for a full housing refund, minus the application fee. See Housing & Residence Life contract for details.

· 75% refund of tuition

only for students who withdraw from classes on or before the first Friday after the first day of the semester, minus the student tuition deposit.

· 50% refund of tuition and fees

for students who withdraw from classes on or before the second Friday of the semester, but after the first Friday of the semester, minus the student tuition deposit.

tuition refunds with financial aid recalculation

According to federal regulations, federal funds must be returned to federal programs based on the percent of the term that a student is no longer enrolled. This process is called a "Federal Recalc." The Student Accounts Office will determine how much of a student's federal aid was "unearned" as defined by the federal regulations, and then oversee the return of the unearned aid within 10 calendar days of the student's withdrawal.

Important Note: Once the student has completed 61% of the semester, the recalc is not in effect. Students withdrawing after the 60% date will not be required to repay any of their financial aid for the semester. Loans will be repaid on their normal terms.

The 61% dates for 2009 – 2010 are November 13, 2009 for fall semester and March 26, 2010 for spring semester.

Federal Recalc Example: A student withdraws after the fifth week of school. At this point, the student has completed 35% of the semester. Therefore, 65% of the student's federal financial aid is "unearned." This includes student loans, parent loans and any

federal grants. The student will have to repay 65% of the federal aid that was disbursed. The loans may not be paid back on their original terms. The 65% is removed from the loan program and the balance is due in full within 10 days of the official withdrawal date. Please contact the Student Accounts Office if you have any questions.

WORK STUDY EMPLOYMENT

Students who have Work Study eligibility as seen in their financial aid package may seek Work Study employment with any of our off-campus employers, or within our on-campus departments and administrative offices. All available jobs and guidance on how to find Work Study jobs are posted on the website at www.cornish.edu/financial_aid/workstudy/. Non Work Study jobs may be researched in Student Affairs.

Please visit our website at www.cornish.edu/financial_aid. There you will find helpful information regarding priority deadlines, scholarships, work study, awarding, policy updates and links to other resource sites. You can also apply for your financial aid on the same web page.

SAFETY & EMERGENCY PROCEDURES

HEALTH AND SAFETY PROCEDURES

All offices and classrooms have a Health & Safety Procedures booklet which contains important information about procedures in the event of emergencies, including fire, bomb threats, and earthquakes. Please familiarize yourself with this document.

fire

If a fire should occur in the school, stay calm and rational. Alert people to evacuate the area and close the doors. Activate the nearest fire alarm and evacuate the building. If the fire seems small (no larger than a wastebasket), students may locate and use the fire extinguishers provided on each floor. If the fire is not controllable, close the door to the room, activate the nearest fire alarm and evacuate the building.

first aid kits

There are several first aid kits on campus. First aid kits are located in each department office and in the basement kitchen in Kerry Hall. Campus Safety & Security may also be contacted as they have several kits which are readily available. Students should ask their Department Coordinator for the nearest location before an emergency occurs.

INCLEMENT WEATHER

In the event of inclement weather such as snow, students are advised to check Cornish's Emergency Notification page at www.cornish.edu/campus/emergency_notification/ or check the local TV and radio stations listed below or call the school at

323.1400 to see if the President has closed the College. A recorded message will indicate that the school is closed. If no such message is heard, students are expected to attend classes, unless a particular class has been canceled by the instructor. Text messages will be sent to students who have signed up to receive them.

Radio: KUOW 94.9 FM, KNDD 107.7 FM, KOMO 1000 AM, KIRO 710 AM, KPLU 88.5 FM, KPLZ 101.5 FM

Television: KOMO Channel 4, KING Channel 5, KIRO Channel 7

REPORTING AN ACCIDENT ON CAMPUS

Students injured on campus are required to submit a Report form to Human Resources at the time of the incident. Report forms are available in Student Affairs and Department Offices.

SECURITY OFFICES

The Campus Safety & Security staff provides surveillance for Cornish buildings and parking lots. They also respond to various emergencies, accidents, injuries, and serious illnesses that may occur on campus. Security offices are located on the 1st floor of Kerry Hall and on the 3rd floor of the Main Campus Center.

***in case of emergency
(8am–12 midnight)***

Campus Safety & Security Offices:

Main Campus Center (MCC)

206.726.5038 from a pay phone;
5038 from a campus phone or dial
9-911 (24 hours)

Kerry Hall

206.726.5076 from a pay phone
5076 from a campus phone or dial
9-911 (24 hours)

Cornish telephones are located on every floor in the hallways of both MCC and Kerry Hall. These designated telephones should be used for emergency purposes only with the exception of the 1st floor lobby telephone in Kerry Hall and the phone in the student lounge on the 1st floor of the Main Campus Center. These allow people to make local calls as well.

SECURITY TIPS

- *Classrooms and studios can be a target for crime, particularly early in the semester before students learn to recognize each other.*
- *Never leave valuables unattended in a classroom or studio. Report any thefts to Campus Safety & Security.*
- *Wear your ID card or have it on your person.*
- *Observe any suspicious persons and report the situation to Security.*
- *Walk with someone at night to your car or to your home, or share rides.*
- *Call Campus Safety & Security for an escort to your car.*

The College is staffed with Campus Safety & Security personnel who protect the campus during the day, evening and weekend hours, but it is the student's responsibility to exercise caution and use good judgment. Issues pertaining to safety should be addressed directly to the Campus Safety & Security Manager or the Chief Operations Officer.

TEXT MESSAGE NOTIFICATION SYSTEM

In addition to website and local TV and radio announcements, Cornish has acquired the technology to reach students, faculty, and staff through mobile telephone text messaging. In those rare cases of inclement weather, power outages, delayed openings or early closures, or any other event that represents a danger to the community, the College will be able to issue a text notification simultaneously to all persons who elect to participate in the program. We understand that people do not wish to receive unwanted text messages. Please be assured that we will use this system judiciously, and will only send messages in the above circumstances.

You can sign up for this program by visiting http://www.cornish.edu/campus/text_notification/signup/

Those who do not have a mobile telephone or who choose not to participate will continue to find information by venues listed on the Emergency Notification page at http://www.cornish.edu/campus/emergency_notification/

STUDENT LIFE & RESOURCES

CAREER AND JOB ASSISTANCE

Student Affairs has the following job and career services available for Cornish students and alumni:

- *Postings of non-workstudy jobs, internships and volunteer opportunities*
- *Career research materials and information*
- *Internet access for expanded searches related to work and graduate schools*
- *Career Fairs*
- *Assistance with resume preparation*
- *Talent Bank - The Cornish Talent Bank is a referral program which provides Cornish College of the Arts students, graduates and faculty with professional-level opportunities in the arts. Areas of expertise include theatrical and musical entertainment (music students must audition), dance, illustration, and interior and graphic design. The Talent Bank participant list is made available to the public through Student Affairs. All negotiations regarding placement occur directly between the client and the Talent Bank members. Talent Bank membership is restricted to current Cornish students, Cornish graduates and Cornish faculty. For more information, or to find out how to be listed, please contact the Student Affairs Program Coordinator at studentaffairs@cornish.edu or 206.736.5098.*

Visit Student Affairs to view postings and career information. For additional assistance contact the Student Affairs Program Coordinator at studentaffairs@cornish.edu or 206.726.5098.

COLLABORATION RESOURCES

The College has developed communication systems to help you collaborate with students from other departments. The Student Forums on the Cornish student website (www.cornish.edu/students) are also a great way for you to communicate with other students regarding current and future projects. The Interdisciplinary Collaboration forum is specifically for helping you to connect to others for a collaborative project.

COMMON MEETING TIMES

No classes will be scheduled from Noon to 1:30pm on Fridays beginning the first week of September and ending the second week of May to allow for common meeting times as listed below:

1st Friday of the month

Student Meetings

2nd Friday of the month

Departmental Meetings

3rd Friday of the month

Faculty Senate Meetings

4th Friday of the month

Cornish Community Meetings

For more information contact the Office of the Provost at 206.726.5048.

CORNISH COLLEGE WEBSITE

The Cornish College website, <http://www.cornish.edu>, is regularly updated with new academic and campus information, performances and other events, library services, job opportunities, and more. The current schedule of classes, course descriptions, and model programs are available online and may contain information updated since the last printing of the Catalog. Students and other members of the Cornish community are invited to join the online forums to post announcements, search for housing and/or roommates, and participate in discussions on a variety of topics.

COUNSELING OFFICES

College students face a variety of concerns from having a roommate conflict to managing a chronic mental health disorder. Counseling can help with these issues. If an issue seems beyond the scope of our services we make every effort to connect students with off-campus resources to help them resolve their concerns while remaining successful students. Counselors assist students by talking with them about their concerns and, if applicable, helping them find a resolution. Counselors also provide programming to the campus community about mental health topics, such as stress reduction and time management. All counseling is free and confidential.

The Counseling Office section of the Cornish website, http://www.cornish.edu/student_affairs/counseling_office/

includes a list of community resources and links to mental health information on several mental health issues such as anxiety, substance abuse and suicide prevention. There you will also find screening tools for ADD and links to audio relaxation exercises.

The Counseling Office is located at the Main Campus Center, room 308. To schedule an appointment or for referral information please call Lori Koshork, Director of Counseling, at 206.726.5027 or Barry Eben, Counselor, at 206.726.5047.

DISABILITY SUPPORT SERVICES

Cornish College of the Arts endeavors to make its programs accessible to qualified students with disabilities (consistent with Federal and State laws). Student Affairs works cooperatively with College programs to encourage compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Student Affairs coordinates accommodations for students with disabilities in academic and non-academic programs. Accommodations may include: academic advising, accessible facilities, alternate education media, alternate testing, interpreters, mobility assistance, note taking, personal counseling, priority registration, reading services, specialized equipment, and/or access to books on tape.

Student Affairs promotes self-advocacy for students with disabilities and teaches them self-advocacy skills. Please

contact the Student Affairs Program Coordinator at 206.726.5098 or studentaffairs@cornish.edu to request information, obtain referrals for testing resources, or to inquire about arranging for accommodations. Information regarding services, resources and assistance for Cornish students with disabilities including the Disability Support Services Student Guide and helpful links are available online at www.cornish.edu/student_affairs/disability/.

EVENTS

Cornish College of the Arts has a wide variety of events that occur during the year. Visit www.cornish.edu/calendar to see upcoming events.

GALLERIES AND EXHIBITION SPACES

A variety of locations throughout the Main Campus Center provide opportunities to exhibit art. The Cornish Main Gallery is located on the first floor of the Main Campus Center and is programmed throughout the academic year with thematic exhibitions featuring professional artists including faculty and alumni. Additionally, less formal environments provide opportunities for students to exhibit work while contributing to the vibrant community of Cornish College of the Arts. Students wishing to exhibit work are required to consult with the Exhibitions Curator and complete an Exhibition Agreement Form available in the Art Department office. Call 206.726.5142 for additional information.

student life & resources

HOUSING AND RESIDENCE LIFE

All incoming freshmen of Cornish College of the Arts are required to live in our comfortable, safe and secure residence hall communities. Research shows that students who live in a residence hall their freshman year are more successful in achieving their educational goals. **All students are welcome to apply to live in the residence halls.**

The residence halls offer a living-learning community in an urban location near the downtown campus and close to the city center and the Space Needle. Our residence halls offer a variety of programs, services and activities that promote a safe and cohesive community.

Students are responsible for reviewing and following residence hall policies and procedures which can be found in the Resident Handbook, available from the Office of Housing & Residence Life. The Office of Housing & Residence Life is located on the first floor of the 8th Avenue Residence and they provide students with assistance and support for all aspects of their life in the halls. They may be contacted at 206.315.5852 or housing@cornish.edu

residence hall meal plan

All students living in the residence halls must choose a meal plan option. All resident students are required to purchase at least the minimal meal plan. The meal plan you select for fall

semester will automatically be renewed each semester. Students may change their meal plan during the first five class days of every semester with Housing & Residence Life located on the first floor of the 8th Avenue Residence. Funds remaining at the end of fall semester are rolled into the next semester. All meal plan dollars must be spent by the end of spring semester.

If you have questions, please contact 206.315.5852 or housing@cornish.edu

For information about the meal plan for students living off-campus, please see "Off-Campus Meal Plan" in the Student Life & Resources section.

INSURANCE

Cornish College of the Arts requires all matriculated students to carry health insurance and operates under a hard-waiver insurance system. Students who do not have adequate* insurance coverage will automatically be enrolled in the Cornish Aetna based insurance plan at a rate of \$363 per semester. These charges will be billed directly to the student during the regular billing cycle. Students will receive their insurance cards in the first two weeks of the academic year. Policy information is available online at www.aetnastudenthealth.com or in the Student Affairs office. Supplemental coverage is available for a fee by calling Aetna Student Health at 1.800.853.5899.

For students who already have private insurance which allows them to access care in the Seattle Metro Area**, they must fill out the waiver form at www.cornish.edu/student_affairs/health_insurance NO LATER than September 8, 2009 to avoid being automatically enrolled in the Cornish Plan.

Please note that students must be insured in order to continue their studies at Cornish College of the Arts. Should any change in their insurance status occur during the year, they must immediately inform the Wellness Coordinator and enroll in an alternative insurance plan immediately.

*Adequate coverage is defined as belonging to a health care organization that offers primary care, emergency care and prescription drug coverage within 40 miles** of Cornish College of the Arts.

INTERNATIONAL STUDENTS ***enrollment***

International students must pursue a full course of study while attending Cornish (except summer semester when attendance is optional). A full course of study is defined as 12 or more credits each semester. Failing grades, withdrawal grades, and incomplete grades do not count towards the total.

An international student studying in the U.S. also assumes the responsibility to make normal progress towards completing their course of study and must

complete his/her program of study before the expiration date on the SEVIS I-20. *International students are subject to student insurance requirements.*

off-campus employment

International students are prohibited from off-campus employment without obtaining specific permission from the USCIS. To be eligible to apply for this permission, a student must be in lawful status as a full-time student and have held this status for at least nine (9) consecutive months before making their application. Accepting any unsanctioned form of off-campus employment while attending Cornish as an international student is a serious offense of federal law, which may result in the cancellation of the student's F-1 visa. Employment is defined as any form of compensation for work rendered. All inquiries regarding employment authorization for international students should be directed to the Assistant Registrar, who can advise the student of the best possible option and guide the student through the process of obtaining the appropriate work authorization documents.

on-campus employment

International students may accept only non-work study positions on campus. All non-work study employment positions held by international students attending Cornish must be less than 20 hours per week during semester sessions and can exceed 20 hours per week during vacation semester (summer).

reporting requirements

Cornish College of the Arts is required by federal law to report the status of all international students to the United States Citizenship and Immigration Services (USCIS) via the Student and Exchange Visitor Information System (SEVIS). An international student's status is defined as full-time enrollment and normal degree progress—an international student will fall out of legal status if this full-time degree progress is not maintained properly. International students are obligated to provide Cornish with necessary information in a timely fashion so that we may comply with federal regulations and continue to allow international students to enroll at Cornish. As a part of these reporting requirements, international students are required to report all local and foreign address changes to the Registration & Records Office within ten (10) days of any change of address.

responsibility

International students residing in the U.S. and attending Cornish College of the Arts with an F-1 student visa are personally responsible for following all U.S. laws and regulations related to non-immigration student status. All questions regarding these regulations and laws should be brought to the attention of the Assistant Registrar, who serves as the advisor to international students. Students are advised to consult the Assistant Registrar prior to traveling outside the U.S. or contacting the federal government concerning immigration matters.

OFF-CAMPUS HOUSING

Student Affairs has information and resources to help you conduct your off-campus housing search. We have a Cornish Housing Forum (under our Student Forum section of the Cornish website) where students can make housing or roommate connections. The housing section of the Cornish website has search tips, links to site with neighborhoods and moving information and links to classified ads and rental sites. Visit it at www.cornish.edu/student_affairs/housing/off_campus/ or contact the Student Affairs Program Coordinator at 206.726.5098 or studentaffairs@cornish.edu for more information.

OFF-CAMPUS MEAL PLAN

Students who reside off-campus may purchase an optional meal plan at the Main Campus Center (MCC). Cornish IDs double as a meal plan card, usable at the Café located on the 2nd floor of the MCC. Visit www.cornish.edu/campus/cafe for more information about the Café, including menus.

Complete details about all meal plan payments are available at the Cashier's Window in the Student Accounts Office, including signup information, recommended amounts, and refund policies. For more information, call 206.726.5025.

Information about meal plans for students living on campus is located under "Housing & Residence Life" in the Student Life & Resources section.

student life & resources

PREVENTION & WELLNESS SERVICES

Prevention and Wellness Services at Cornish College cares about the overall health and well being of our community. We invite you to take your personal health into consideration to support reaching your academic and career goals. We are dedicated to providing programs, resources, and education about a variety of college health-related issues including:

Alcohol and Other Drugs

- *Eating Disorders*
- *Fitness & Recreation*
- *General Health and Wellness*
- *HIV/AIDS*
- *Nutrition*
- *Sexual Health*
- *Stress Management*
- *Suicide Prevention*
- *Tobacco*

Contact the Wellness Program Coordinator at 206.726.5156 or studentaffairs@cornish.edu or visit the Prevention and Wellness section of the Cornish website for more information and helpful links at www.cornish.edu/student_affairs/preventions_and_wellness/

STUDENT AFFAIRS

Student Affairs, located on the third floor of the Main Campus Center, may be reached by phone at 206.726.5003 or by e-mail at studentaffairs@cornish.edu. Student Affairs is dedicated to enhancing and complementing Cornish College of the Arts students' educational experience through programs, services and opportunities that aid in their personal development.

Student Affairs is committed to the following principles:

- **community building**
Providing programs that encourage, enhance and maintain a sense of community on campus.
- **co-curricular learning**
Providing out-of-class experiences that complement in-class learning.
- **student support**
Providing programs and services to ensure students' success and persistence towards graduation.
- **student involvement**
Providing opportunities for students to take an active role in the College.

Student Affairs areas include: Student Life, Student Rights & Responsibilities, Student Services, and Prevention & Wellness. Many of our programs and services are described throughout this handbook. For more information, please visit our website at www.cornish.edu/student_affairs.

STUDENT ORGANIZATIONS

cornish student leadership council

The Cornish Student Leadership Council represents the student body of Cornish College of the Arts by:

- *Providing a forum for discussion, problem solving and advocacy on issues relevant to the quality of life for students.*

· *Serving as liaisons to the Administration, Faculty and Staff.*

· *Providing programs for the student body.*

· *Disbursing funds to Student Interest Groups.*

For more information or to find out how to get involved, please contact the CSLC at 206.726.5003 or by email at studentaffairs@cornish.edu.

student interest groups

Student Interest Groups provide opportunities outside the classroom for Cornish students to participate in educational, intellectual, interdisciplinary and cultural events and/or services to its members or the College. We encourage students at Cornish College of the Arts to join or form Student Interest Groups to share mutual interests. For more information or to find out how to develop and participate in such groups, contact Student Affairs at 206.726.5003 or visit our website at http://www.cornish.edu/student_affairs/sig

You may also email the Dean of Student Affairs at studentaffairs@cornish.edu.

STUDY ABROAD

Cornish maintains consortium agreements with Arcadia University and with Butler University through which students can pursue up to one semester of study abroad during their Junior year of studies. As articulated in the College's consortium agreement, students must have at least a 3.0 career GPA.

Arcadia and Butler sponsor programs in a number of countries, including England, Greece, Italy, Australia, Mexico, New Zealand, Scotland and Spain. Students must go through these programs to use federal, state, and institutional financial aid to fund their study abroad. All course work must be approved in advance if it is to be transferred back to meet Cornish College of the Arts degree requirements.

Interested students should apply through the Registration & Records Office. The College will approve up to four students for study abroad per term. Students should plan on applying no later than nine months before the term of intended study. Ideally, students are encouraged to begin conversation about study abroad with the Registration & Records Office at the end of the Fall term of their sophomore year.

Student Affairs has general information about study abroad resources.

VETERANS

Students approved to receive Veterans Administration (VA) educational benefits should present a copy of the Certification of Eligibility, issued by the VA, to the Associate Registrar upon being admitted to Cornish. The Associate Registrar certifies eligible students' enrollment to the VA each semester. The VA has very specific requirements regarding academic progress and termination of benefits. It is the student's responsibility to be aware of these requirements. For more specific infor-

mation, please contact the Associate Registrar or the Seattle office of the VA at 1.800.827.1000.

VOTER INFORMATION

To register to vote in the state of Washington, you must be:

- *A citizen of the United States*
- *A legal resident of Washington state*
- *At least 18 years old by election day*

Washington voter registration forms are available at Student Affairs.

In the state of Washington, you do not have to register by political party or declare political party membership to vote in the state's general elections. You may register to vote at many government offices, including the Department of Motor Vehicles, or by using the registration form provided by the Washington Secretary of States, which is online at <http://www.secstate.wa.gov/elections/register.aspx>.

Voter information for all states can be found at the Federal Election Commission, which is online at <http://www.fec.gov/>

Cornish College of the Arts has a voter informations page with useful links at www.cornish.edu/registrar/policies/vote

Other organizations that provide voter information:

project vote smart

<http://www.vote-smart.org/>

This nonpartisan organization maintains a database on all presidential, congressional, gubernatorial, and state legislative candidates that includes their responses to questionnaires, and the incumbents' voting records. The Project Vote Smart database also includes information on how to register to vote in each state, and the addresses of the county or city election offices.

the league of women voters

<http://www.lwv.org/>

The League of Women Voters encourages the informed and active participation of citizens in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

rock the vote

<http://www.rockthevote.com/>

Rock the Vote is a non-profit, non-partisan organization which coordinates voter registration drives, get-out-the-vote events, and voter education efforts. It is possible to register to vote, update your address and/or change your party online at their site.

STUDENT LIFE & RESOURCES

CAREER AND JOB ASSISTANCE

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1st Friday of the month

Student Meetings

2nd Friday of the month

Departmental Meetings

3rd Friday of the month

Faculty Senate Meetings

4th Friday of the month

Cornish Community Meetings

For more information contact the Office of the Provost at 206.726.5048.

CORNISH COLLEGE WEBSITE

The Cornish College website, <http://www.cornish.edu>, is regularly updated with new academic and campus information, performances and other events, library services, job opportunities, and more. The current schedule of classes, course descriptions, and model programs are available online and may contain information updated since the last printing of the Catalog. Students and other members of the Cornish community are invited to join the online forums to post announcements, search for housing and/or roommates, and participate in discussions on a variety of topics.

COUNSELING OFFICES

College students face a variety of concerns from having a roommate conflict to managing a chronic mental health disorder. Counseling can help with these issues. If an issue seems beyond the scope of our services we make every effort to connect students with off-campus resources to help them resolve their concerns while remaining successful students. Counselors assist students by talking with them about their concerns and, if applicable, helping them find a resolution. Counselors also provide programming to the campus community about mental health topics, such as stress reduction and time management. All counseling is free and confidential.

The Counseling Office section of the Cornish website, http://www.cornish.edu/student_affairs/counseling_office/

includes a list of community resources and links to mental health information on several mental health issues such as anxiety, substance abuse and suicide prevention. There you will also find screening tools for ADD and links to audio relaxation exercises.

The Counseling Office is located at the Main Campus Center, room 308. To schedule an appointment or for referral information please call Lori Koshork, Director of Counseling, at 206.726.5027 or Barry Eben, Counselor, at 206.726.5047.

DISABILITY SUPPORT SERVICES

Cornish College of the Arts endeavors to make its programs accessible to qualified students with disabilities (consistent with Federal and State laws). Student Affairs works cooperatively with College programs to encourage compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Student Affairs coordinates accommodations for students with disabilities in academic and non-academic programs. Accommodations may include: academic advising, accessible facilities, alternate education media, alternate testing, interpreters, mobility assistance, note taking, personal counseling, priority registration, reading services, specialized equipment, and/or access to books on tape.

Student Affairs promotes self-advocacy for students with disabilities and teaches them self-advocacy skills. Please

contact the Student Affairs Program Coordinator at 206.726.5098 or studentaffairs@cornish.edu to request information, obtain referrals for testing resources, or to inquire about arranging for accommodations. Information regarding services, resources and assistance for Cornish students with disabilities including the Disability Support Services Student Guide and helpful links are available online at www.cornish.edu/student_affairs/disability/.

EVENTS

Cornish College of the Arts has a wide variety of events that occur during the year. Visit www.cornish.edu/calendar to see upcoming events.

GALLERIES AND EXHIBITION SPACES

A variety of locations throughout the Main Campus Center provide opportunities to exhibit art. The Cornish Main Gallery is located on the first floor of the Main Campus Center and is programmed throughout the academic year with thematic exhibitions featuring professional artists including faculty and alumni. Additionally, less formal environments provide opportunities for students to exhibit work while contributing to the vibrant community of Cornish College of the Arts. Students wishing to exhibit work are required to consult with the Exhibitions Curator and complete an Exhibition Agreement Form available in the Art Department office. Call 206.726.5142 for additional information.

student life & resources

HOUSING AND RESIDENCE LIFE

All incoming freshmen of Cornish College of the Arts are required to live in our comfortable, safe and secure residence hall communities. Research shows that students who live in a residence hall their freshman year are more successful in achieving their educational goals. **All students are welcome to apply to live in the residence halls.**

The residence halls offer a living-learning community in an urban location near the downtown campus and close to the city center and the Space Needle. Our residence halls offer a variety of programs, services and activities that promote a safe and cohesive community.

Students are responsible for reviewing and following residence hall policies and procedures which can be found in the Resident Handbook, available from the Office of Housing & Residence Life. The Office of Housing & Residence Life is located on the first floor of the 8th Avenue Residence and they provide students with assistance and support for all aspects of their life in the halls. They may be contacted at 206.315.5852 or housing@cornish.edu

residence hall meal plan

All students living in the residence halls must choose a meal plan option. All resident students are required to purchase at least the minimal meal plan. The meal plan you select for fall

semester will automatically be renewed each semester. Students may change their meal plan during the first five class days of every semester with Housing & Residence Life located on the first floor of the 8th Avenue Residence. Funds remaining at the end of fall semester are rolled into the next semester. All meal plan dollars must be spent by the end of spring semester.

If you have questions, please contact 206.315.5852 or housing@cornish.edu

For information about the meal plan for students living off-campus, please see "Off-Campus Meal Plan" in the Student Life & Resources section.

INSURANCE

Cornish College of the Arts requires all matriculated students to carry health insurance and operates under a hard-waiver insurance system. Students who do not have adequate* insurance coverage will automatically be enrolled in the Cornish Aetna based insurance plan at a rate of \$363 per semester. These charges will be billed directly to the student during the regular billing cycle. Students will receive their insurance cards in the first two weeks of the academic year. Policy information is available online at www.aetnastudenthealth.com or in the Student Affairs office. Supplemental coverage is available for a fee by calling Aetna Student Health at 1.800.853.5899.

For students who already have private insurance which allows them to access care in the Seattle Metro Area**, they must fill out the waiver form at www.cornish.edu/student_affairs/health_insurance NO LATER than September 8, 2009 to avoid being automatically enrolled in the Cornish Plan.

Please note that students must be insured in order to continue their studies at Cornish College of the Arts. Should any change in their insurance status occur during the year, they must immediately inform the Wellness Coordinator and enroll in an alternative insurance plan immediately.

*Adequate coverage is defined as belonging to a health care organization that offers primary care, emergency care and prescription drug coverage within 40 miles** of Cornish College of the Arts.

INTERNATIONAL STUDENTS ***enrollment***

International students must pursue a full course of study while attending Cornish (except summer semester when attendance is optional). A full course of study is defined as 12 or more credits each semester. Failing grades, withdrawal grades, and incomplete grades do not count towards the total.

An international student studying in the U.S. also assumes the responsibility to make normal progress towards completing their course of study and must

complete his/her program of study before the expiration date on the SEVIS I-20. *International students are subject to student insurance requirements.*

off-campus employment

International students are prohibited from off-campus employment without obtaining specific permission from the USCIS. To be eligible to apply for this permission, a student must be in lawful status as a full-time student and have held this status for at least nine (9) consecutive months before making their application. Accepting any unsanctioned form of off-campus employment while attending Cornish as an international student is a serious offense of federal law, which may result in the cancellation of the student's F-1 visa. Employment is defined as any form of compensation for work rendered. All inquiries regarding employment authorization for international students should be directed to the Assistant Registrar, who can advise the student of the best possible option and guide the student through the process of obtaining the appropriate work authorization documents.

on-campus employment

International students may accept only non-work study positions on campus. All non-work study employment positions held by international students attending Cornish must be less than 20 hours per week during semester sessions and can exceed 20 hours per week during vacation semester (summer).

reporting requirements

Cornish College of the Arts is required by federal law to report the status of all international students to the United States Citizenship and Immigration Services (USCIS) via the Student and Exchange Visitor Information System (SEVIS). An international student's status is defined as full-time enrollment and normal degree progress—an international student will fall out of legal status if this full-time degree progress is not maintained properly. International students are obligated to provide Cornish with necessary information in a timely fashion so that we may comply with federal regulations and continue to allow international students to enroll at Cornish. As a part of these reporting requirements, international students are required to report all local and foreign address changes to the Registration & Records Office within ten (10) days of any change of address.

responsibility

International students residing in the U.S. and attending Cornish College of the Arts with an F-1 student visa are personally responsible for following all U.S. laws and regulations related to non-immigration student status. All questions regarding these regulations and laws should be brought to the attention of the Assistant Registrar, who serves as the advisor to international students. Students are advised to consult the Assistant Registrar prior to traveling outside the U.S. or contacting the federal government concerning immigration matters.

OFF-CAMPUS HOUSING

Student Affairs has information and resources to help you conduct your off-campus housing search. We have a Cornish Housing Forum (under our Student Forum section of the Cornish website) where students can make housing or roommate connections. The housing section of the Cornish website has search tips, links to site with neighborhoods and moving information and links to classified ads and rental sites. Visit it at www.cornish.edu/student_affairs/housing/off_campus/ or contact the Student Affairs Program Coordinator at 206.726.5098 or studentaffairs@cornish.edu for more information.

OFF-CAMPUS MEAL PLAN

Students who reside off-campus may purchase an optional meal plan at the Main Campus Center (MCC). Cornish IDs double as a meal plan card, usable at the Café located on the 2nd floor of the MCC. Visit www.cornish.edu/campus/cafe for more information about the Café, including menus.

Complete details about all meal plan payments are available at the Cashier's Window in the Student Accounts Office, including signup information, recommended amounts, and refund policies. For more information, call 206.726.5025.

Information about meal plans for students living on campus is located under "Housing & Residence Life" in the Student Life & Resources section.

student life & resources

PREVENTION & WELLNESS SERVICES

Prevention and Wellness Services at Cornish College cares about the overall health and well being of our community. We invite you to take your personal health into consideration to support reaching your academic and career goals. We are dedicated to providing programs, resources, and education about a variety of college health-related issues including:

Alcohol and Other Drugs

- *Eating Disorders*
- *Fitness & Recreation*
- *General Health and Wellness*
- *HIV/AIDS*
- *Nutrition*
- *Sexual Health*
- *Stress Management*
- *Suicide Prevention*
- *Tobacco*

Contact the Wellness Program Coordinator at 206.726.5156 or studentaffairs@cornish.edu or visit the Prevention and Wellness section of the Cornish website for more information and helpful links at www.cornish.edu/student_affairs/preventions_and_wellness/

STUDENT AFFAIRS

Student Affairs, located on the third floor of the Main Campus Center, may be reached by phone at 206.726.5003 or by e-mail at studentaffairs@cornish.edu. Student Affairs is dedicated to enhancing and complementing Cornish College of the Arts students' educational experience through programs, services and opportunities that aid in their personal development.

Student Affairs is committed to the following principles:

- **community building**
Providing programs that encourage, enhance and maintain a sense of community on campus.
- **co-curricular learning**
Providing out-of-class experiences that complement in-class learning.
- **student support**
Providing programs and services to ensure students' success and persistence towards graduation.
- **student involvement**
Providing opportunities for students to take an active role in the College.

Student Affairs areas include: Student Life, Student Rights & Responsibilities, Student Services, and Prevention & Wellness. Many of our programs and services are described throughout this handbook. For more information, please visit our website at www.cornish.edu/student_affairs.

STUDENT ORGANIZATIONS

cornish student leadership council

The Cornish Student Leadership Council represents the student body of Cornish College of the Arts by:

- *Providing a forum for discussion, problem solving and advocacy on issues relevant to the quality of life for students.*

· *Serving as liaisons to the Administration, Faculty and Staff.*

· *Providing programs for the student body.*

· *Disbursing funds to Student Interest Groups.*

For more information or to find out how to get involved, please contact the CSLC at 206.726.5003 or by email at studentaffairs@cornish.edu.

student interest groups

Student Interest Groups provide opportunities outside the classroom for Cornish students to participate in educational, intellectual, interdisciplinary and cultural events and/or services to its members or the College. We encourage students at Cornish College of the Arts to join or form Student Interest Groups to share mutual interests. For more information or to find out how to develop and participate in such groups, contact Student Affairs at 206.726.5003 or visit our website at http://www.cornish.edu/student_affairs/sig

You may also email the Dean of Student Affairs at studentaffairs@cornish.edu.

STUDY ABROAD

Cornish maintains consortium agreements with Arcadia University and with Butler University through which students can pursue up to one semester of study abroad during their Junior year of studies. As articulated in the College's consortium agreement, students must have at least a 3.0 career GPA.

Arcadia and Butler sponsor programs in a number of countries, including England, Greece, Italy, Australia, Mexico, New Zealand, Scotland and Spain. Students must go through these programs to use federal, state, and institutional financial aid to fund their study abroad. All course work must be approved in advance if it is to be transferred back to meet Cornish College of the Arts degree requirements.

Interested students should apply through the Registration & Records Office. The College will approve up to four students for study abroad per term. Students should plan on applying no later than nine months before the term of intended study. Ideally, students are encouraged to begin conversation about study abroad with the Registration & Records Office at the end of the Fall term of their sophomore year.

Student Affairs has general information about study abroad resources.

VETERANS

Students approved to receive Veterans Administration (VA) educational benefits should present a copy of the Certification of Eligibility, issued by the VA, to the Associate Registrar upon being admitted to Cornish. The Associate Registrar certifies eligible students' enrollment to the VA each semester. The VA has very specific requirements regarding academic progress and termination of benefits. It is the student's responsibility to be aware of these requirements. For more specific infor-

mation, please contact the Associate Registrar or the Seattle office of the VA at 1.800.827.1000.

VOTER INFORMATION

To register to vote in the state of Washington, you must be:

- *A citizen of the United States*
- *A legal resident of Washington state*
- *At least 18 years old by election day*

Washington voter registration forms are available at Student Affairs.

In the state of Washington, you do not have to register by political party or declare political party membership to vote in the state's general elections. You may register to vote at many government offices, including the Department of Motor Vehicles, or by using the registration form provided by the Washington Secretary of States, which is online at <http://www.secstate.wa.gov/elections/register.aspx>.

Voter information for all states can be found at the Federal Election Commission, which is online at <http://www.fec.gov/>

Cornish College of the Arts has a voter informations page with useful links at www.cornish.edu/registrar/policies/vote

Other organizations that provide voter information:

project vote smart

<http://www.vote-smart.org/>

This nonpartisan organization maintains a database on all presidential, congressional, gubernatorial, and state legislative candidates that includes their responses to questionnaires, and the incumbents' voting records. The Project Vote Smart database also includes information on how to register to vote in each state, and the addresses of the county or city election offices.

the league of women voters

<http://www.lwv.org/>

The League of Women Voters encourages the informed and active participation of citizens in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

rock the vote

<http://www.rockthevote.com/>

Rock the Vote is a non-profit, non-partisan organization which coordinates voter registration drives, get-out-the-vote events, and voter education efforts. It is possible to register to vote, update your address and/or change your party online at their site.

CAMPUS DIRECTORY

WHO HAS ANSWERS?

Please contact the general directory number if you do not find the number you are seeking below.

General Directory 206.323.1400
(all numbers utilize the 206 area code)

ADMINISTRATIVE DEPARTMENTS

Office of the Provost

main campus center / 206.726.5048
academic grievances

Admission Office

main campus center / 206.726.5016
admissions@cornish.edu
admissions procedures
campus tours
general information on programs
interviews

Advancement

main campus center / 206.726.5064
advancement@cornish.edu

development & alumni relations
206.726.5052 / alumni@cornish.edu

Campus Safety & Security

main campus center
206.726.5038 from a pay phone;
5038 from a campus phone.

kerry hall
206.726.5076 from a pay phone;
5076 from a campus phone
ID card replacement
lost and found
safety escort

Counseling

main campus center / 206.726.5027
personal counseling
relationship issues
resources/referrals
stress management
study skills

Financial Aid

main campus center / 206.726.5014
adenk@cornish.edu
applications/award letters
financial aid
grants
institutional scholarships
loans
work study (federal and state)

Housing & Residence Life

7th Ave / 206.315.5846
8th Ave / 206.315.5852
housing@cornish.edu

Human Resources

main campus center / 206.726.5081
paychecks / payroll

Information Technology

main campus center / 206.726.5092

Office of Communications

main campus center
206.726.5169 / 206.726.5011
communications@cornish.edu
in-house creative services
marketing and public relations
website

Operations

main campus center / 206.726.5008
campus safety & security
construction & facilities planning
facilities
general campus services
grounds

Registration & Records Office

main campus center /206.726.5069

registrationrecords@cornish.edu

academic policies
 academic records
 add/drop of class
 address change
 commencement
 deferments on loans
 degree audit
 enrollment verification
 grades
 international students
 leave of absence
 petitions (academic)
 registration
 schedule of classes
 shuttle
 study abroad
 transcripts
 transfer credits
 veterans

Student Accounts Office

main campus center / 206.726.5025

studentaccounts@cornish.edu

fees and fines
 payment plans
 tuition contracts

tuition payments:
 cashier@cornish.edu

perkins loan payments:
 perkins.loan.officer@cornish.edu

Student Affairs Office

main campus center / 206.726.5003

studentaffairs@cornish.edu

bus pass subsidy
 disability support
 graduate school information
 job and career services

new student orientation
 off-campus housing information
 prevention and wellness services
 private scholarships
 student handbook
 student insurance
 student interest groups
 student leadership council
 student rights
 (conduct, grievances,
 sexual harassment)
 study abroad information
 talent bank

ACADEMIC DEPARTMENTS**Art**

main campus center
 David Ulrich, *Department Chair*
 206.726.5045

Emily Olson, *Department Coordinator*
 206.726.5141

Jess Van Nostrand,
Gallery & Exhibitions Curator
 206.726.5142

studio supervisors

Desire Thompson,
Painting Studio Supervisor
 206.726.1034

Dawn Cerny,
Print Arts Studio Supervisor
 206.726.1078

Winnie Westergard,
Photography Studio Supervisor
 206.726.1187

Rob Lutz, *Sculpture & Design
 Fabrication Studio Supervisor*
 206.726.1173

Eric Holden,
Computer Support Coordinator
 206.726.5192

Tara Rathbone,
Drawing Studio Supervisor
 206.726.5788

Jessica Bender,
Foundations Studio Supervisor
 206.726.5788

Dance

kerry hall
 Kathryn "Kitty" Daniels,
Department Chair
 206.726.5080

TBD,
Department Coordinator
 206.726.5079

Kathleen McCormick,
Preparatory Dance Program Director
 206.726.5034

D.J. Gommels,
Dance Musician Coordinator
 206.726.1163

Christine Juarez,
Summer Dance Program Coordinator
 206.726.5090

Christine Weh,
*Prep and Summer Dance
 Administrative Assistant*
 206.726.5186

campus directory

Design

main campus center
Grant Donesky, *Department Chair*
206.726.5043

Brian Kennedy,
Department Coordinator
206.726.5130

Sarah McMenomy,
*Computer Support Coordinator &
Training Specialist*
206.726.5117

Music

kerry hall
Kent Devereaux,
Department Chair
206.726.5029

Chuck Deardorf,
Department Administrator
206.726.5031

Mandy Bowker
Department Coordinator
206.726.5030

Performance Production

main campus center
Dave Tosti-Lane, *Department Chair*
206.726.5044

J. Richard (Rick) Smith,
Department Coordinator
206.726.5044

Sky Darwin,
PONCHO Concert Hall Facilities Manager
206.726.5026

Scene Shop
206.726.5091

Costume Shop
206.726.5128

Theater

main campus center
Main Office / 206.726.5042

Richard E.T. White, *Department Chair*
206.726.5127

Jan Hubert
Department Coordinator
206.315.5785

Richard MacKenzie,
Prod. Supervisor/Tech Director
206.726.5049

Humanities & Sciences

main campus center
Chris Kellett, *Department Chair*
206.726.5180

Linda Krutenat,
Department Coordinator
206.726.5166

Writing Center

Amanda Hill, *Writing Center
Coordinator and Assistant Professor of
Rhetoric & Composition*
206.315.5806

Library

main campus center
Hollis Near, *Director of Library Services*
206.726.5040

Heather Sheppard, *Librarian*
206.726.5041

Bridget Nowlin,
Visual Resources Curator
206.726.5126

Pamela Erskine, *Library Specialist*
206.726.5172

COMMUNITY RESOURCES

EMERGENCY

For Immediate Assistance 911

Campus Safety and Security
206.726.5038
www.cornish.edu/campus/security

Cornish Counseling Office
206.726.5027
www.cornish.edu/student_affairs/counseling_office/

Cornish Student Affairs / Prevention & Wellness Services
206.726.5156
www.cornish.edu/student_affairs/prevention_and_wellness/

Crisis Clinic – 24 hours
206.461.3222
www.crisisclinic.org

Harborview Medical Center
Emergency Room
206.744.3074
<http://uwmedicine.washington.edu/Facilities/Harborview>

Seattle Fire Department
206.386.1400
www.seattle.gov/fire

Seattle Police
206.625.5011
www.seattle.gov/police

Suicide Prevention National Hopeline
800.784.2433
www.hopeline.com

Washington Poison Center
800.222.1222
www.wapc.org

2-1-1, dial 9-211 from campus phones

2-1-1 is a new service to help you find assistance from community resources. 2-1-1 acts as a clearinghouse. Call them, explain the assistance you need and they will direct you to the best agency to provide you with that help. 2-1-1 connects you to the Crisis Clinic's Community Information line. 2-1-1 is available 7 days a week from 8am -8pm. It is currently only available from landlines, but in the future should also be available by cell phone.

AIDS/HIV & STD

Center for Disease Control's
STD & AIDS Hotline
800.342.2437

Gay City Health Project Wellness Center
206.860.6969
www.gaycity.org

Herpes Clinic (Virology Center)
206.720.4340
<http://depts.washington.edu/herpes>

Lifelong AIDS Alliance
206.328.8979
www.lifelongaidsalliance.org

Public Health HIV/STD Information Line
206.205.7837
www.metrokc.gov/health/apu

Seattle AIDS Support Group
(Dunshee House)
206.322.2437
www.dunsheehouse.org

community resources

ALCOHOL & OTHER DRUGS

Al-Anon Family Groups
206.625.0000
www.al-anon.alateen.org

Alcohol and Drug Helpline (24 hours)
206.722.3700
www.adhl.org

Alcoholics Anonymous
206.587.2838
www.seattleaa.org

Cocaine Anonymous
425.244.1150
www.caofwa.org

Marijuana Anonymous
206.548.9034
www.marijuana-anonymous.org

Narcotics Anonymous
206.790.8888
www.seattlena.org

EATING DISORDERS

Eating Disorders Information &
Referral Line
800.931.2237
www.nationaleatingdisorders.org

FOOD & SHELTER

Emergency Feeding Program
206.329.0300
www.emergencyfeeding.org

Food Bank - Ballard & Magnolia
206.789.7800
www.ballardfoodbank.org

Food Bank- U-District
206.523.7060
www.udistrictfoodbank.org

Food Bank - Wallingford
206.694.6727
www.familyworksseattle.org/food-bank

Seattle Emergency Housing Services
206.386.1001
www.seattle.gov/humanservices/emergencyservices/shelter/default.htm

HEALTH & WELLNESS

Asian Counseling & Referral Services
206.695.7600
www.acrs.org

Bastyr Center for Natural Health &
Counseling Services
206.834.4100
<http://bastyrcenter.org/>

Carolyn Downs Family Medical Center
206.299.1900
www.countrydoctor.org

Central Area Dental Clinic
206-461-7801
www.psnhc.org/index.php?page=clinics

Consulting Nurse Hotlines:
Central Seattle/Downtown (Swedish)
206.215.2100

Downtown (Harborview Care Line)
206.731.2500

NE King County
(Evergreen Medical
Center)425.899.3000

Country Doctor Community Clinic
206.299.1600
www.countrydoctor.org

Downtown Public Health Center
206.296.4960
www.metrokc.gov/health/locations/downtown.htm

Forty Fifth Street Clinic
206.633.3350

Optometric Center of Seattle
206.325.1100

Planned Parenthood of Western WA
206.328.7700
www.plannedparenthood.org/westernwashington/

Seattle Counseling Services for
Sexual Minorities
206.323.1768
www.seattlecounseling.org

Tobacco Quit Line (toll free)
800.784.8669
www.quitline.com

U.S. Healthworks
206.682.7418
www.ushealthworks.com

UW Dental School Clinic
206.543.5830
www.dental.washington.edu/departments/restorative/resd_clinic.php

LEGAL & FINANCIAL

American Civil Liberties Union of WA
206.624.2184
www.aclu-wa.org

Clear Point - Consumer Credit
Counseling Services
877.422.9040
www.clearpointfinancialsolutions.org

Columbia Legal Services
206.464.5911
www.columbialegal.org

Landlord Tenant Law
206.464.6684
www.atg.wa.gov/LandlordTenant/default.aspx

Lawyer Referral and Volunteer
Legal Services
206.623.2551
www.seattle.gov/law/faq

Legal Action Center
206.324.6890
www.lac.org

The Tenants Union
206.723.0500
www.tenantsunion.org

SEXUAL ASSAULT & DOMESTIC VIOLENCE

Domestic Abuse Women's Network
425.656.4305
www.dawnonline.org

Domestic Violence Hotline
800.562.6025
www.ywcaworks.org/page/25

Eastside Domestic Violence Program
425.746.1940
www.edvp.org

Harborview Center for Sexual Assault
206.744.1600
<http://depts.washington.edu/hcsats>

Home Alive Self-Defense Classes
206.323.4663
<http://homealive.org>

King County Sexual Assault
Resource Center
425.282.0330
www.kcsarc.org

Northwest Network of LGBT
Survivors of Abuse
206.568.7777
www.nwnetwork.org

Shepherd's Counseling Services
206.323.7131
www.shepherdstherapy.org

Washington State Domestic Violence
800.562.6025
www.wscadv.org

TRANSPORTATION

Amtrak
800.872.7245
www.amtrak.com

Green Cab
(Environmentally Friendly taxi Service)
206.575.4040
www.greencabseattle.com

Greyhound Bus Lines
800.231.2222
www.greyhound.com/home

Metro Transit
206.553.3000
<http://transit.metrokc.gov>

Washington State Ferries
206.464.6400
www.wsdot.wa.gov/ferries

Yellow Cab and Graytop Cab
206.622.6500
www.yellowtaxi.net

ACADEMIC CALENDAR

FALL SEMESTER 2009

SEPTEMBER 8 – DECEMBER 19, 2009

August

mon, aug. 31 – fri, sep. 4

Welcome Week

Buildings on regular schedule

September

mon, sept. 7

Labor Day – no classes

Buildings open 9am-9pm

tues, sept. 8

First day of classes

wed, sept. 16

Last day to add a course

Last day to drop a course without record

Last day of late registration

mon, sept. 21

Begin accepting graduation applications

from candidates for May 2010

graduation periods.

October

mon, oct. 26 – sat, oct. 31

(8th week of semester)

Mid-semester examinations week

November

fri, nov. 6

Last day to convert Incomplete Grade

notations to final grades.

wed, nov. 11

Veterans Day (observed) – No classes

Buildings open 9am-9pm

fri, nov. 20

Last day to drop a course

Last day for a complete withdrawal

mon, nov. 16 – tues, nov. 24

(1 1/2 weeks)

Spring 2009 registration for continuing

students and students returning from

an official Leave of Absence.

wed, nov. 25 – fri, nov. 27

Thanksgiving Break – No classes

Nov. 25: Offices and buildings open

Nov. 26: Buildings closed

Nov. 27: Buildings closed

December

mon, dec. 14 – sat, dec. 19

Final examinations and evaluations week

Classes in session

sat, dec. 19

Last day of semester

sun, dec. 20, 2009 – sun, jan. 18, 2010

Winter Break - No classes

dec. 24 – jan. 3

Buildings closed

All other days:

Buildings open 7am – 9pm

SPRING SEMESTER 2010

JANUARY 19 – MAY 8, 2010

January

mon, jan. 11 – fri, jan. 15

*Orientation & registration for new students**Tuition due for new students*

thurs, jan. 14

Non-matriculated registration

mon, jan. 18

Martin Luther King, Jr. Day — No classes

Buildings open 9am-9pm

mon, jan. 19

first day of classes

thurs, jan. 27

*Last day to add a course**Last day to drop a course without record**Last day of late registration***February**

mon, feb. 15

President's Day - No classes

Buildings open 9am-9pm

March

mon, mar. 8 – sat, mar. 13

(8th week of semester)

Mid-semester examinations week

mon, mar. 15 – sat, mar. 20

(9th week of semester)

Spring break — No classes

mon, mar. 26

*Last day to convert Incomplete Grade notations to final grades.***April**

mon, apr. 5 – tues, apr. 13

Fall 2010 registration for continuing students and students returning from an official Leave of Absence.

fri, apr. 9

(11th week of the semester)

*Last day to drop a course**Last day for a complete withdrawal***May**

mon, may 3 – sat, may 8

Final examinations and evaluations week

Classes in session

sat, may 8

Last normally scheduled instructional day of the semester

mon, may 10

Seniors' grades for Spring 2010 due in Registration & Records Office

mon, may 10 – wed, may 12

Inclement weather class make-up period, when additional instructional days scheduled by Provost

sat, may 15

Commencement Ceremony

wed, may 18

Spring 2010 grades mailed to students

mon, may 31

Memorial Day – No classes

Buildings closed

SUMMER SEMESTER 2010

JUNE 21 – AUGUST 13, 2010

June

mon, june 21

*2009 Summer session begins**Buildings on summer schedule***July**

mon, july 5

Independence Day (observed) — No classes

Buildings closed July 4th – 6th

August

sat, aug. 13

Last day of summer session

SEPTEMBER

sunday	monday	tuesday	wednesday	thursday	friday	saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
			Last day to add/drop a course without record Last day of late registration	24	25	26
20	21	22	23			
27	28	29	30			
	Begin accepting graduation applications for May '10 graduation periods					

OCTOBER

sunday	monday	tuesday	wednesday	thursday	friday	saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Mid-semester examinations week					

NOVEMBER

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Spring '10 registration for continuing students, through Tues. nov. 24

Veterans Day – no classes

Thanksgiving Break
no classes

buildings closed

buildings closed

Last day to drop a course
Last day for a complete withdrawal

Last day to convert Incomplete Grade notations to final grades

DECEMBER

sunday	monday	tuesday	wednesday	thursday	friday	saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	Final examinations & evaluations week (classes in session)					Last day of semester
20	21	22	23	24	25	26
Winter Break through mon, Jan. 18 – no classes				buildings closed through Jan. 3		
27	28	29	30	31		

JANUARY

sunday	monday	tuesday	wednesday	thursday	friday	saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31			Last day to add/drop a course without record Last day of late registration			

FEBRUARY

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	22	23	24	25	26	27
21	28					

MARCH

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
	Mid-semester examinations week					
14	15	16	17	18	19	20
	Spring Break through sat. mar. 20 no classes					
21	22	23	24	25	26	27
					Last day to convert Incomplete Grade notations to final grades	
28	29	30	31			

APRIL

sunday	monday	tuesday	wednesday	thursday	friday	saturday
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Fall '10 registration for continuing students, through Tues, Apr 13

Last day to drop a course
Last day for a complete withdrawal

MAY

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	3	4	5	6	7	1 Last normally scheduled instructional day of the semester
2	Final examinations & evaluations week (classes in session)	11	12	13	14	15
9	10	18	19	20	21	22
16	17	25	26	27	28	29
23	24					
30	31 Memorial Day – no classes buildings closed					

JUNE

sunday	monday	tuesday	wednesday	thursday	friday	saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	Summer Session begins Buildings on summer schedule					
27	28	29	30			

JULY

sunday	monday	tuesday	wednesday	thursday	friday	saturday
				1	2	3
4	5 Independence Day (observed) no classes buildings closed	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Last day of summer session Buildings on summer schedule	21
22	23	24	25	26	27	28
29	30	31				

student planner

2009 – 2010

**campus directory
community resources
academic calendar**

Please note that the information in the Student Handbook is subject to change, especially in regard to dates and hours. Check with the appropriate department or at www.cornish.edu for the most up-to-date information.

student planner

2009 – 2010

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