



2013-2014
YOUR STUDENT'S TRANSITION
TO SCAD SAVANNAH

SCAD FAMILY GUIDE



SCAD: THE UNIVERSITY FOR CREATIVE CAREERS

The Savannah College of Art and Design is a private, nonprofit, accredited institution conferring bachelor's and master's degrees at distinctive locations and online to prepare talented students for professional careers. SCAD offers degrees in more than 40 majors, as well as minors in more than 60 disciplines, in Savannah and Atlanta, Georgia; in Hong Kong; in Lacoste, France; and online through SCAD eLearning.

SCAD has more than 25,000 alumni and offers an exceptional education and unparalleled career preparation. The diverse student body, consisting of more than 11,000 students, comes from all 50 U.S. states and more than 100 countries worldwide. Each student is nurtured and motivated by a faculty of nearly 700 professors with extraordinary academic credentials and valuable professional experience. These professors emphasize learning through individual attention in an inspiring university environment. SCAD's innovative curriculum is enhanced by advanced, professional-level technology, equipment and learning resources, and has garnered acclaim from respected organizations and publications, including 3D World, American Institute of Architects, BusinessWeek, DesignIntelligence, U.S. News & World Report and the Los Angeles Times.

For more information, visit scad.edu.

welcome to scad!

We are pleased that a member of your family has chosen to attend SCAD, the university for creative careers. From its inception, SCAD has been dedicated to educating, inspiring and preparing the next generation of art and design leaders.

This booklet contains information that can help you understand your family member's transition to being a SCAD student. It provides an overview of class schedules, major selection, career services, housing, student services and much more.

Additional information, including frequently asked questions and contact information, is available through MySCAD at <http://myscad.scad.edu>.

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student success and advising

WHAT IS STUDENT SUCCESS AND ADVISING?

Student success advisers are the primary contacts for all undergraduate students for assistance in successfully completing an educational program at SCAD. Advisers help students assess and match their interests, skills and abilities to programs available at SCAD; help students with major declaration, course selection, course sequencing and registration; and provide students with accurate information about SCAD academic and financial policies, procedures, resources, and programs.

Success advisers provide students with guidance in understanding, planning for and meeting the cost of their education. Advisers assist with all finance-related questions and work individually with each student to help him or her plan a strategy for meeting educational expenses.

Success advisers work closely with incoming freshmen during the First Year Experience course to teach them about their responsibilities and roles in the educational process. Advisers also meet individually with incoming transfer students during the first quarter of enrollment. All students are given the tools to be proactive in seeking advisement and in following through on actions that help them succeed academically.

WHAT IS THE DIFFERENCE BETWEEN A FACULTY ADVISER AND A STUDENT SUCCESS ADVISER?

At SCAD, success advisers serve as the primary resource to help students understand the academic and financial policies, procedures and resources at the college. Each student is assigned a student success adviser prior to his or her first term of enrollment. Once a student declares a major, the student is also assigned a faculty adviser in his or her discipline. The faculty adviser serves as a subject matter expert in the student's major and guides the student in course selection and professional development.

Email: advisement@scad.edu

Phone: 912.525.5820

Location: Bradley Hall, 115 E. York St., second floor

WHAT ARE THE ADVISER'S RESPONSIBILITIES AND WHAT ARE THE STUDENT'S?

Adviser

- Serves as the primary resource and guide for student success
- Assists students in developing educational goals and selecting a major
- Recommends course selections for registration
- Serves as a referral for college resources
- Provides information on financial policies and resources

Student

- Schedules and attends advising appointments
- Becomes familiar with the policies in the SCAD catalog and student handbook
- Follows through on actions identified in success advising or faculty advising meetings
- Knows at all times his or her academic standing and academic needs in order to fulfill degree requirements
- Learns and meets course requirements, appropriate course sequencing and any other requirements
- Web registers on the assigned dates and makes all schedule changes before the end of the drop/add period
- Accepts final responsibility for all decisions
- Knows and adheres to payment deadlines in order to secure future course registration
- Seeks counsel on available financial resources





your student's first quarter

HOW DO STUDENTS WHO HAVE TAKEN PREVIOUS COLLEGE CREDIT, AP TESTS, CLEP EXAMS OR IB CREDIT EARN COURSE CREDIT AT SCAD?

Official transcripts and/or scores must be received by the admission office for all previous credit a student wishes to transfer during the student's first term of enrollment. These credits are evaluated based on whether course content, level of instruction and contact hours are at least equivalent to SCAD's. For required studio classes, a portfolio, course description and course syllabus must be submitted during the first quarter of enrollment; transfer credit is granted when a panel of faculty members assesses that the quality of work in the portfolio is consistent with the quality of work required of students in comparable courses at SCAD. Credit for A-level, AP, Caribbean Advanced Proficiency, CLEP, DANTES/DSS and IB exams may be awarded based upon score; for specific criteria, go to scad.edu/transfer. Transfer credit from all sources may not exceed 90 quarter hours.

HOW DO STUDENTS REGISTER FOR THEIR FIRST-QUARTER CLASSES?

All first-quarter, first-year students are registered for their classes by a student success adviser. All first-quarter transfer students are registered for classes by a transfer evaluator. Both the student success advisers and transfer evaluators take into account all transfer credit when registering students. Students are generally registered for two studio classes and one lecture class. First-year students are registered for classes based on their major of interest as indicated on their application. Transfer students are registered for classes required by their declared major.

WHY ARE FIRST-QUARTER, FIRST-YEAR STUDENTS REGISTERED FOR A CLASS CALLED "FIRST YEAR EXPERIENCE?"

First Year Experience (FYE) is a required extended orientation course for incoming first-year students. The course is designed to aid the transition to college and to prepare students for academic excellence and professional careers. A variety of success strategies, college policies, and information regarding major and career options are addressed through group and individual exercises, projects and lectures. The FYE course meets for one hour, once per week. It is a pass/fail course and there is no tuition charge.

WHAT IS CONSIDERED A FULL-TIME COURSE LOAD AND HOW MUCH TIME SHOULD STUDENTS EXPECT TO SPEND ON THEIR COURSES?

A full-time student is defined as one who is registered for at least 15 quarter hours of credit per quarter. Students may register for a maximum of 20 quarter hours, provided they have maintained a grade point average of at least 3.0 during the previous quarter.

Students are in classes for 15 hours per week. For each hour a student is in class, approximately two hours of outside work will be required.

HOW ARE STUDENT SUCCESS ADVISERS ASSIGNED AND HOW WILL STUDENTS KNOW WHO THEIR ADVISER IS?

Student success advisers are assigned by a student's declared or intended major. All students receive their adviser assignment and contact information at orientation. Students who would like to speak with an adviser prior to orientation may contact their admission counselor for the adviser's contact information.

course selection and registration

WHEN DO STUDENTS FIRST MEET WITH THEIR ADVISER?

All students are in contact with their student success adviser during their first quarter of enrollment. Success advisers serve as instructors for the First Year Experience course and advise first-year students during the course. Advisers are also available for individual meetings with students by appointment.

Incoming transfer students receive an email at the beginning of the quarter notifying them of a preset appointment with their adviser or are given instructions for making their first appointment.

WHY DO STUDENTS HAVE AN ADVISING HOLD ON THEIR ACCOUNT?

All incoming transfer students have an advising hold placed on their account that prevents them from registering for the next quarter's classes until they meet with their student success adviser. First-quarter freshmen who remain undeclared following First Year Experience have an advising hold placed on their account each quarter until they declare their major.

WHAT ACADEMIC INFORMATION DO STUDENTS RECEIVE AT ORIENTATION?

Students receive an orientation packet and attend a student success and advising presentation. In the orientation packet, they receive their schedule, a letter explaining the drop/add and registration process, contact information for their student success adviser, and information regarding the office of student success and advising. Transfer students also receive a statement of their transfer credit and an explanation of SCAD's transfer credit policies. The student success and advising presentation addresses academic issues and questions that students encounter during the first few weeks of the quarter, including the function of the office of student success and advising, class schedules, the process of making changes to a schedule, the attendance policy, and math competency. Other academic issues are addressed during the First Year Experience course and in advising appointments.

WHEN SHOULD STUDENTS SEE A STUDENT SUCCESS ADVISER?

First-year undeclared students must see their adviser once per quarter until they declare a major. Transfer students must see their adviser once during their first quarter at SCAD. It is recommended that a declared student see his or her student success adviser once a year thereafter and at the completion of 120 hours to create a graduation plan. Students are encouraged to see their adviser as often as they find helpful.

HOW DO STUDENTS DECIDE WHAT CLASSES TO TAKE?

Students use SCAD Pro Adviser, the university's online degree audit program and major program of study sequencing guide, as well as the guidance of their student success adviser and/or faculty adviser to plan what courses to take.

WHEN AND HOW DO STUDENTS REGISTER FOR CLASSES?

Each quarter, students are given a registration time ticket via email that assigns them to a beginning registration time. The registration times are determined by credit hours earned. Students may register for classes from their initial registration time through the fifth day of classes in the beginning of each quarter. Students register for classes via MySCAD. Instructions for registration can be obtained from the student success adviser.

HOW DO STUDENTS ACCESS THEIR GRADES?

Each quarter, students are emailed a copy of their grades to their SCAD email account approximately one week after classes end. They can also access their grades through MySCAD and Blackboard. Grades are not released over the phone.





exploring major options

HOW CAN STUDENTS EXPLORE DIFFERENT MAJORS?

Many students have skills and interests encompassing a wide range of disciplines within art and design and are uncertain of what major to declare. It is essential that students take the initiative and explore the different majors and minors offered at SCAD. Each fall, SCAD hosts a majors fair that exposes students to all majors, promotes interaction with faculty members in those areas of study and raises student awareness of career options. Students may also explore their options at major open house meetings. At these events, faculty provide a detailed introduction to the major, the departmental curriculum, various career options within the major and the facilities of each major. Students may also visit the career and alumni success office, where they can research the job market for majors that interest them. Undecided students are encouraged to use their elective courses to try out introductory courses in majors of interest. In doing so, they may even decide to pursue a minor.

HOW AND WHEN DO STUDENTS DECLARE A MAJOR?

A first-year student may declare a major upon successful completion of the First Year Experience course. Once a major is declared, a student is assigned a faculty adviser and a success adviser who specialize in that area. Transfer students declare their major by selecting an intended area of study on their application for admission. At this point, or at any point before graduation, a student may change his or her major and/or add a minor.



curriculum

HOW IS SCAD'S CURRICULUM STRUCTURED?

Undergraduate degree programs are four-year courses of study requiring 180 quarter credit hours and incorporating a fine arts foundation studies curriculum, comprehensive general education curriculum, major program or area of concentration curriculum, and electives. Undergraduate programs embrace a wide range of major areas and are designed to challenge students to perform at a high level to prepare them for professional careers. A well-rounded curriculum provides students with technical and analytical skills, aesthetic sensibilities, an academic background, and the ability to express ideas visually and verbally.

HOW MUCH LONGER DOES IT TAKE TO COMPLETE A MINOR OR DOUBLE MAJOR?

Many of the undergraduate majors at the college complement one another, and students may choose to earn degrees in two majors. With careful course selection, students may earn a double major in only a few extra quarters. Students should consult with their student success adviser to determine what additional coursework may be required.

Each minor consists of eight courses totaling 40 credit hours. The time required to complete a minor area of study varies depending on which combination of major and minor programs is being completed. Based upon this combination, a student may be required to complete more than the minimum number of credit hours required for graduation.

UNDERGRADUATE MATHEMATICS COMPETENCY REQUIREMENT

SCAD ensures that all undergraduate students are able to demonstrate fundamental mathematics competency. Students who demonstrate fundamental mathematics competency prior to enrollment may elect to take any math or natural science course to satisfy the mathematics/natural sciences general education requirement. Students who do not demonstrate math competency are required to complete one math course at SCAD.

Students can demonstrate fundamental mathematics competency in one of the following ways: by presenting proof of a qualifying math score on the SAT (560 or above) or the ACT (24 or above), or by presenting proof of qualifying math scores on Advanced Placement, International Baccalaureate, College-level Examination Program, or other equivalent international examinations as published on the

SCAD admission website. These scores may qualify for transfer credit in addition to satisfying the mathematics requirement. Students who have successfully completed a course similar in content and level of instruction to a mathematics course at SCAD at another college or university may be permitted to transfer that course in satisfaction of the mathematics requirement.

Undergraduate architecture applicants who present SAT math scores lower than 560 or ACT math scores lower than 24, or who are unable to demonstrate a competency for the study of mathematics and science, may be admitted to the architecture program on a provisional basis and must take MATH 101. The credit hours earned in MATH 101 may be applied as an undergraduate general education elective. All undergraduate architecture students are required to take MATH 201 Applied Mathematics as a requirement in their general education program.

Students should consult with a student success adviser before registering for any math or science courses to be sure they meet the requirements for their specific program of study.

CAN STUDENTS EXEMPT COURSES BY SUBMITTING PORTFOLIO WORK?

Admitted new students may request and submit documentation for portfolio-based course exemption through the admission office. Currently enrolled students should request and submit documentation for portfolio-based course exemption to the appropriate department chair. Documentation should demonstrate mastery of skills and sufficient knowledge of content taught in a specific college-level course. A student who is exempted from a required course does not earn academic credit for that course, but may substitute a course from the same subject area as approved by the department chair to fulfill the number of hours required to complete degree requirements.

curriculum

CAN STUDENTS RECEIVE CREDIT FOR COMPLETING INTERNSHIPS?

Internships may be undertaken on a credit or non-credit basis and may be paid or unpaid. Typical internships place students with artists/designers or with organizations such as museums, advertising agencies, media production companies, theaters and architecture firms in the United States and abroad.

An undergraduate student seeking an internship for credit must have completed at least 90 credit hours with a cumulative grade point average of at least 3.0.

Prior to the quarter in which an internship is to be conducted for credit, students must submit via electronic forms an internship application and liability waiver signed by the student, the faculty member and the department chair. The application must show that the student will have adequate faculty and supervisor contact hours during the 10-week quarter when the internship is to take place. Students must request and obtain approval for an internship prior to the start of the quarter.

Students must pay the necessary tuition upon submission of the internship application in order to complete registration of the internship for credit.

WHAT IS THE ROLE OF THE REGISTRAR?

The registrar enforces policies and procedures set forth by the college that relate to academic records, registration, graduation, course scheduling, course enrollment and grade reporting. The registrar staff interacts most frequently with students by providing transcripts and enrollment verifications and assisting with registration and graduation.

SCAD CORE

The SCAD Core of foundation studies and general education courses is designed to provide undergraduate students with the essential skills necessary for success at SCAD. Foundation studies provide students with a studio foundation that builds visual, conceptual and creative abilities essential to their development as professionals. General education courses in liberal arts are designed to develop students as critical thinkers by providing an intellectual foundation and breadth of knowledge for lifelong learning.

Students are required to complete SCAD Core coursework within their first 90 hours of study. The organization of these courses into a two-year sequence allows students to complete necessary prerequisites for future study and also prepares them for the work of the major. The SCAD Core may consist of a combination of the following courses. Students should consult their programs of study for specific course requirements.

ENROLLMENT VERIFICATION

An enrollment verification is an official document showing proof of a student's status at the college. It provides information regarding full- or part-time registration status, dates of attendance, expected graduation date and current course enrollment. Insurance companies (both health and auto), loan agencies (Sallie Mae, Direct Loans, AES, for example) and other organizations may require a verification in order for the student to be eligible for certain benefits (health insurance coverage or good student discounts, for example) or loan deferments. In addition, international students may need an enrollment verification for banks, government scholarships, visas and U.S. customs.

Enrollment verifications for the current quarter can only be generated after drop/add week. Students can generate enrollment verifications online through MySCAD (they are sent as an email), or they may visit the registrar's office for a hard copy that can be mailed, faxed, or scanned and emailed. There is no fee for an enrollment verification. Some organizations have specific forms that must be completed verifying student enrollment. The registrar's office can complete these also and mail, fax or email them on behalf of the student.

Email: registrar@scad.edu

Phone: 912.525.5800

Location: Bradley Hall, 115 E. York St., second floor



scad study abroad

STUDY ABROAD PROGRAMS

SCAD study abroad develops and offers programs that broaden and enhance the total educational experience. Through short- and full-term international and domestic study programs, students have the opportunity to earn degree credit while gaining a more global perspective on art, architecture and design. Students in all majors can find programs relevant to their career preparation that develop cross-cultural competencies and expand their understanding of other cultures and societies.

WHAT OPPORTUNITIES ARE THERE FOR STUDENTS TO PARTICIPATE IN DOMESTIC AND INTERNATIONAL PROGRAMS?

SCAD offers programs in a variety of locations in the United States and abroad. Some programs focus on specific academic and studio disciplines, while others feature a variety of study options. SCAD's residential study-abroad location in Lacoste, France, offers immersion in the rich culture of Provence. Lacoste is a beautifully preserved medieval village known by artists for its extraordinary light and exquisite pastoral setting. SCAD Lacoste facilities date from the ninth to the 19th centuries, providing a storied and historical backdrop with a variety of modern amenities. Facilities include a library, gallery, dining hall and housing, as well as teaching studios dedicated to painting, drawing, sculpture, printmaking, photography and digital imaging. Students interact with visiting artists, take field trips to museums and historic sites in the area, and have an opportunity to exhibit their work at a local vernissage. Course offerings each quarter are varied to apply to all majors and are taught in English by SCAD professors.

SCAD Hong Kong provides an option of studying in Asia's top business and cultural center. In addition, short-term programs traveling to the heart of design, arts and entertainment industries in locations such as Los Angeles, Chicago, Orlando or New York expose students to business and professional environments and connect participants with networking contacts. A transfer of one or two quarters in duration away from a student's permanent location to SCAD Atlanta, SCAD Savannah or SCAD Hong Kong presents the opportunity to learn from additional professors and interact with students in different settings.

Students are encouraged to explore opportunities at other SCAD campus locations, including Savannah, Atlanta, Hong Kong and eLearning. Students must see their student success advisers to determine eligibility and requirements for changing locations.

HOW WOULD AN INTERNATIONAL OR DOMESTIC STUDY PROGRAM AFFECT A STUDENT'S COURSE OF STUDY?

Most programs offer courses in specific majors as well as varying elective courses. Students should plan to participate by carefully considering how those courses fit in with their program of study. SCAD study abroad hosts several informational meetings each quarter, and students can further explore these options with their student success advisers.

Email: studyabroad@scad.edu

Phone: 912.525.4786

Location: Bradley Hall, 115 E. York St., third floor





graduation requirements

WHAT ARE THE ACADEMIC REQUIREMENTS FOR GRADUATION?

Bachelor's degrees are awarded to students who have earned a minimum of 180 quarter hours (equivalent to 120 semester credit hours) of appropriate credit in an approved program of study with an overall cumulative grade point average of 2.0 or higher, as well as a 3.0 or higher in their major or concentration. Students pursuing a minor must earn a grade point average of 2.0 or higher in their minor program. To graduate with a double major, students must maintain a minimum grade point average of 3.0 in each major and a minimum overall grade point average of 2.0. The final 45 hours of any degree program must be completed at SCAD (may include eLearning and off-campus study). Bachelor's degree students must complete the online application for graduation at least two quarters before they complete their degree requirements.

academic policies

POLICIES STUDENTS SHOULD KNOW

Academic policies are available in the catalog, online at scad.edu, and in the student handbook available through the MySCAD portal.

- **Academic standing**—Students are expected to make satisfactory progress toward their degree and are responsible at all times for knowing their academic standing and for fulfilling all requirements of the university by referring to published academic policies, regulations and standards, and by consulting with the appropriate dean, department chair or adviser. Students are responsible for ascertaining and meeting course requirements, prerequisite requirements, graduation requirements, appropriate course sequencing and any other requirements of the university. At the sole discretion of the university, a student may be placed on academic warning or probation, or may be suspended or dismissed for any reason deemed by SCAD officials to be in the best interest of the student or of the university as a whole or if they determine that the student is not making satisfactory progress toward degree completion.
- **Attendance**—Students are expected to attend and participate in all scheduled classes and examination periods. SCAD operates on a 10-week quarter system, and all regular classes meet 20 times each quarter. Classes meet twice each week for 2.5 hours per class session, for a total of 50 contact hours (five credit hours). Absences in excess of four class periods per quarter, or 20 percent of the course, result in the student receiving a failing grade for the course. Tardiness, early departure or other time away from class in excess of 15 minutes per class session is considered absence for that class session. Classes missed due to late registration are included in the overall absences permitted for the class.
- **Course load/quarter system**—A full-time undergraduate student is defined as one who is registered for 15 quarter hours of credit per quarter. Students may register for a maximum of 20 quarter hours, provided they have maintained a grade point average of at least 3.0 during the previous quarter. The majority of classes meet twice a week for two and a half hours and are worth five credit hours each. Classes meet either Monday and Wednesday or Tuesday and Thursday. SCAD is on the quarter system, and classes meet for 10 weeks. The normal academic year includes three quarters. Students can attend summer quarter to complete additional coursework based on availability.

- **Dropping and adding courses**—The first five business days of every quarter are designated the drop/add period when students may change their class schedules. Students are subject to a late registration charge if they have not registered prior to the first day of classes.

Students must attend the classes for which they are registered by the end of the drop/add period. Students should not attend classes for which they are not registered. All students should check their schedule prior to the start of each quarter to see if any changes have occurred. Absences incurred due to schedule changes during the drop/add period are counted toward the total of allowable absences.

- **Email**—SCAD email accounts are issued to students upon payment of the enrollment fee. Students are expected to read all email messages from SCAD officials and utilize their SCAD email addresses for correspondence with faculty and staff. Students should obtain their student email IDs by logging on to MySCAD and clicking on the “My Info” tab and then “View Email Addresses.” Students may obtain their student ID numbers and PINs by calling technology support at 912.525.4567 or emailing techsupport@scad.edu.
- **Grading system**—Grades are assigned according to the following system of letter and quality points evaluation:

Letter grade	Quality points	
	Undergraduate	Graduate
A Excellent	4	4
B Good	3	3
C Average	2	2
D Poor	1	0
F Failure	0	0

The following codes may appear on transcripts and do not affect a student’s grade point average.

W Withdrawal	T Transfer credit	
I Incomplete	G Granted/fulfilled credit	
S Satisfactory	U Unsatisfactory	N Audit

- **Grade point average requirements**—Undergraduate students must earn a quarterly grade point average of 2.0 to remain in satisfactory academic standing. Undergraduate students who fail to maintain a quarterly grade point average of 2.0 (graduate 3.0) for three consecutive quarters will be academically suspended for one year. Students are responsible for knowing their scholastic standing and for fulfilling all requirements by referring to published academic policies, regulations and standards and by consulting with the appropriate dean, department chair or adviser. It is the student's responsibility to ascertain and meet course requirements, prerequisite requirements, graduation requirements, appropriate course sequencing and any other requirements.
- **MySCAD**—MySCAD is the digital portal for students, faculty and staff members. Students receive their MySCAD login upon payment of the enrollment fee. A single login via <http://myscad.scad.edu> provides each student access to registration, online forms, SCAD email, financial aid and student accounts, online course materials, personal announcements, dining hall menus, job postings, calls for entry, and more.
- **Temporary grade of incomplete**—A student who has suffered serious personal illness or other emergency circumstances during the academic term should notify the dean of students as soon as possible for assistance or accommodations. Students who have suffered such circumstances and are therefore unable to complete all assignments by the end of the quarter may request a grade of incomplete through the appropriate school dean before the end of the quarter, explaining the reason and including documentation of the illness or emergency circumstance. The dean's decision is final. A student who is assigned a temporary grade of incomplete is required to complete the remainder of the unfinished work in a satisfactory manner by midterm of the following quarter. A temporary grade of incomplete automatically changes to an F if the required work is not completed satisfactorily by midterm of the following quarter.
- **Withdrawal**—After the end of the drop/add period and through the last day of the quarter, students may officially withdraw from a class. Students receive no credit for the class and are given a grade of "W" for the course. Students demonstrate their intent to withdraw from a class by completing the electronic withdrawal form available in MySCAD. The withdrawal form is processed automatically and is effective immediately upon receipt of the request by the registrar's office. Withdrawal from one or more classes may alter financial aid status or eligibility. Students should consult with their student success adviser for details. Students who stop attending a class without officially withdrawing may be considered in violation of the attendance policy and could receive a grade of "F."

A student may not withdraw from a course after receiving a grade of incomplete. A student who has missed more than four class sessions, 20 percent, in a quarter is not eligible for a grade of incomplete, but may withdraw at any time after the end of the drop/add period and through the last day of the quarter.

the family educational rights and privacy act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date SCAD receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar makes arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed. That official makes arrangements for access and notifies the student of when and where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student who believes records are inaccurate or misleading should write to the registrar, clearly identify the part of the record he or she wants changed, and document why it is inaccurate or misleading. If SCAD decides not to amend the record as requested by the student, SCAD notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures is provided to the student at that time.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records (a student consents by completing and submitting an electronic FERPA form via MySCAD), except to the extent that the Family Educational Rights and Privacy Act authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in a supervisory, administrative, academic, research or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as disciplinary or grievance committees, or assisting another school official in performing his or her tasks. A school official has a

legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses a student's education records to officials of another school in which a student seeks or intends to enroll without the student's prior consent. The university also discloses directory information in a student's education record unless written notice is received from the student that the student does not wish to be included in the disclosure of directory information on or before Oct. 1 of the current academic year. Written notice should be sent to the registrar's office (registrar@scad.edu). Directory information includes the student's name, email address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, and photograph.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the college to comply with the requirements of the Family Educational Rights and Privacy Act.

The name and address of the office that administers the Family Educational Rights and Privacy Act is as follows:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-5920

ACCESSING FERPA MANAGEMENT

Students may access the FERPA management system through the Forms Channel in MySCAD.

For complete instructions, students may use their SCAD network/email password to go to scadconnect.scad.edu/ferpastudent to view a short tutorial on how to complete or change their FERPA Management form online. If you have questions, please contact the office of the registrar at registrar@scad.edu.

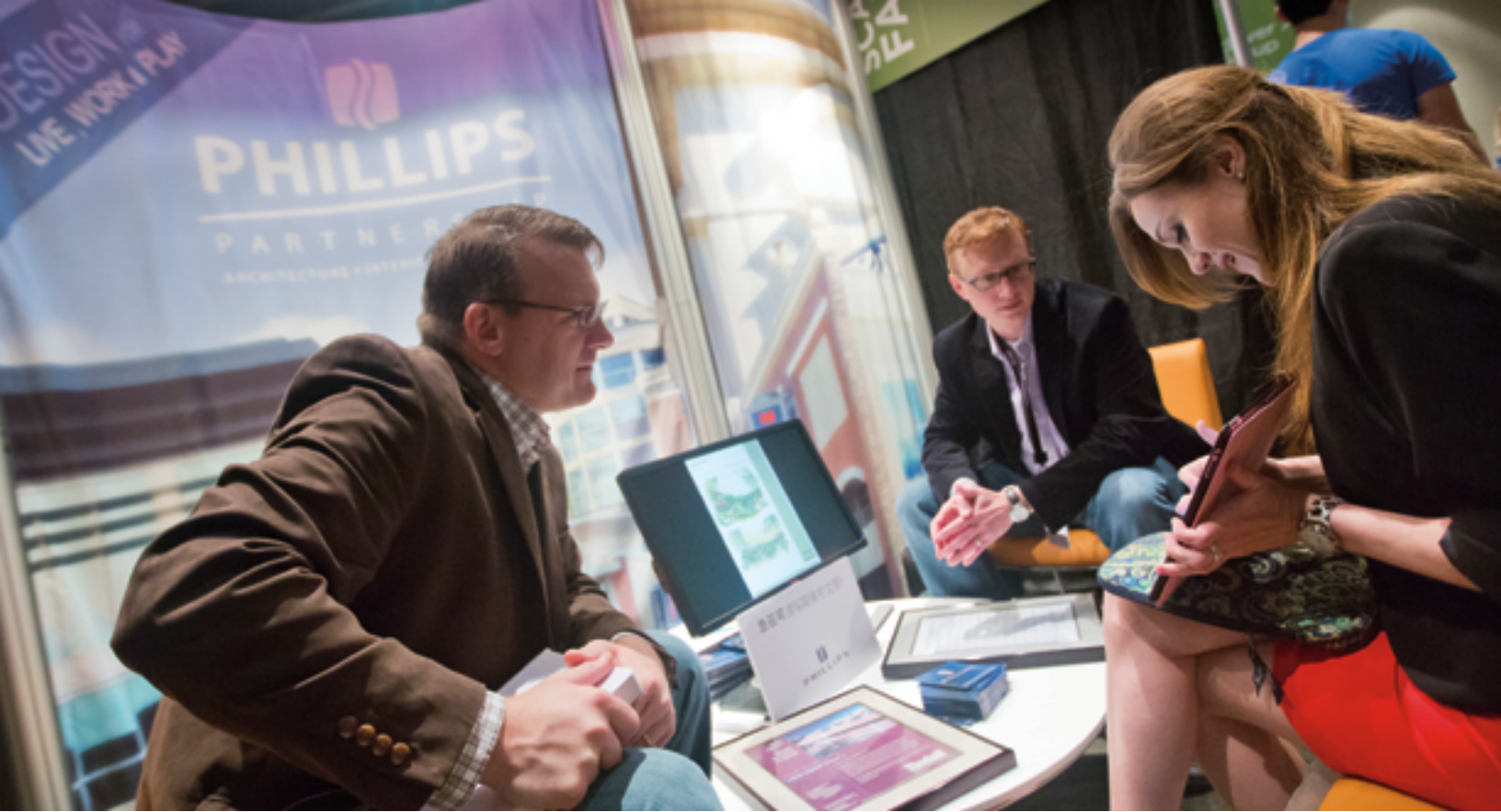


career and alumni success

OFFICE FOR CAREER AND ALUMNI SUCCESS

The office for career and alumni success exists to maximize SCAD students' career preparation opportunities by connecting, advising, coaching and communicating.

- **Fulfilling the SCAD mission**—The Savannah College of Art and Design exists to prepare talented students for professional careers, emphasizing learning through individual attention in a positively oriented university environment. The office for career and alumni success plays a vital role in fulfilling this mission.
- **Connecting**—Industry and alumni outreach managers based in the four quadrants of the United States continually develop and foster relationships with employers and alumni in an effort to expand career opportunities for SCAD students and alumni.
- **Advising**—Career advisers are available to counsel students and alumni in a one-on-one environment, offering advice and support along the road to career success. as directed by the Career Action Plan (CAP) system.
- **Coaching**—Student and alumni career coaching and professional development are available to strengthen and hone career skills vital to achieving career success. Workshops and seminars focus on academic, personal, pre-professional and leadership topics.
- **Communicating**—The career and alumni success communications team promotes the wide array of career programs and resources offered at each SCAD location and online. The communications team also manages student and alumni career success information.
- **Employer recruitment visits and presentations**—Potential employers routinely visit SCAD to give presentations and interview students, providing students and alumni with the tools, access and exposure needed to gain an edge in seeking employment with the art and design industry's most prestigious firms and organizations. A few employers that have recently visited SCAD are: Apple, Blue Sky, Crispin Porter + Bogusky, Disney, DDB, Draftfcb, DreamWorks, Google, Kohl's, Leo Burnett, Lilly Pulitzer, Lucasfilm, Mattel, Microsoft, Ralph Lauren, Razorfish, Target, The Mill, Urban Outfitters, Wunderman and Zynga.
- **Professional development workshops and seminars**—Career workshops and seminars are offered on an ongoing basis in Savannah, Atlanta, Hong Kong and online via eLearning. Topics include résumé building, cover letter writing, interviewing and networking skills, how to dress for success, tips for finding an internship, and other themes addressing career preparation and success. SCAD offers development workshops to students and alumni in four areas: academic, personal, pre-professional and leadership. Academic workshops focus on topics such as grammar and punctuation as well as major-specific topics dealing with résumés and portfolios. Personal workshops help build the individual comfort level of students and alumni with topics like networking, creating business pitches and business dinner etiquette. Pre-professional and leadership workshops and seminars cover preparatory needs for professions requiring licensure or certification on topics such as exam prep, equipment/software training and skills essential to career success.
- **SCAD job portal**—The SCAD job portal is an exclusive online gateway to hundreds of jobs and internships at top companies, offered through the office for career and alumni success for students and alumni.
- **Career News**—A weekly e-newsletter, Career News features jobs and internships, employer visits, workshops, and career tips compiled by SCAD personnel for the benefit of SCAD students and alumni. Subscribe to Career News by visiting scad.edu/careers and clicking on the "Career News" tab.
- **Job shadowing and mentoring**—Job shadowing and mentoring opportunities connect current SCAD students with alumni. Job shadowing allows underclassmen to spend up to a day in the workplace with a SCAD alumnus. Through mentoring opportunities, upperclassmen are paired with an alumnus/a after an assessment period to determine the best match based on job interests, career goals, personality traits and other factors. Mentoring relationships can be developed in-person or virtually, depending on the geographic location of the mentor and mentee.



- **SCAD Career Fair**—The SCAD Career Fair is an annual event held in Savannah that provides students and alumni one-on-one interaction with an unprecedented number of employers from around the globe interested in hiring SCAD students and alumni for jobs and internships. Employers who have recently attended the SCAD Career Fair include Aeropostale, American Eagle Outfitters, BCBGMAXAZRIA, Carter’s, Discovery Communications, Energy BBDO, Etsy, Google Creative Lab, Groupon, Gulfstream Aerospace Corporation, Hasbro, Kiz Studios, Microsoft, Nickelodeon Animation Studio, Target, The Creative Group, Time Inc., Turner Broadcasting Systems Inc. and Walt Disney Imagineering. Visit scad.edu/careerfair to learn more.
- **SCAD Alumni Weekend**—Held every spring in Savannah, the pinnacle of SCAD Alumni Weekend is the SCAD Sidewalk Arts Festival. Other weekend highlights include an alumni reception where the distinguished, emerging and service alumni award winners are honored; Films in Forsyth; an academic deans’ panel; and the “Silver and Ink” photography exhibition and reception. Visit scad.edu/alumniweekend to learn more.

Contact the office for career and alumni success

Email: careers@scad.edu

Phone: 912.525.4653

Website: scad.edu/careers

Location: Bradley Hall, 115 E. York St., fourth floor



family guide to career and alumni success

how can you help?

1. Listen to your student's career concerns and ideas.

You can provide support, feedback and information as new interests and goals develop. Talk about your own work, your industry and your employer. Do not be afraid to share your own values, interests and goals, but take care to respect your student's interests, especially if they differ from your own.

2. Help your student maintain a strong, positive self-image.

Self-confidence is a critical personal attribute in the job search process. What positive skills, values, personality traits and enduring interests do you observe in your student?

3. Provide personal contacts for your student.

Neighbors, friends and relatives are great resources for informational interviews used to collect information about a job, career field, industry or company and differ from job interviews. These face-to-face connections with employers can be vital and can lead to an actual job interview, as up to 80 percent of jobs are never advertised.

4. Participate in career and alumni success.

If you are an employer, consider contacting the office of career and alumni success with job/internship openings, or volunteer to take part in workshops or panels about your career field.

5. Encourage your student to...

- **Obtain marketable skills.** As part of or in addition to your student's education in an art and design major at SCAD, your student should be encouraged to develop computer/technical skills, business/entrepreneurial skills, communication skills (written and oral), marketing/selling skills (sales, publicity and fundraising), foreign language skills (especially Spanish and Chinese), and leadership skills (supervisory, extracurricular leadership roles and teamwork).

- **Take advantage of internships and real-world professional opportunities.** The office for career and alumni success offers workshops in "How to Find an Internship" several times each quarter.

- **Make the most of the office for career and alumni success.** Encourage your student to become familiar with the wide range of services available. The department offers individualized career counseling/advising; career planning workshops/classes and job/internship fairs; résumé, cover letter and portfolio critiques; career assessment tools; mock interviews; internship information; industry guest panel discussions; employer visits and information sessions; weekly emails with career options and opportunities; and a list of job and internship openings on our exclusive job portal for SCAD students and alumni. For more information, visit scad.edu/careers.

- **Participate in extracurricular activities.** Community service, athletics, clubs, and other school leadership activities can help broaden and define career and leisure interests, while providing valuable career skills and experiences such as team-building and leadership skills.

- **Try direct employer contact.** Encourage your student to find 15–20 companies or organizations that fit with his or her interests, research them through company websites, and then contact them directly about opportunities to work or intern for them.

- **Find time for career planning/job search activities.** With many demands on time, students too often put off career planning "until tomorrow." Encourage your student to use resources provided by the office for career and alumni success early and often.

safety and security

SECURITY RESOURCES

SCAD strives to provide students, faculty and staff with a safe college environment. Security officers are on duty 24 hours a day, seven days a week. They regularly patrol college facilities and work closely with student services staff to educate the SCAD community about personal safety. SCAD security offers a variety of crime prevention programs ranging from bicycle registration to women's self-defense courses and late-night escorts. In addition to security officers providing coverage at academic facilities and residence halls, SCAD uses electronic security measures, which include access control systems, security cameras and emergency call boxes.

SCAD security works closely with local police departments to conduct safety programs for students living at the university and to educate all students about safety precautions they should take as private citizens.

In accordance with Article II of the Student's Right-to-Know and Campus Security Act, SCAD provides a report of occurrences of crime for the past year.

CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, part of the Higher Education Act, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. Accordingly, SCAD must annually disclose crime statistics for the college, unobstructed public areas immediately adjacent to or running through the college, and certain non-college facilities. Statistics for SCAD are available by visiting scad.edu/security or by contacting the SCAD security office.

DAILY LOG

In accordance with the Clery Act, SCAD security maintains a daily log that records the college security incident number; the local police department incident number (if reported to local police); and the date, time, general location, type of incident and disposition, if known, of any on- or off-campus incident reported to SCAD security. The physical log is maintained at the SCAD security office at 345 Bull St., Savannah, Georgia. It also is posted online for easy access. This log is updated once daily each business day, and is available at scad.edu/security.

HURRICANE PREPAREDNESS

SCAD's Savannah location is in a geographic area that can be threatened by tropical storms and hurricanes. Planning for a quick response to weather emergencies helps to ensure the safety of the college community.

SCAD follows all procedures regarding mandatory evacuations as instructed by the Chatham Emergency Management Agency (CEMA). All university buildings are closed during a mandatory evacuation period as instructed by CEMA. Either the president or the chief operating officer may authorize the closing of SCAD facilities or evacuation of the residence halls prior to a mandatory evacuation order issued by CEMA. The chief operating officer notifies the crisis preparedness team members when the decision is made to close SCAD and evacuate all university buildings.

Parents should be aware that in the event of an evacuation ordered by SCAD or CEMA, communications with people at SCAD might be temporarily disrupted.

Email: security@scad.edu

Phone (24 hours a day): 912.525.4500

Location: Scottish Rite building, 345 Bull St.





safety and security

EVACUATION POLICIES

SCAD Savannah has an extensive hurricane preparedness plan in place. The safety of our students is our number one concern. The university is in regular contact with the Chatham Emergency Management Agency in Savannah, consistently monitoring any emergency situation as it develops.

If the situation warrants, the SCAD campus will be closed and classes will be canceled.

Students in campus housing will be notified of any closings by residence life through their staff and resident assistants.

All students should expect an informational phone call and text message, and should monitor local television and radio newscasts, their SCAD email, and scad.edu. Information will be announced through Rave Alert, posted on the website and distributed to local media outlets immediately if the decision is made to close the campus.

Students are encouraged to contact their parents and families and let them know where they are going, should evacuation be mandated.

Disaster shelters will be designated by the emergency management service. Information about these locations will be distributed in the residence halls, via Rave Alert, on the website, in email and through the news media.

Buses will transport students who do not have their own transportation to the shelters. Again, information about bus schedules may be found through the residence halls, via Rave Alert, on the website, in email and through the news media.

Website: scad.edu/evacuationprocedure

HOMELAND SECURITY PROCEDURES

Emergency actions that might impact and affect local residents are coordinated by the appropriate government agency (such as the Chatham Emergency Management Agency). In the event the nation moves to the highest level of the Homeland Security Advisory System, local crisis management agencies, including local, state and federal law enforcement officials, will begin reviewing and, if necessary, implementing emergency plans.

Students should be alert and prepared in the event of an emergency. If an evacuation becomes necessary for any reason, the staging area for students in need of transportation in Savannah will be the Weston/Dyson complex, 231 W. Boundary St. In Atlanta, it will be 1600 Peachtree St. In Lacoste, it will be Maison Basse. SCAD eLearning students should be aware of evacuation routes in their area, and should be prepared to contact their professors or eLearning staff if an emergency event occurs in their area.

Students evacuating with the university on a SCAD bus should be ready to bring only those items that can be carried comfortably and held on their laps. The evacuation buses will be full. If a student plans to follow the buses in a personal vehicle, they should bring only items that store safely in the trunk or storage area. Student services recommends students bring a change of clothes, personal medication and a copy of their prescriptions, important papers and records, toiletries, a blanket or sleeping bag, pillow, water, snacks, a flashlight, and books.

Websites: dhs.gov/ntas-public-guide, redcross.org

life at scad

COMPUTER SERVICES

Contact the SCAD technology support center for computer questions and information technology assistance.

Email: techsupport@scad.edu

Phone: 912.525.4567

SCAD LANGUAGE STUDIO: ENGLISH AS A SECOND LANGUAGE

SCAD offers an individualized, intensive English as a Second Language program for non-native speakers of English. Classroom instruction and supplemental assistance help students become accustomed to American higher education and develop greater proficiency in the English language before progressing into the academic programs of the university.

Email: esl@scad.edu

Phone: 912.525.7141

Location: Habersham Hall, 235 Habersham St., second floor

INTERNATIONAL STUDENT SERVICES

The ISSO advisers address questions concerning academics, college life, cross-cultural issues, employment, health care, housing, safety, immigration, insurance, scholarships, taxes, travel and personal matters for international students.

Email: isso@scad.edu

Phone: 912.525.7304

Location: Habersham Hall, 235 Habersham St., first floor

RECREATION AND FITNESS OPPORTUNITIES

Student recreation and fitness opportunities include intramural sports, free-sport activities, personal challenges, wellness activities, outings and fitness centers. University-sponsored recreation programs help students become acquainted with college and area resources while also providing fitness opportunities. These are rewarding social and fitness functions for the entire student body. Staff members strive to work with students in coordinating fitness and nutrition to achieve a healthy lifestyle.

Fitness centers

SCAD maintains fitness centers in Savannah and Atlanta, designed to meet the fitness needs of students. Staff members are available by appointment to train individuals and small groups, designing workouts specifically for the needs and goals of participants. Fitness centers are open to all SCAD students and may be used free of charge.

Classes are available at the fitness centers. A schedule is published each quarter and usually includes classes such as aerobics, ballroom dancing, body boot camp, boxing and kickboxing, and yoga. Many classes are free of charge. However, a few require a nominal instructor's fee.

Intramurals

Intramural programs offer social and athletic opportunities and help to develop character, maturity, team building and a sense of fair play. Intramural sports are scheduled throughout the year. Some of the more popular sports include basketball, flag football, volleyball, softball, indoor soccer and dodgeball.

Recreation department

The recreation department offers activities such as canoeing, off-road biking and other athletic excursions based on student interest requests. Most events are free of charge, but some require a nominal fee to offset expenses.

Email: fitness@scad.edu

Phone: 912.525.6001 (Club SCAD)

Location: Club SCAD, 201 Barnard St.

RESIDENCE LIFE AND HOUSING

The office of residence life and housing exists to help students enhance their college experience by promoting a residential environment that supports their educational, artistic and personal development. Partnering with students, faculty and staff, the office provides intentional opportunities for students to grow through meaningful interaction with all members of the local and SCAD communities.

Residence life staff offer special events and residence hall programs in which students can participate, facilitating students' academic and personal growth. The office promotes a sense of community and camaraderie among students living in the residence halls. Residence directors and resident assistants also work with residents to resolve roommate and/or other student conflict situations, and serve as resources for students navigating college life.

Email: savreslife@scad.edu

Phone: 912.525.7000

Location: Oglethorpe House, 201 W. Oglethorpe Ave.,
first floor



STUDENT CENTER

The Student Center in Savannah provides students with a place to meet people in a safe, healthy and inspirational environment. Serving as a venue for cocurricular activities with assembly and recreational space, the center encourages interaction, engagement and participation in the SCAD community. Creativity flourishes at the Student Center through a variety of activities, including socials, lectures, student meetings, film screenings and more. During normal hours of operation, the Student Center is open to all students, faculty and staff, and provides a focal point for information on most cocurricular programs, events and activities.

Email: studentcenter@scad.edu

Phone: 912.525.6540

Location: Student Center, 120 Montgomery St.

STUDENT EMPLOYMENT

The student employment program assists graduate and undergraduate students in locating employment at SCAD. Students can view open positions and obtain the necessary applications through the student employment channel in MySCAD.

Email: stemploy@scad.edu

Phone: 912.525.8776

Location: Bradley Hall, 115 E. York St.

STUDENT INVOLVEMENT

The office of student involvement offers a variety of ways for students to become active members of the university community.

Students can develop leadership skills, meet other students, expand their cultural awareness, make professional contacts, participate in one of the dozens of diverse student clubs and organizations, and volunteer in the local community.

Email: involvement@scad.edu

Phone: 912.525.4400

Location: Student Center, 120 Montgomery St.

STUDENT MEDIA

The Student Media Center sponsors a student-run online news organization, Internet radio station and printed annual literary journal. Student media outlets are accessible online, allowing the entire SCAD community to participate.

Email: studentmedia@scad.edu

Website: scad.edu/studentmedia

Phone: 912.525.5681

Location: D at the Hive, 121 W. Boundary St.

student services

DEAN OF STUDENTS

The office of the dean of students exists to support student success by promoting a learning-centered environment through meaningful cocurricular opportunities and professional support services.

This office should be the first contact for a student or parent with a medical or family emergency. Staff may assist in getting urgent messages to students and contacting professors in the case of an emergency absence. The office also provides students with assistance regarding any non-academic issues they may be experiencing.

Email: deanofstudents@scad.edu

Phone: 912.525.6980

Location: Bradley Hall, 115 E. York St., second floor

STUDENT CONDUCT

The office of student conduct exists to educate students by articulating the community values and expectations of the institution, as summarized under the Code of Student Conduct, and by holding students accountable for their choices and behavior.

Email: studentconduct@scad.edu

Phone: 912.525.6244

Location: Bradley Hall, 115 E. York St., second floor

OMBUDSMAN

The ombudsman serves as an alternate resource for all students to complement other existing channels of communication. The role of the ombudsman is to serve as a resource and designated neutral party for those who may have a college-related concern or grievance. The ombudsman does not impose solutions, but does identify options and strategies for resolution — providing contact with appropriate college resources or serving as a mediator, among other roles.

Email: ombuds@scad.edu

Phone: 912.525.5213

Location: Lai Wa Hall, 622 Drayton St., garden level

OFFICE OF COUNSELING AND STUDENT SUPPORT SERVICES

The office of counseling and student support services provides individualized assistance to help students succeed both personally and professionally.

- **Counseling services**—Students may encounter challenging life experiences that interfere with the pursuit of their academic goals and/or personal growth. Counselors are available to assist students with short-term individual and group counseling, make community referrals, plan educational workshops, and provide self-help resources. Assistance is offered for a wide range of concerns, and services are free. Confidentiality is guaranteed within legal and ethical guidelines.

Staff counselors assist students with personal issues and challenging life experiences, and provide 24-hour crisis management for students in emergency situations. Counselors also extend outreach to students when a professor, staff member or parent is concerned for their well-being.

- **Therapy groups**—Groups are available for students with specific needs, such as eating disorders, substance abuse or anxiety.
- **Student support programs**—Available resources for students include creativity coaching and the Simply Smarter and Listening programs. Special programs are offered to help students develop organizational skills, and to learn budget management, stress management and biofeedback.

Email: counseling@scad.edu

Phone: 912.525.6971

Location: Bradley Hall, 115 E. York St., first floor

Twenty-four-hour emergency support is available by contacting the on-call counselor through the SCAD security department.

Phone: 912.525.4500

- **Disability services**—In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, SCAD offers educational services that provide equal opportunities for people with disabilities.

Students must provide documentation of their disability. The office of counseling and student support services has adopted the ADA definition of disability:

Disability is defined as “a physical or mental impairment that substantially limits one or more major life activities of such individual” (ADA, 1990). All reasonable accommodations are determined for students on an individual basis. In order to receive academic adjustments and/or reasonable accommodations, students must register with counseling and student support services.

After receiving supporting documentation, staff facilitates the implementation of accommodations by the writing of an accommodation memo for students to provide to professors in order for their special need to be considered for that specific course. The office of counseling and student support services also provides testing space and test administration for students whose needs make them eligible for separate testing space, and work with each student’s professors to coordinate testing when accommodations are necessary. Access to assistive technology—hardware and software—also is available for students whose needs make them eligible.

The office of counseling and student support services does not seek out students with disabilities. To receive services and accommodations, a student must self-identify by making an appointment.

Email: disability@scad.edu

Phone: 912.525.6971

Location: Bradley Hall, 115 E. York St., first floor

- **Deaf services**—The deaf services staff assists students, faculty and staff in effectively communicating with students who are deaf or hard of hearing. Staff meet with hearing-impaired students to evaluate communication needs and assist students who use sign language interpreters with class registration selections. The office provides interpreting services for classes, extracurricular activities and events as requested.

Email: deafservices@scad.edu

Phone: 912.525.4754

- **Support services**—A wide variety of additional programs are available to support student success, addressing topics such as time management, test-taking strategies, organizational skills, budget management, biofeedback and study skills. These support services are available in face-to-face and online formats. Individualized one-on-one sessions also can be scheduled for students to meet more specific needs.

Phone: 912.525.6971



student accounts

ABOUT STUDENT ACCOUNTS

Student accounts include billing and the receipt and recording of payments for tuition and housing. New students are responsible for notifying the admission department of any changes in name, address or other matters that may affect the timely receipt of bills and payment of fees. Current students should notify their adviser of any changes, or make changes through MySCAD. All students must include their SCAD ID number on all transactions and correspondence to ensure proper credit.

Send payments and correspondence to:

Savannah College of Art and Design
Attn: Student Accounts
P. O. Box 2701
Savannah, GA 31402-2701 USA

Email: studentaccounts@scad.edu

Phone: 912.525.6104 (Savannah and eLearning)
404.253.2700 (Atlanta)

BILLING STATEMENTS

Monthly billing statements are issued July through October for the fall quarter and immediately after the registration periods for winter, spring and summer quarters. Prompt registration ensures that students receive their billing statements in time to meet the payment due dates. All students with account balances receive billing statements at their SCAD email address. Account balances also can be viewed in MySCAD. Students must notify their adviser in order to request that billing statements be sent to a third party.

IMPORTANT: Changes to course registration, housing or meal plan or financial aid eligibility following a monthly billing statement may result in a new balance. Because a new billing statement may not be issued before the published due date, students may view an updated balance including any new aid or charges through their My Student Account channel and through CashNet in MySCAD.

PAYMENTS

Payment dates schedule

Fall (September)

June 1 Fall housing deposit due
Aug. 1 Fall housing, tuition and meal plan balance due

Winter (January)

Nov. 1 Winter housing deposit due (for new incoming students only)
Dec. 1 Winter housing, tuition and meal plan balance due

Spring (March)

Feb. 1 Spring housing deposit due (for new incoming students only)
March 1 Spring housing, tuition and meal plan balance due

Summer (June)

May 1 Summer housing deposit due
June 1 Summer housing, tuition and meal plan balance due

TERMS OF PAYMENT

All SCAD fees are payable in accordance with the applicable due dates indicated on the SCAD student billing statement. These due dates apply to students, parents, guardians or any third party taking responsibility for a SCAD student account.

Students are encouraged to make any necessary financial arrangements (including federal or state financial aid, vocational rehabilitation, benefits provided by an employer outside SCAD or scholarship programs) well in advance of payment due dates.

Fees not remitted by a parent, guardian or responsible third party remain the responsibility of the applicable student and must be paid by applicable due dates.

LATE PAYMENT FEE

A late payment fee of five percent of the balance owed may be charged when a student has an outstanding balance after the published due date.

PAYMENT OPTIONS

Cash, check, money order or traveler's check in U.S. dollars.

Check and money orders should be made payable to "SCAD" and include the student's name and ID number. In person: Cash, checks, money orders or traveler's checks in U.S. dollars are accepted in person at SCAD student accounts in Atlanta, Hong Kong and Savannah; Turner Express in Savannah; and the SCAD Card offices in Atlanta and Savannah.

student accounts

By mail: Checks, money orders or traveler's checks in U.S. dollars may be mailed to:

SCAD Student Accounts
P.O. Box 2701
Savannah, GA 31402-2701.

MySCAD online secure payment in U.S. dollars by electronic check, credit or debit card (see scad.edu/payment for accepted card types). A convenience fee of 2.75 percent is applied to credit and debit card transactions.

Directions for students

- Log on to MySCAD.
- Click "My Info" tab.
- Locate the "Student Account" channel.
- Click "Make an Online Payment - US\$".

Directions for parents

- Student must first set up an online payment account for a parent.
- Log on to MySCAD.
- Click "My Info" tab.
- Locate the "Student Accounts" channel.
- Click "Make an Online Payment - US\$".
- Under Parent PINS, click "Add New" and complete required information.
- The parent will be emailed a link and login information.
- Once the parent account has been established, the parent can log in and make payments at CashNet: https://commerce.cashnet.com/cashnetc/SelfServe/eBillLogin.aspx?client=SCAD_PROD.

My Payment Plan: Automated drafts in U.S. dollars from credit or debit card (see scad.edu/payment for accepted card types) or bank account may be made through CASHNet, accessible in MySCAD. Each quarter, My Payment Plan automatically drafts multiple installments of the balance due for tuition, housing and meal plan. A convenience fee of 2.75 percent is applied to debit and credit card transactions. Students must enroll and pay an enrollment fee to participate.

To enroll in My Payment Plan, please follow these instructions:

1. Access CASHNet by clicking "Make a Payment" from your Student Account channel in MySCAD.

2. Enter payment/account information to complete enrollment in the automated quarterly payment plan. Installments are automatically drafted from a credit or debit card or bank account. Effective July 1, a convenience fee of 2.75 percent is applied to debit and credit card transactions (see scad.edu/payment for accepted card types).
3. Accept the My Payment Plan enrollment terms and conditions by providing an electronic signature using your SCAD ID number.
4. Once enrolled, you will receive email confirmation of enrollment in the plan, payment of the enrollment fee, and payment of the first installment. Email reminders of automatic drafts are distributed prior to each scheduled due date of the quarterly plan.

Wire transfer: Funds in U.S. dollars may be transferred to SCAD's bank by wire. The originating bank must indicate the student's name and SCAD ID on the transfer, and the originating party is responsible for all transfer fees. Allow five to seven business days for SCAD to receive notice of the transfer. Wire transfers may be sent to:

Wells Fargo Bank, N.A.
136 Bull St.
Savannah, GA 31401 USA
Routing number: 121000248

For further credit to: The Savannah College of Art and Design
Account number: 2000027630095 For final credit to: Name of student and SCAD ID number Swift number: WFBIUS6S (for international wires)

REFUNDS

After all SCAD charges have been paid, any credit in excess of charges may be refunded. Credit balances created by Federal Title IV aid programs are available for refund to students the second week of each quarter. To claim their refunds, students must have been awarded aid and must meet the enrollment criteria for their aid programs. SCAD does not provide cash advances prior to the drop/add period. Students must plan ahead and have their own funds available to purchase books and supplies, pay rent, etc. Students may elect to have their refunds deposited directly into their bank accounts in order to expedite receiving funds. Direct deposit forms are available through the student accounts office and via MySCAD.

AUTHORIZATION FOR DISPOSITION OF FINANCIAL AID

Should a credit be generated by Title IV funds and other financial aid, students or parents may complete the authorization for disposition of financial aid funds form to authorize how the credit should be processed. Students may request the credit issued as a refund check or to retain as a credit on their account. Parents with a Direct PLUS loan may request a credit resulting from that loan to be issued as a refund check to the student or to the parent directly.

Federal Title IV funds include Pell and Supplemental Educational Opportunity grants and student and parent federal loans. This is a one-time authorization and is valid for subsequent award years. The form is available through MySCAD and conditions may be modified by submitting an updated form to the student accounts office at studentaccounts@scad.edu.

CANCELED ENROLLMENT AND COURSE WITHDRAWAL

Canceled enrollment

It is the responsibility of students who have decided not to attend to drop their classes via MySCAD or notify the office of the registrar in writing prior to the beginning of the quarter in order to avoid being held liable for all fees. Failure to pay fees, not attending classes or informing a faculty member that a student has decided to withdraw do not constitute official forms of notification.

Course withdrawal

A student who withdraws from SCAD during the first 40 percent of the quarter receives a pro rata credit of tuition according to the following schedule:

Withdrawal form received —Credit/refund available
Between the first and fifth working days —85 percent
Between the sixth and 10th working days —55 percent
Between the 11th and 15th working days —35 percent
Between the 16th and 20th working days —15 percent

The complete policy for canceled enrollment and account credits is available at scad.edu/studentaccounts.

Students who withdraw from all classes during the quarter are subject to a recalculation to determine eligibility of financial aid. This calculation is used to determine the percentage of financial aid (if applicable) earned by the student. Unearned financial aid is returned to the funding program(s) according to federal and state regulations. This process takes place as soon as possible and not later than 45 days after withdrawal date. Students who withdraw after completing 60 percent of the quarter are not subject to recalculation and are considered to have earned all financial aid (as applicable). The complete financial policy for withdrawal is available at scad.edu/financialpolicies.

1098-T Tax Form

The IRS Form 1098-T provides information that may be necessary for the preparation of your annual tax return. Internal Revenue Service regulation allows students the option to receive their 1098-T form in an electronic format instead of through the mail. In order to exercise this option, students must provide consent to receive the form in an electronic format.

Students may grant consent to receive future 1098-T forms electronically through the “My Student Account” channel in MySCAD. Once consent is granted, all information presented on the 1098-T form may be viewed by students through this channel by clicking on “Tax Notification.” Students who do not consent to electronic delivery of the 1098-T form should expect their form to be mailed by the end of each January. Forms will be mailed to the mailing address listed in MySCAD.

FINANCIAL AID

About financial aid

Financial aid is made available to qualified students to assist them in paying for their education at SCAD. Financial aid information is updated annually regarding the types and amounts of financial aid available, the process to apply for aid, policies and procedures related to the awarding of financial aid, and disbursement information for each aid program.

Students can access their SCAD financial records through MySCAD to review financial aid application requirements, download required forms, receive award notification and view all aid applied to their student accounts.

Email: advisement@scad.edu

Phone: 912.525.5820

Location: Bradley Hall, 115 E. York St., second floor

student accounts

TYPES OF AID

Institutional scholarships and grants

scad.edu/scholarships

Entering students may be offered a scholarship or grant through the office of admission based on demonstrated academic and other achievements. Financial need, as indicated by completion of the FAFSA or other documentation, is taken into consideration for need-based aid. Most scholarships are awarded to degree-seeking students, are applied quarterly, and may be renewed annually through completion of a bachelor's degree (or up to 225 attempted hours) as long as the recipient remains enrolled and maintains a cumulative grade point average of at least 3.0. Students who plan to pursue a double major or multiple minors should meet with a staff adviser to determine if aid is sufficient.

An annual award is intended to be disbursed over 45 hours of credit earned in three quarters at SCAD. Students may qualify for more than one scholarship and may receive a combined total up to the cost of tuition.

SCAD scholarship offers for undergraduate students vary according to whether students reside in SCAD housing. A scholarship student who accepts an on-campus award as an entering student, but moves out of the SCAD residence hall at any time, is considered to be declining the on-campus award amount and accepting the off-campus award, thus reducing his or her award to only the off-campus award amount, which is 70 percent of the total scholarship award.

RECEIVING FINANCIAL AID

Accepting financial aid (including scholarships)

In order to receive financial aid for the current aid year, students must accept the terms and conditions and review their aid online via MySCAD. Financial aid funds are not disbursed until the acceptance process has been completed. Terms and conditions must be accepted even if students are only receiving SCAD scholarships.

Disbursement of financial aid funds

Disbursement of financial aid funds begins following the drop/add period each quarter. The following information is important to the disbursement of financial aid, is in compliance with federal and state regulations and is subject to change.

To be eligible for financial aid funds, students must be enrolled in a degree program and must be enrolled at least half-

time (some exceptions may apply). Before disbursement of financial aid funds, eligibility is reviewed and necessary adjustments are made based on enrollment, class level, and program-specific eligibility requirements.

Adjustments made when funds are disbursed, or any time thereafter, can create a balance due on the student's account that is immediately payable.

Funds are credited to the student account to pay for educational charges incurred. Parent PLUS loans are the last funds to be credited to the student's account and credit balances resulting from Parent PLUS loan proceeds are refunded to the parent borrower or student if authorization is received.

Maintaining financial aid

All students receiving Federal Title IV financial aid, Georgia state financial aid or SCAD grant aid must adhere to the university's policy on satisfactory academic progress. The Higher Education Act as amended by U.S. Congress mandates that higher education institutions establish minimum standards of "satisfactory academic progress" for students receiving financial aid.

Requirements to meet satisfactory academic progress include the following:

- Students must pass 67 percent of all coursework attempted.
- Undergraduate students must earn a cumulative GPA of at least 2.0 on a 4.0 point scale.

Satisfactory academic progress standards are evaluated annually at the end of spring quarter for degree-seeking students in a program longer than one year. The complete policy can be viewed at scad.edu/financialpolicies.

Financial policies

SCAD's financial policies are updated each academic year. The most current policies are available for review on the website at scad.edu/financialpolicies.



The image features a background scene of a building with a balcony and a large tree. In the foreground, there is a brick wall and a dense green hedge. The text 'Memorial Health University Physicians' is overlaid on the left side, with an orange circular graphic element around the word 'University'.

**Memorial Health
University Physicians**

student health services

SCAD STUDENT HEALTH CLINIC

In Savannah, Memorial Health University Medical Center operates a minor illness clinic for SCAD students. The student health clinic is staffed by a nurse practitioner. Currently enrolled students are treated and tested at a minimal cost for a variety of common ailments such as colds, earaches, asthma, sinus infections, minor gynecological complaints and small abrasions. The clinic is not equipped for emergency or other critical situations. Visit scad.edu/life for more information about emergency situations and student health resources.

Costs:

\$45 self-pay for appointment

\$100-\$185 for annual exams

50 percent off most basic labs

Students may use their own insurance but self-pay may be less expensive if out of network. It is recommended that students check with their insurance company ahead of time.

300 Bull St., Suite 102, Savannah, Georgia
(in the ground floor of the DeSoto Hilton)

Phone: 912.231.9956

Web: memorialhealth.com/scad.aspx

WALK-IN EMERGENCIES

URGENT ONE - Southside
14089 Abercorn St.
Savannah, Georgia
912.350.2121

URGENT ONE - Pooler
110 Medical Park Drive
Pooler, Georgia
912.748.1515

URGENT CARE OF HISTORIC SAVANNAH
144 Lincoln St.
Savannah, Georgia
912.234.3714

SOUTHERN URGENT CARE - Historic District
10 Whitaker St., Suite A
Savannah, Georgia
912.401.0682

MEMORIAL HEALTH EMERGENCY ROOM
(open 24 hours, seven days a week)
4700 Waters Ave.
Savannah, Georgia
912.350.8000

TIPS FOR STUDENTS

- Come prepared with your insurance information:
 - A copy of the insurance card
 - Subscriber's date of birth and SSN
- Locate a local doctor if you suffer from chronic health problems.
- Remember that all medical information is confidential and releases are needed to discuss details with parents or others.
- Purchase a small lockbox to protect medications kept in the residence hall.



BUON APPETITO
CANTINA
Chef. Angelo
Cusi

scad dining services

Dining on campus adds to the essential social experiences of university life. At SCAD, students have a variety of campus dining establishments to choose from, all conveniently located within walking distance of residence halls, academic buildings and other SCAD facilities. SCAD dining services provide an exciting and innovative dining program for the entire SCAD community, offering great locally-sourced food and a comfortable atmosphere in which to enjoy meals.

In addition to the three all-you-care-to-eat dining halls — J.O.'s Café, Montgomery Café and the Hive — SCAD also offers a meal equivalency plan for campus retail dining facilities. Retail locations include Bobbie's Diner, the Streamliner Diner, an upscale delicatessen, a Starbucks coffee shop and the Turner House Convenience Store.

Students may choose from a variety of dining options and meal plans. Residential student dining plans offer a designated number of meals per week or per term, as well as a variable amount of flexible spending credit on the SCAD Card, to be used at retail locations that participate in the SCAD Card program. Additional options are available for students living off campus.

By partnering with Bon Appétit Management Company, the model for sustainable food service nationwide, SCAD is able to provide students, faculty and staff locally-sourced, sustainable and organic foods. Drawing on the products of up to 40 local farms, SCAD students enjoy hormone-free dairy, free-range chicken, crate-free pork, grass-fed beef and the choicest Georgia-grown organic vegetables at both the Savannah and Atlanta locations.

Visit the SCAD dining services website at scaddining.com for announcements, menus and new offerings.

Email: dining@scad.edu

Phone: 912.525.8778

scad card

SCAD Card is a multifunctional identification card with encoding that allows the cardholder to interact with various technologies on campus.

OBTAINING A SCAD CARD

Each student is issued a SCAD Card during orientation. To receive a SCAD Card, students must present a government-issued photo ID (for example, a driver's license or passport).

USING A SCAD CARD

To use a SCAD Card, a student simply swipes the card through a card reader or scanner at any location that accepts it. SCAD cards can be used to access card-secure SCAD buildings (including residence halls), obtain admission to SCAD-sponsored events, access meal plans and check out books from the library.

MEAL PLANS

Meal plan accounts are accessed via the student's SCAD Card after purchase through student accounts or SCAD Card services. Meal plans are composed of a combination of meal counts and Dining Dollars. Dining Dollars are discretionary funds that can be used for snacks or other retail items. Both meal counts and Dining Dollars can be used at any SCAD dining facility. Any unused meal plan counts expire at the end of the quarter. Any unused Dining Dollars will roll forward to the successive term and will remain available until the end of the spring term of that academic year.

SCAD CASH

SCAD Cash is a stored value debit card account that can be accessed via the student's SCAD Card. The SCAD Cash program is free and students can enroll at any time by completing a debit account agreement with SCAD Card services. SCAD Cash debit funds can be used year-round. Account debit balances remain available until the account is closed by the student. Cash withdrawals are not permitted.

ADDING FUNDS

Cash, credit card, money order, transfer of credit from student accounts or traveler's check may be used to add credit to a SCAD Cash account, either by mail to SCAD Card services or in person at any SCAD Card services location. Deposits may be made online at any time. Parents may deposit funds in their students' account by using the Guest Deposit feature. Funds deposited in accounts are available after a maximum of two hours of processing time.

ONLINE ACCOUNT MANAGEMENT

SCAD Card services maintains an online office at scadcard.com. All students are encouraged to create a profile to access their SCAD Cash and Meal Plan account transactions online. This account is separate from a student's MySCAD account and must be created by the student.

LAUNDRY

Students are encouraged to use their SCAD Cash account to pay for laundry at residence halls. SCAD Card services offers reduced-price wash weekends every quarter, but students must pay with SCAD Cash to receive the discount. SCAD also offers LaundryView, a timesaving application that provides students information about the current availability of laundry room equipment either online or through text messages. Visit laundryview.com/scad to view available laundry machines at SCAD residence halls.

SCAD CASH ACCEPTED HERE!

Complete lists of locations accepting SCAD Cash may be found at scad.edu/scadcard or at the SCAD Card channel in MySCAD.

Phone: 912.525.6153

Email: scadcard@scad.edu

Locations: Bradley Hall, 115 E. York St., first floor
Turner House, 302 W. Boundary St., first floor





academic resources

ACADEMIC RESOURCE CENTER

The Academic Resource Center provides free ongoing tutoring in courses most often requested by students. Other specific tutoring is available by request. Designated drawing and design tutors offer individual tutoring and group workshops on drawing, 2-D design and color theory. Students can connect with a peer tutor by registering on Peer Tutor Connection in MySCAD. The Academic Resource Center also offers workshops to help students improve their study skills, time management and test anxiety. Services offered vary. Please contact the appropriate campus for further information.

Phone: 912.525.5735

Email: tutor@scad.edu

Phone: Jen Library, 201 E. Broughton St., second floor

WRITERS' STUDIO

The SCAD Writers' Studio offers students, faculty and staff individualized and small-group assistance with all aspects of the writing process, whether personal or academic. Services include assistance with skills like prewriting, developing a thesis statement, structuring ideas, revising drafts and formatting bibliographies.

When students arrive prepared to think about and discuss their writing, they benefit from tailored attention from consultants, making the student-led approach a key factor in successful consultations. The central aim of Writers' Studio is to help students become more confident, effective and independent writers. For this reason, Writers' Studio does not function as a proofreading or editing service, nor does it act as a substitute for students' relationships with faculty, advisers or committee members.

Email: write@scad.edu

Phone: 912.525.4707

Website: scad.edu/thewritersstudio

Location: Jen Library, 201 E. Broughton St., second floor

LIBRARIES

SCAD libraries constitute a global art library network serving the entire SCAD community. Full-service libraries are located at Savannah, Atlanta and Hong Kong. Librarians and staff offer research assistance in-person and online to connect all SCAD students to the most cutting-edge information in their fields. The libraries' physical collections collectively include more than 225,000 books, DVDs and multimedia, industry magazines and research journals, unique and rare artistic and published works, and more. Hundreds of thousands of additional online resources—such as e-books, e-journals and magazines, high quality digital art images, streaming video, trend and business research tools—are available online to the entire SCAD community 24 hours a day, seven days a week.

Email: library@scad.edu

Phone: 912.525.4700

Website: scad.edu/library

Location: Jen Library, 201 E. Broughton St.

DRAWING AND DESIGN CENTER

The Drawing and Design Center is available to assist students in foundation studies classes such as drawing, 2-D design and color theory. Individual tutoring and group workshops are available outside of class, and locations and hours vary by quarter. Students can connect with a peer tutor by registering on Peer Tutor Connection in MySCAD.

Email: aburgos@scad.edu

Phone: 912.525.6705

Locations: Wallin Hall, 312 E. 37th St.

Anderson Hall, 412 E. Anderson St.

parent relations

The parent relations department promotes parental involvement and seeks to help parents maintain an active role in their student's college experience. Keeping the mission of SCAD in mind, the department aims to further the opportunities for SCAD students in every area of their education.

Once your student begins classes, it is important that you complete a parent profile at scad.edu/parents to receive the monthly parent's e-newsletter. The e-newsletter will help familiarize you with the SCAD policies and procedures that are critical to your student's success. It provides you with important information from university departments, highlights of SCAD events and dates that might interest you or your student, as well as other helpful information. Remember to complete the parent profile and include your email address in order to receive the e-newsletter.

Mark your calendar and make plans to attend Family and Alumni Weekend at SCAD Savannah in the spring, and at SCAD Atlanta in the fall. More information will be included in the e-newsletter. You may also contact the parent relations department at parents@scad.edu or 912.525.5856. Welcome to the SCAD family!

contact us

parents@scad.edu | 912.525.5856

scad.edu/parents

accreditation

Southern Association of Colleges and Schools Commission on Colleges

The Savannah College of Art and Design is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Savannah College of Art and Design. The office of institutional effectiveness at SCAD reports substantive changes to SACSCOC according to the Commission's published policies.

National Architectural Accrediting Board

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

The Savannah College of Art and Design School of Building Arts offers the following NAAB-accredited degree program: M.Arch. (180 undergraduate credits plus 90 graduate credits). Next accreditation visit: 2021.

Council for Interior Design Accreditation

The interior design program leading to the Bachelor of Fine Arts degree in Atlanta and Savannah is accredited by the Council for Interior Design Accreditation, accredit-id.org, 206 Grandville Ave., Suite 350, Grand Rapids, Michigan, 49503-4014.

Hong Kong Council for Accreditation of Academic and Vocational Qualifications



The following SCAD Hong Kong degree programs are accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and are recognized on the Hong Kong Qualifications Framework (QF), with a validity period of May 1, 2011 to April 30, 2016:

QF Level 5

Bachelor of Fine Arts in Advertising, QR Registration Number: 11/001053/5
Bachelor of Fine Arts in Animation, QR Registration Number: 11/001052/5
Bachelor of Fine Arts in Graphic Design, QR Registration Number: 11/001054/5
Bachelor of Fine Arts in Illustration, QR Registration Number: 11/001055/5
Bachelor of Fine Arts in Interactive Design and Game Development, QR Registration Number: 11/001056/5
Bachelor of Fine Arts in Motion Media Design, QR Registration Number: 11/001057/5
Bachelor of Fine Arts in Photography, QR Registration Number: 11/001058/5
Bachelor of Fine Arts in Visual Effects, QR Registration Number: 11/001059/5

QF Level 6

Master of Arts in Graphic Design, QR Registration Number: 11/001060/6
Master of Arts in Interactive Design and Game Development, QR Registration Number: 11/001061/6
Master of Arts in Photography, QR Registration Number: 11/001062/6
Master of Fine Arts in Graphic Design, QR Registration Number: 11/001063/6
Master of Fine Arts in Interactive Design and Game Development, QR Registration Number: 11/001064/6
Master of Fine Arts in Photography, QR Registration Number: 11/001065/6

The following SCAD Hong Kong degree programs are accredited by HKCAAVQ and are recognized on the QF with a validity period of January 1, 2013 to December 31, 2017:

QF Level 5

Bachelor of Fine Arts in Fashion, QR Registration Number: 13/000159/L5
Bachelor of Fine Arts in Fashion Marketing and Management, QR Registration Number: 13/000160/L5
Bachelor of Fine Arts in Interior Design, QR Registration Number: 13/000161/L5
Bachelor of Fine Arts in Painting, QR Registration Number: 13/000162/L5
Bachelor of Fine Arts in Sequential Art, QR Registration Number: 13/000163/L5

QF Level 6

Master of Arts in Luxury and Fashion Management, QR Registration Number: 13/000164/L6
Master of Fine Arts in Luxury and Fashion Management, QR Registration Number: 13/000165/L6

South Carolina Commission on Higher Education

SCAD is licensed by the South Carolina Commission on Higher Education (1122 Lady St., Suite 300, Columbia, South Carolina 29201; telephone number 803.737.2260). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

SCAD

The University for Creative Careers

