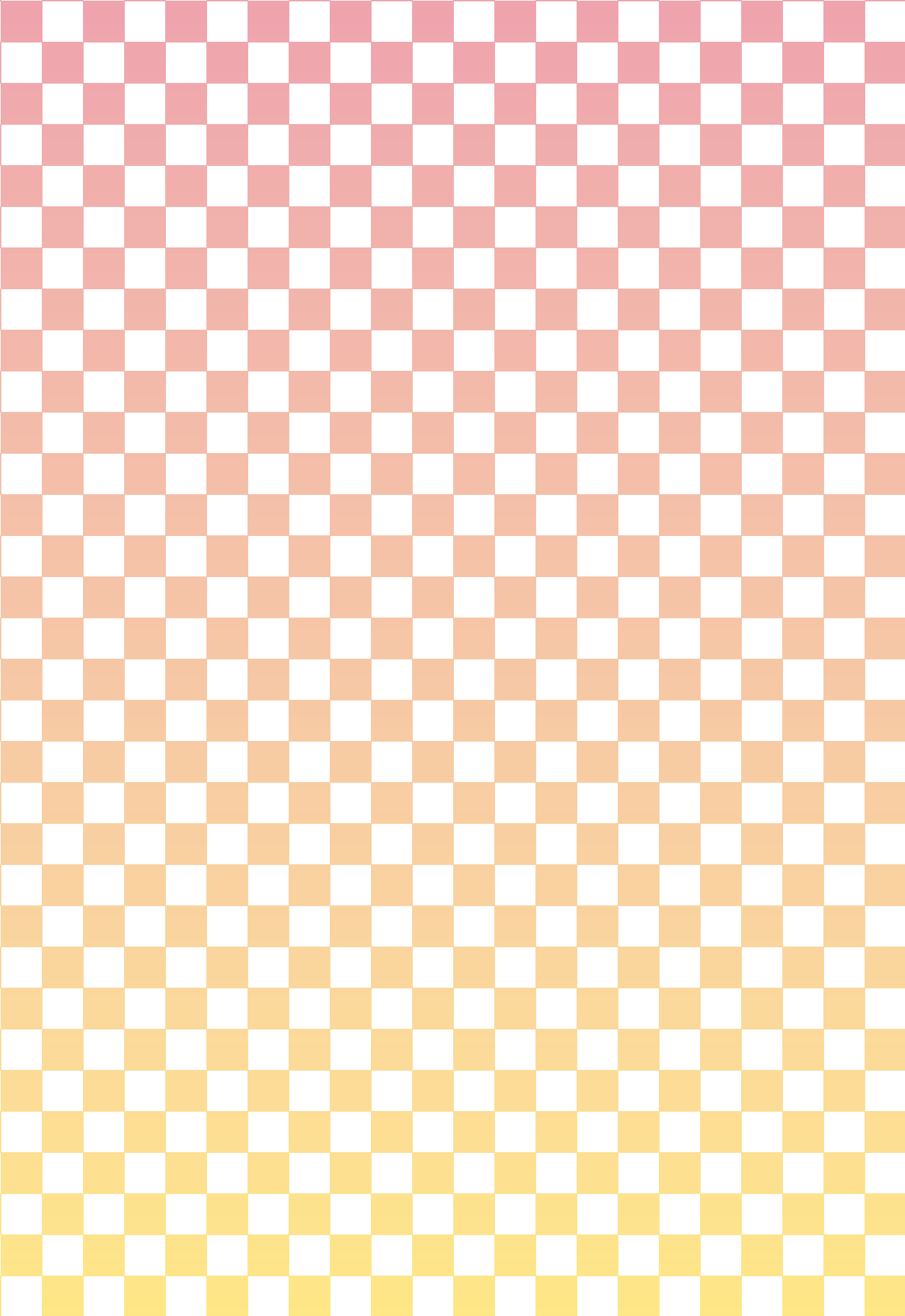




# SCAD

*Hong Kong*

FAMILY GUIDE 2018-19



# *Welcome to* SCAD

We are so pleased you and your student have chosen to join the SCAD family. For 40 years, our university has been dedicated to educating, inspiring and preparing the next generation of art and design leaders.

Within these pages, you'll find a quick reference guide to all the resources, tools and people who will help you and your student make the most of this time at SCAD.

The parent relations department can help you stay connected with what's happening on campus and keep an eye on upcoming academic and financial deadlines. Visit [scad.edu/parentemail](https://scad.edu/parentemail) to complete your parent profile and sign up for the monthly parent e-newsletter. This e-newsletter covers student accounts, housing and financial aid deadlines; move-in timelines and volunteer opportunities; and career prep activities, upcoming event details and much more. Additionally, you can join the conversation with other SCAD parents and stay up to date by following us on Facebook, at [facebook.com/groups/scadparents](https://facebook.com/groups/scadparents).

We understand that this is a new adventure for both you and your student, and we are here to provide support along the way. Contact us at [parents@scad.edu](mailto:parents@scad.edu) if you have questions.



## STUDENTS CAN USE *the* SCAD APP TO

- Find information about SCAD programs, locations, events and exhibitions.
- Check SCAD Cash balance.
- Search for course information and grades.
- Look up a professor's email address.

*...and* **SO MUCH MORE!**

Remind your student to visit the App Store or Google Play to download.

# CONTENTS

---

## 2 ACADEMICS AND ADVISING

---

Student Success and Advising  
Orientation  
Course Exemptions  
College Credit and More  
First Year Experience  
First-quarter Registration  
Full-time Course Load  
Advising Appointments  
SCAD PRO Adviser  
Major Exploration  
Creative Curriculum  
SCAD Core  
Math Competency  
Internship Credit  
The Registrar's Role  
Study Abroad  
Graduation Requirements  
Academic Policies  
Grades  
Right to Privacy  
SCAD Support

---

## 18 CAREER PREP

---

Career and Alumni Success  
Parents' Guide to Career  
and Alumni Success

---

## 24 SAFETY AND SECURITY

---

Security in Action  
Be Prepared  
Clery Act  
SCAD Hong Kong Severe  
Weather Policy

---

## 28 STUDENT LIFE

---

Get Involved  
Fitness and Recreation  
Signature Events  
Residence Life and Housing  
Network Access and  
Tech Support  
SCAD Card Services  
Octopus Card  
Dining in Hong Kong  
SCAD Language Studio  
Student Health  
Student Success Center  
Student Conduct  
Settling Disagreements  
Community of Respect  
Map of Sham Shui Po

---

## 40 STUDENT ACCOUNTS

---

About Student Accounts  
Account Changes  
Account Balances  
Payment Terms  
Make a Payment (HKD)  
Make a Payment (USD)  
Canceled Enrollment  
Course Withdrawal  
Financial Aid  
Scholarships  
Accepting Financial Aid  
and Scholarships  
Payout of Financial Aid Funds  
Maintaining Financial Aid

---

## 50 ACADEMIC CALENDAR

---

---

## 51 QUICK REFERENCE CONTACTS

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With more than 100 degree programs across more than 40 majors and more than 75 minors, SCAD is the preeminent source of knowledge in every discipline it teaches.

# ACADEMICS *and* ADVISING

Interior designer. Architect. Painter. Creative director. Writer. Photographer. Whatever profession your student decides to pursue, SCAD has lined up essential tools to help him or her excel.

The path to a creative career starts now, in the classroom, with challenging coursework and inspiring faculty. Keep reading to discover the outlets, information and opportunities designed to help your student choose the direction that best suits his or her unique interests and goals.

## 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 information about SCAD academic policies, procedures, resources and programs.

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.

[hkadvice@scad.edu](mailto:hkadvice@scad.edu) | 852.2253.8018  
SCAD Hong Kong | Rooms 114 and 116

### Faculty Adviser

Once your student declares a major, he or she will also be assigned a faculty adviser. The faculty adviser serves as a subject-matter expert that guides students throughout their course selection and professional development.

Students should meet with their faculty

## Adviser RESPONSIBILITIES

- 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 university resources
- Provides information on financial policies and resources

## Student RESPONSIBILITIES

- 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 drop/add week
- 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 and policies

adviser on a quarterly basis. Faculty members provide office hours and their offices are organized by school on the fourth floor.

### Student Financial Adviser

Student financial advisers assist students with guidance in understanding, planning for and funding the cost of their education.





Financial 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.

Student financial advisers also assist students with Hong Kong scholarship schemes and financial options, as well as U.S. federal and state aid, payment plans and alternative loans. They can also answer all student account and statement questions.

[hkstudentaccounts@scad.edu](mailto:hkstudentaccounts@scad.edu) 852.2253.8019  
SCAD Hong Kong | Room 115

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## ORIENTATION

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At orientation, students attend a student success and advising presentation to help them start their academic success at SCAD. Students receive information about their schedule, the drop/add and registration process, and the role of their student success adviser.

The student success and advising presentation addresses academic issues and questions that students encounter during the first few weeks of the quarter, including the process of making changes to a schedule, the attendance policy, math competency, counseling and student support services and academic resources. Other academic issues are addressed during the First Year Experience course and in advising appointments.

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## COURSE EXEMPTIONS

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Newly admitted students may request and submit documentation for portfolio-based course exemption through the admission department. Currently enrolled students should request and submit documentation for portfolio-based course exemption to the associate dean of academics.

Documentation should demonstrate a mastery of skills and sufficient knowledge of the 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 associate dean of academics to fulfill the number of hours required to complete degree requirements.

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## COLLEGE CREDIT AND MORE

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Official transcripts and scores must be submitted to the admission department for all previous credit a student wishes to transfer during the 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 requirements.

For required studio classes, a portfolio, course description and syllabus must

## 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. Grades are not released over the phone.

be submitted during the first quarter of enrollment. Transfer credit is granted when a panel of faculty members assesses 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, Advanced Placement, Caribbean Advanced Proficiency, CLEP, DANTES/DSST and International Baccalaureate exams may be awarded based upon score; for specific criteria, visit [scad.edu/transfer](http://scad.edu/transfer). Transfer credit from all sources may not exceed 90 quarter hours.

## FIRST YEAR EXPERIENCE

The First Year Experience course, or FYE, is a unique opportunity for incoming freshmen, designed to ease the transition to college life and prepare students for academic excellence and their professional careers.

Taught by student success advisers, FYE covers topics such as academic resources, university policies, registration processes, and major and career options. Students are encouraged to get involved and connect with peers through group and individual exercises, assignments and lectures.

Students attend their FYE class for one hour, once per week. Successful completion of FYE is a requirement for graduation.

Transfer students are not required to complete the course, but may opt to participate to take advantage of the learning opportunities. There is no tuition charge for FYE.

## FIRST-QUARTER REGISTRATION

All first-quarter, first-year students and transfer students are registered for their classes by a student success adviser. The student success adviser will 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.

### Advising Holds

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.

## Major CHANGE

At any point before graduation, a student may change his or her major or add a minor by consulting with his or her student success adviser to complete the paperwork.

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## FULL-TIME COURSE LOAD

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A full-time undergraduate student is defined as one who is registered for at least 15 credit hours per quarter. Students may register for a maximum of 20 credit hours per quarter, provided they have maintained a minimum 3.0 GPA 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 to pass the course.

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## ADVISING APPOINTMENTS

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First-year students must meet with their student success adviser once per quarter until they declare a major. Once students have declared a major, we recommend they meet with their student success adviser once per year to make sure they are on track and update their graduation plan. However, students are encouraged to meet with their advisers as often as they find helpful.

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## SCAD PRO ADVISER

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Students use SCAD PRO Adviser for conveniently mapping out their classes. This online degree progress resource is designed to make navigating the curriculum simple

and help students decide what classes to take next. SCAD PRO Adviser is available in MySCAD.

### Registration Rules

Each quarter, students are given a registration time ticket that assigns them to a registration period. This time ticket is located on the Registration channel in MySCAD. Registration times are determined by credit hours earned, and students may register for classes from their initial registration time through the fifth business day at the beginning of each quarter.

After the first quarter, your student will register for classes in MySCAD using instructions from his or her student success adviser.

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## MAJOR EXPLORATION

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Many students have skills and interests across a wide range of art and design disciplines and are uncertain of what major they should declare. It is essential students take the initiative and explore majors and minors offered at SCAD.

### Explore Majors and Minors

Students can learn more about all majors and minors offered at SCAD by attending the annual Majors and Minors Fair at the

beginning of fall quarter. More opportunities to explore majors are available as part of the First Year Experience, SCAD Days and Spotlight Days, as well as during all-school meetings held on the second Friday of each quarter.

Undecided students are encouraged to visit a variety of academic departments, talk to upperclassmen and faculty, attend SCAD Days and register for introductory classes in majors of interest. In doing so, they may even decide to pursue a minor.

### **Declaring a Major**

First-year students may declare a major after midterm of their first quarter. Once a major is declared, a student is assigned a faculty adviser who specializes in that area. Transfer students declare their major by selecting an intended area of study on their application for admission.

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## **CREATIVE CURRICULUM**

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Undergraduate degree programs are four-year courses of study that require 180 quarter credit hours and incorporate 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.

### **Double Majors and Minors**

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

Each SCAD minor consists of five to six courses, depending on the program of study. 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.

## HOW *to* DEMONSTRATE MATH COMPETENCY

### Students can present:

- Proof of a qualifying SAT score (580 or above) or ACT score (24 or above)
- 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

### SCAD CORE

The undergrad core curriculum is made up of foundation studies and general education courses. Foundation studies are designed as studio classes where students can build visual, conceptual and creative abilities. The general education courses in liberal arts are designed to help develop students' critical-thinking skills by providing an intellectual foundation and breadth of knowledge for endless 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 work in their chosen major. Students should consult their programs of study for specific course requirements.

### MATH COMPETENCY

SCAD ensures all undergraduate students are able to demonstrate fundamental mathematics competency. Students who show this 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 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.

### Math Transfer Credit

Qualifying scores may qualify for transfer credit in addition to satisfying the math 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.

### INTERNSHIP CREDIT

Students can take internships on a credit or noncredit basis and these may be paid or unpaid. Typical internships place students with artists, designers or organizations such as museums, advertising agencies, media production companies, theaters and architecture firms in the U.S. and abroad. An undergraduate student seeking an internship for credit must have completed at least 90 credit hours with a cumulative GPA of at least 3.0.

### Internship Rules

Prior to the quarter in which a for-credit internship is to be conducted, students must submit an electronic 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 are required to work a minimum of 150 hours of internship activity and must request and obtain approval for an internship prior to the start of the quarter.

The necessary tuition must be paid upon submission of the internship application in order to complete registration of the internship for credit.

Students studying in Hong Kong on a student visa must obtain a No Objection Letter in order to be eligible for internships. NOLs are provided only to students studying full time on a student visa for more than three consecutive quarters.

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## THE REGISTRAR'S ROLE

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The registrar's office provides students with information regarding attendance, withdrawals and incompletes, transcripts, registration, graduation requirements,

## *International* STUDENT ENROLLMENT VERIFICATION

International students may need an enrollment verification for banks, government scholarships, visas and U.S. customs.

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### *Student* VISAS

A student visa must be obtained at least **one quarter in advance** before attending SCAD Atlanta or SCAD Savannah.

enrollment verification and other enforced policies regarding courses.

Registrar staff members interact most frequently with students by providing enrollment verifications and assisting with registration and graduation. Students requesting official transcripts can submit requests through the Forms channel on MySCAD in the Resources tab.

[registrar@scad.edu](mailto:registrar@scad.edu)  
[SCAD Hong Kong | Rooms 114 and 116](#)

### Enrollment Verification

An enrollment verification is an official document showing proof of a student's status at the university. 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 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.

Enrollment verifications for the current quarter can only be generated after drop/add week. Students can generate emailed enrollment verifications online through



MySCAD, or they may visit the office of student success 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 to verify student enrollment. Student success advisers can also complete these and mail, fax or email them on behalf of the student.

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## STUDY ABROAD

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Have a student who's ready to take on the world? 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. SCAD Study Abroad hosts several informational meetings each

quarter, and students can further explore these options with their student success adviser.

[studyabroad@scad.edu](mailto:studyabroad@scad.edu)  
**SCAD Hong Kong | Room 113**

### At Home and Overseas

SCAD offers programs in a variety of locations in the U.S. and abroad. Some programs focus on specific academic and studio disciplines, while others feature a variety of study options.

Students expand their knowledge of other cultures and societies, which puts them ahead of the game as they step into careers in the global marketplace. In the U.S., they can study in the university's coastal hometown of Savannah or explore life in the heart of Midtown Atlanta, or take advantage of short-term programs in the design, arts and entertainment industries of southeast Asia in locations such as Macau, Shanghai, Tokyo or Sri Lanka. Students can also immerse themselves in the rich culture and pastoral setting of Provence at SCAD Lacoste.

## Study ABROAD ELIGIBILITY

Students should meet with their student success adviser to find out if they are eligible for study abroad programs and to consider how these courses may fit into their overall programs of study.



### Short Transfers

A transfer from a student's permanent location to SCAD Atlanta or SCAD Savannah for just one or two quarters presents the opportunity to learn from additional professors and interact with students in different settings.

Students should look for announcements in their SCAD email and from student success advisers regarding Change of Location Application Days in order to initiate the campus change process. Students should plan to apply two quarters before their intended quarter of study.

## GRADUATION REQUIREMENTS

Bachelor's degrees are awarded to students who have earned a minimum of 180 quarter hours (equivalent to 120 semester hours) of appropriate credit in an approved program of study with an overall cumulative GPA of 2.0 or higher, as well as a 3.0 or higher GPA in their major or concentration.

### *Apply* EARLY

Students must complete the online application for graduation at least two quarters before they complete their degree requirements.

Students pursuing a minor must earn a GPA of 2.0 or higher in their minor program. To graduate with a double major, students must maintain a minimum GPA of 3.0 in each major and a minimum overall GPA of 2.0.

The final 45 hours of any degree program must be completed at SCAD, including eLearning and off-campus study courses.

## ACADEMIC POLICIES

Academic policies are available in the catalog, online at [scad.edu](http://scad.edu), and in the Student Handbook available through MySCAD. Within these documents, you'll find full definitions and descriptions of policies that cover academic standing, attendance, course loads, dropping and adding courses, the grading system, GPA requirements and withdrawals.

### 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. These requirements are found in published academic policies, regulations and standards, and students can consult with the associate dean of academics or their student success adviser if they have questions.



Students are responsible for understanding and meeting course requirements, prerequisite requirements, graduation requirements, appropriate course sequencing and any other university requirements.

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.

### **First Week of Class**

Only students who are properly registered for a class may attend and participate in that class. Students are not permitted to participate in classes in which they are not registered.

Not attending class during the first week of any quarter will result in a delay in financial aid disbursement and may also result in the student being dropped from the class. Students should contact their success adviser in advance if they anticipate missing class during the first week.

## **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 1/2 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. There are no excused absences.

Classes missed due to late registration are included in the overall absences permitted for the class.

A complete listing and description of all academic policies is available at [scad.edu/policies](http://scad.edu/policies).

### **Quarter System**

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.

### Drop/Add Week

The first five business days of every quarter are designated the drop/add period when students may change their class schedules. Students must attend the classes for which they are registered by the end of the drop/add period.

All students should check their schedule prior to the start of each quarter to see if any changes have occurred.

### GRADES

Students receive an email copy of their grades via their SCAD email account approximately one week after classes end for the quarter. Grades are also accessible in MySCAD and Blackboard. Grades are not released over the phone.

### Grading

Grades are assigned according to the following system of letter and quality points evaluation:

LETTER GRADE	QUALITY POINTS (UNDERGRADUATE)
A EXCELLENT	4
B GOOD	3
C AVERAGE	2
D POOR	1
F FAILURE	0

## Financial AID

Withdrawal from one or more classes may alter financial aid status or eligibility. Students should consult with their student success advisers 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.

The following codes may appear on transcripts and do not affect a student's GPA:

W WITHDRAWAL	G GRANTED/ FULFILLED CREDIT
T TRANSFER CREDIT	U UNSATISFACTORY
I INCOMPLETE	N AUDIT

### GPA Requirements

Undergraduate students must earn a quarterly GPA of 2.0 to remain in satisfactory academic standing.

Undergraduate students who fail to maintain a quarterly GPA of 2.0 for three consecutive quarters will be academically suspended for one year.

### Incompletes

A student who has experienced serious personal illness or other emergency circumstances during the academic term should notify the director of student success as soon as possible for assistance or accommodations.

If you fall into this category and are therefore unable to complete all assignments by the end of the quarter, you may request a temporary grade of incomplete through the associate dean of

academics before the end of the quarter, explaining the reason and including documentation of the illness or emergency circumstance.

The associate dean of academics' decision is final. Students assigned a temporary grade of incomplete are 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.

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.

### **Withdrawals**

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.

Students should consult with their student success adviser before completing any course withdrawals.

A student will be unofficially withdrawn from a course after incurring absences for 20 percent of the term (usually five absences) in a class when he or she does not provide an official notification of withdrawal, as described above. The accumulation of absences can either be consecutive or occur at any point during the quarter. The student will receive an email after each absence and will be instructed to contact his or her success adviser for assistance.

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## **RIGHT TO PRIVACY**

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The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. This means students can request to read their education record and propose amendments if they believe it contains misleading or inaccurate information.

It also means they must consent to disclosure of their education record under FERPA. For example, if you as the parent

## FERPA WHAT?

Manage your FERPA preferences in MySCAD by navigating to the SCAD Forms channel under the Resources tab, searching "FERPA" in the search field, and clicking the "FERPA Management" link.

make most of the payments on your student's account and will need to know the current account balance, your student must sign a FERPA waiver so university staff members are allowed to discuss the account balance with you.

## SCAD SUPPORT

SCAD offers a comprehensive support network to provide students the academic resources they need to excel in the classroom and beyond. These programs complement academic offerings and are designed with the student in mind.

### Academic Resource Center

The Academic Resource Center offers free, ongoing tutoring for writing, speaking, math, software and major-specific skills. Support is also available to guide students through the research process, concept development and time-management skills.

### Writing skills

Students can get individual support with all aspects of the writing process, whether they are working on a course project or something related to their personal passions. Staff members will help with outlining, developing thesis statements, sentence structure, transitions, citations, grammar and revising drafts. They will not, however, proofread, edit or act as a

substitute for the ongoing dialogue the student should be having with his or her faculty members and adviser.

### Presentation skills

Staff members in the Academic Resource Center assist students with their public speaking and presentation skills, a key part to many courses. This could be in terms of organization, overcoming fear, avoiding common mistakes, presentation language, body language or simply being an objective audience to watch students practice.

[hktutor@scad.edu](mailto:hktutor@scad.edu) | [scad.mywconline.net](http://scad.mywconline.net)  
SCAD Hong Kong | Room 016

### Peer Tutoring

Peer tutors are current students from a variety of majors who have been highly recommended by their professors to offer support to other students. They provide friendly, professional, one-on-one tutoring to assist students with specific academic needs, enabling them to become more confident and independent learners. Students can make appointments at [scad.mywconline.net](http://scad.mywconline.net).

[hktutor@scad.edu](mailto:hktutor@scad.edu) | 852.2253.8185  
SCAD Hong Kong | Room 016

### Libraries

SCAD Libraries, which includes full-service locations in Savannah, Atlanta and Hong

Kong, is a global art resource network that serves the entire university community. 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' collections include more than a million books, DVDs and multimedia, industry magazines and research journals, unique and rare artistic and published works, e-books, e-journals and magazines, high-quality digital art images, trend and business research tools and more. These are all available online to the entire SCAD community 24 hours a day, seven days a week at [library.scad.edu](http://library.scad.edu).

[ref\\_hk@scad.edu](mailto:ref_hk@scad.edu) | 852.2253.8010  
SCAD Hong Kong Library | Ground floor

### **Foundation Studies Help**

The Foundation and Fine Art Studio helps refine skills and techniques while generating ideas that could be beneficial to your student's growth as an artist. The manager provides individual and group appointments promoting out-of-class learning and studio practice to support the foundations in drawing and painting programs. Students can make appointments at [scad.mywconline.net](http://scad.mywconline.net).

[tdangvu@scad.edu](mailto:tdangvu@scad.edu) | 852.2253.8192  
SCAD Hong Kong | Rooms 506 and 508



In 2015, SCAD became the first university to provide a virtual reality experience to a broad audience with the launch of cardboard VR goggles that allowed prospective students to visit the university's global campuses without taking a step.

# *Career* **PREP**

SCAD students achieve their professional goals by taking advantage of what SCAD has to offer beyond the classroom.

The office for career and alumni success provides indispensable tools for researching the ever-changing job market; exclusive information on career fairs, workshops and upcoming jobs; and ongoing, individualized advising, professional development resources and career opportunities.

Learn more at [scad.edu/careers](https://scad.edu/careers).



## CAREER AND ALUMNI SUCCESS

Known as CAS, the office for career and alumni success prepares SCAD students and alumni to become industry leaders through a carefully tailored program of offerings that helps students hit their career goals as they simultaneously explore their talents in class.

[careers-hk@scad.edu](mailto:careers-hk@scad.edu) | 852.2253.8089  
SCAD Hong Kong | Room 122

### Career Adviser

The career success adviser is available to offer individual career counseling for professional development and job search assistance.

Students are encouraged to meet with their career success adviser at least once per quarter to update career materials, make plans for internships and set career goals as part of the university's career action plan. To make an appointment with the career success adviser, students should register on [scad.mywconline.net](http://scad.mywconline.net) and find the Career and Alumni Success channel.

### Workshops and Seminars

Career workshops and seminars are offered on an ongoing basis and topics include résumé building, cover-letter writing, interviewing and networking skills, how to dress for success, tips for finding an internship and more.

Check out the full slate of upcoming workshops at [scad.edu/calendar](http://scad.edu/calendar).

### Employer Visits

Top companies, brands and organizations from around the world recruit at SCAD. Potential employers routinely visit to give presentations and interview students, providing students and alumni with the tools, access and exposure needed to gain an edge in seeking employment.

Students seeking internships can sign up to participate in regularly offered on-campus recruitment sessions to meet with employers one-on-one for a portfolio review and interview.

### Industry and Alumni Engagement

Once students have completed their career action plan with the career adviser, they can meet with the industry and alumni engagement managers to discuss current employment, networking and industry opportunities.

Based in seven markets around the U.S. and Southeast Asia, SCAD industry and alumni engagement manager continually foster and develop relationships with employers and alumni in an effort to expand career opportunities for SCAD students and alumni.



## Recent EMPLOYER VISITS

Blue Sky Studios, Crispin Porter + Bogusky, Dreamworks Animation, Google, IBM Design, Kohl's, Microsoft, Ralph Lauren, Steelcase, Target

### Interview Day

An annual event held in Hong Kong, Interview Day is a chance for students who have completed their career action plan to connect with top local employers. Students share their portfolio, speak with employers, and network during the event.

### SCAD Job Portal

The SCAD Job Portal is your student's exclusive online gateway to hundreds of jobs and internships at top companies. Students can upload their résumé and portfolio to avail themselves for recruitment.

Students can also schedule an appointment with their career adviser, sign up for workshops and employer presentations and apply for on-campus interviews. Students can visit the SCAD Job Portal by visiting [scad.edu/jobportal](http://scad.edu/jobportal).

### Career News

Career News is a weekly e-newsletter that features jobs and internships, employer visits, workshops and career tips. Interested parents may also subscribe to Career News by visiting [scad.edu/careers](http://scad.edu/careers), selecting "Jobs and internships" and clicking on "Subscribe now."

## PARENTS' GUIDE TO CAREER AND ALUMNI SUCCESS

Check out these top tips for supporting your student throughout the career prep and job search processes.

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

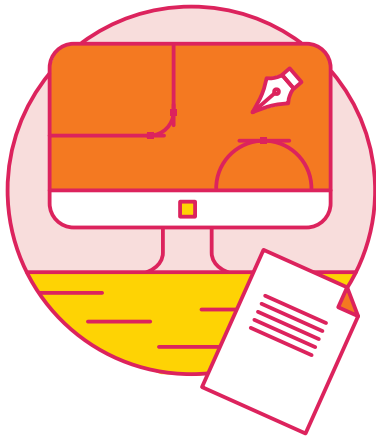
You can provide support, feedback and information as new interests and goals develop. Talk about your own work, your industry and your employer.

Don't 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.

Career advisers are available to assist students with any challenges they might encounter. Encourage your student to schedule an appointment on the SCAD Job Portal.

*Career* NEWS

Visit [scad.edu/careers](http://scad.edu/careers) to learn more.



## 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? In what areas does he or she still need to develop?

## 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 for career and alumni success with job and 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 and leadership skills (supervisory, co-curricular leadership roles and teamwork/collaboration).

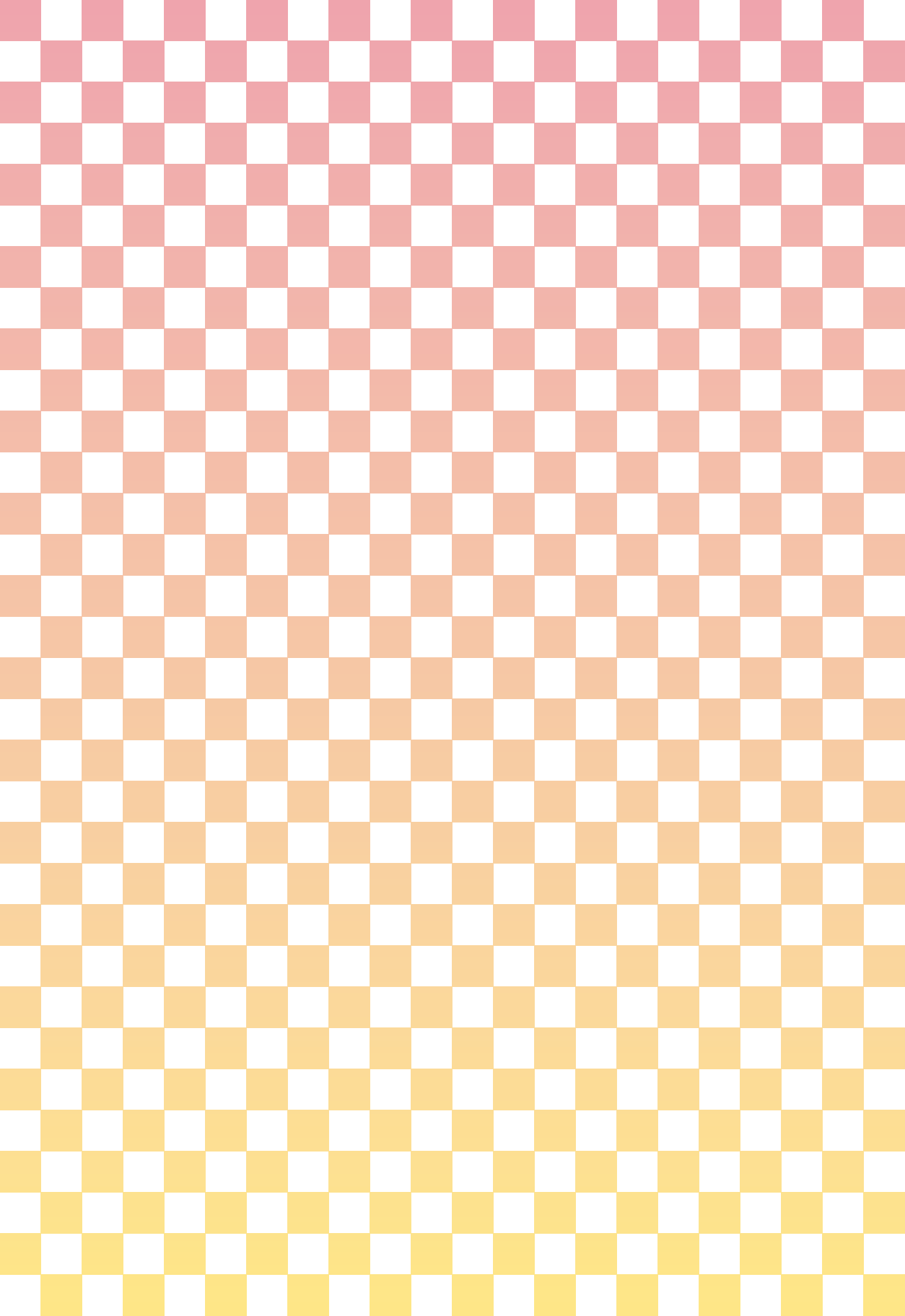
Take advantage of internships and real-world professional opportunities. The office for career and alumni success offers individual advising and workshops focused on finding relevant professional experiences.

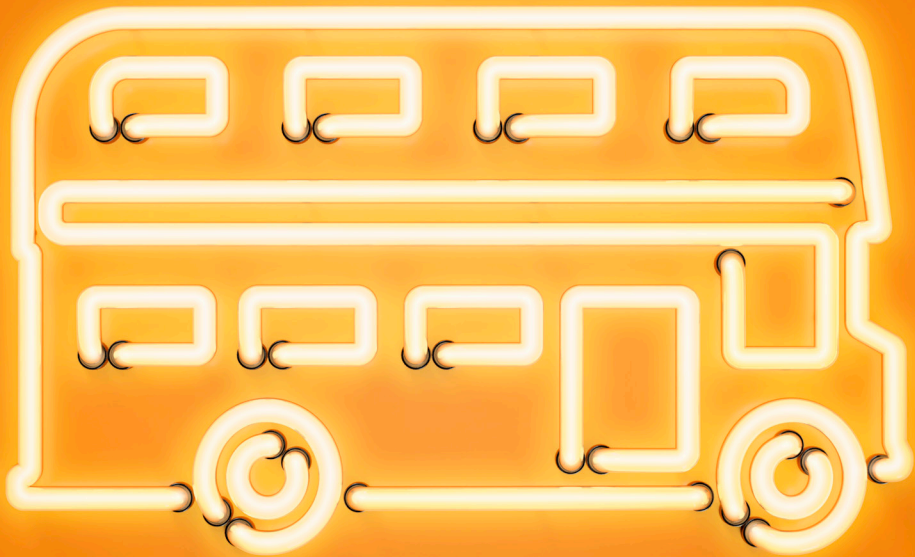
Make the most of the office for career and alumni success. Encourage your student to become familiar with the wide range of services available, including portfolio critiques, entrepreneur resources, alumni panels, mock interviews and much more.

Participate in co-curricular 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.

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 and job search activities. With many demands on time, students often delay career planning. Encourage your student to use resources provided by the office for career and alumni success early and often.





In Savannah? Visit Art's, a university café for fast, fresh and healthy fare, to see the classic red double-decker bus, originally used in London and later operated by SCAD for student transportation.

# SAFETY *and* SECURITY

The core of what we do at SCAD is provide students with a safe environment where they are free to pursue a singular passion for art and design. We do this by using best practices, connecting with our partners, and creating a culture of safety and security where innovation can flourish.

You can find all of the university's safety and security information along with tips and tools at [scad.edu/security](https://scad.edu/security).

## UNIVERSITY SAFETY

When classes are in session, SCAD Hong Kong is open 7 a.m. to 12 a.m. SCAD Hong Kong is open 24 hours per day during the last week of each quarter.

Students should be aware of the guidelines outlined in the Student Handbook available on MySCAD regarding building access and guest rules.

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## SECURITY IN ACTION

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Student safety is a top priority at SCAD, and we have designed a dynamic safety program that pairs skilled staff with cutting-edge technology so students are comfortable in all university buildings.

Security staff members are available 24/7, 365 at SCAD Hong Kong and Gold Coast Residences. Hong Kong is considered a safe city with frequent police patrols to ensure the safety of residents and visitors. Students are encouraged to follow the same safety precautions — locking doors, traveling in groups at night, being cautious of surroundings — as they would in any major city. SCAD Department of University Safety staff works with SCAD community members to identify safety- and security-related issues and engage students, staff and faculty to solve problems.

[securityhk@scad.edu](mailto:securityhk@scad.edu) | 852.2253.8036  
SCAD Hong Kong | South entrance,  
lower ground floor

### Electronic Security Measures

SCAD is committed to using the latest technology to increase university safety and uses electronic security measures including access control systems, security cameras and timely notification of security incidents and emergency alerts.

### SCAD Alerts

When a crisis or emergency situation occurs, students receive information and direction via MySCAD and their student email account.

Students should make sure their contact information is up to date in MySCAD by visiting the My Info tab, My Personal Info channel to verify information and to make any necessary changes.

### SCAD Shuttle

SCAD provides free transportation between SCAD housing at Gold Coast Residences and SCAD Hong Kong. Schedules are available in the office of student success. Students will be emailed at their SCAD email account if there are updates or cancellations to the shuttle schedule.

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## BE PREPARED

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SCAD has a great relationship with the Hong Kong Police Force. HKPF patrols the Sham Shui Po area regularly and has partnered with SCAD to educate students on personal safety. Should something happen in the city at large, SCAD Hong Kong will determine any impact there may be for students and issue timely news and guidance if necessary.

## Read MORE

SCAD security measures are online at [scad.edu/security](http://scad.edu/security).

## CLERY ACT

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 known as the Clery Report.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, part of the Higher Education Act, is a U.S. 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 university, unobstructed public areas immediately adjacent to or running through the university and certain non-university facilities. Statistics for SCAD are available by visiting [scad.edu/security](http://scad.edu/security) or by contacting the SCAD Department of University Safety.

### Daily Log

In accordance with the Clery Act, the SCAD Department of University Safety maintains a daily log that records the university 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.

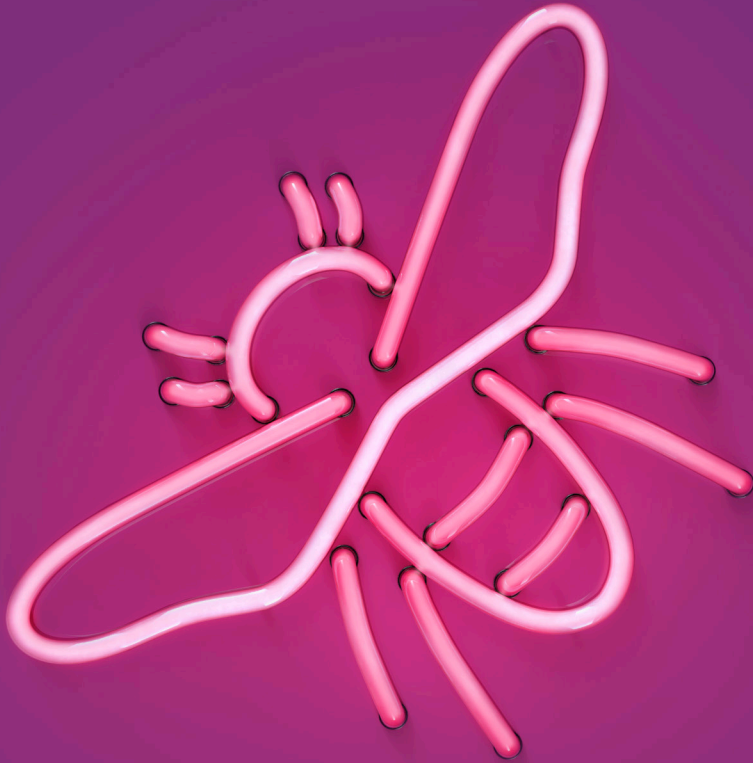
The physical log is maintained at the south entry security desk. It is also posted online for easy access. This log is updated once each business day and is available at [scad.edu/security](http://scad.edu/security).

## SCAD HONG KONG

### SEVERE WEATHER POLICY

The rainy season in Hong Kong is between April and September. The Rainstorm Warning System is designed to notify the public that heavy rains are imminent and are likely to cause major disruptions. The system also puts essential services personnel on emergency alert.

- If Typhoon Signal #8 or Black Rainstorm Warning is in effect at 7 a.m., all morning classes (8 a.m. and 11 a.m.) will be canceled. No bus service will be provided from Gold Coast Residences to SCAD Hong Kong 7 a.m. to 12 p.m.
- If Typhoon Signal #8 or Black Rainstorm Warning is in effect at 12 p.m., afternoon classes (2 p.m. and 5 p.m.) will be canceled. There will be no bus service 12-4 p.m.
- If Typhoon Signal #8 or Black Rainstorm Warning is in effect at 4:30 p.m., there will be no 8 p.m. classes and no nighttime bus service. Whenever classes are canceled, students will be notified via their SCAD email accounts.



Did you know that bees, because of their weight and small wings, shouldn't be able to fly? Our mascot, Art T. Bee, inspires students to defy the odds and rise to great heights.



# *Student* **LIFE**

SCAD has a wide variety of dynamic student activities that serve as the perfect daily complement to your student's academic pursuits. Dazzling signature events, engaging student clubs and activities, stimulating fitness and recreation opportunities and more are designed with students in mind. All activities are administered by an expansive student services department and supervised by experienced professionals.

## Medical EMERGENCY

In a medical emergency, dial 999 and then contact the 24-hour on-call manager at **852.5361.0890**.

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## GET INVOLVED

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Students can explore their interests, meet others of similar or different backgrounds, and expand their breadth of experience through on- and off-campus engagement opportunities.

### Student involvement

The office of student success 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.

### Student Clubs

Student clubs at SCAD provide social, recreational and professional activities for every member of the student body. Students can email [involve-hk@scad.edu](mailto:involve-hk@scad.edu) to learn more.

### Community Service

Students serve the community while gaining valuable life skills. Working with local agencies in a spirit of cooperation, SCAD students learn the importance of networking, recruiting, project planning, decision-making and more.

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## FITNESS AND RECREATION

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From parks and beaches to gardens, hiking trails and campgrounds, Hong Kong has something for every outdoor enthusiast.

If your student lives in Gold Coast Residences, he or she will also have access to an outdoor swimming pool, a gym, billiards, and tennis and squash courts.

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## SIGNATURE EVENTS

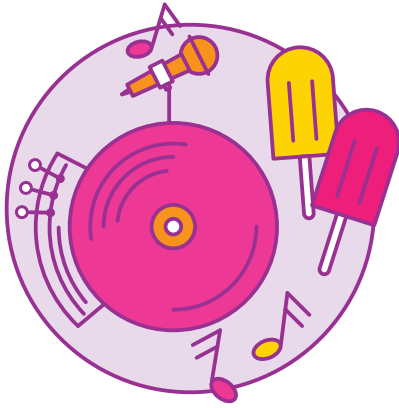
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SCAD events are all about putting students in touch with the people and experiences that will give them an edge as they get started in their careers. Each year, we host events across all SCAD locations so students can showcase their best work to their creative heroes, ask questions and learn what it's like to work in their chosen fields.

The rise of the Asian fashion market means up-and-coming designers no longer exclusively eye New York or Paris as launching pads for their careers. SCAD Hong Kong Fashion Showcase, which coincides with Hong Kong Fashion Week, gives senior fashion students and recently graduated alumni the opportunity to present their designs to representatives from Polo Ralph Lauren, DKNY and Shanghai Tang.

Students discover the best in contemporary art at **SCAD deFINE ART**. Exciting exhibitions and gallery talks and tours, screenings, lectures and performances connect students with leading artists.

At **SCADstyle**, students have front-row seats for casual chats between style icons and



can have their say at Q-and-A sessions and workshops with magazine editors, fashion designers and more.

During **SCAD Sidewalk Arts Festival**, students create amazing chalk-art masterpieces in the north parking lot.

### Save the Date

The master calendar on [scad.edu/calendar](https://scad.edu/calendar) contains listings for upcoming events, lectures and workshops. You can also view the full academic calendar using the search function on the site.

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## RESIDENCE LIFE AND HOUSING

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Having a comfortable, safe and inspiring place to live sets students up for success in the classroom. Dedicated residence life and housing staff members promote a sense of community among resident students and are present in Gold Coast Residences to help with routine concerns and answer student questions.

[reslife-hk@scad.edu](mailto:reslife-hk@scad.edu) | 852.2253.8047  
SCAD Hong Kong | Room 113

### Residence Hall Staff

The residence life and student success coordinator is a full-time professional staff member responsible for managing the daily operations of Gold Coast Residences. The

coordinator lives on-site to manage daily operations and plan student activities. This staff member is a student's first call in the event of an emergency, room lockout, disagreement among roommates or family emergency.

### Mail Services

Each apartment at Gold Coast is assigned a mailbox. Letters and small packages will be delivered, but larger items cannot be stored at Gold Coast.

If your student receives a large package, he or she will be notified to pick up the package at the post office in Tuen Mun.

## Care PACKAGE?

Ask loved ones to limit care packages to the size of a shoebox.

## SENDING *a* LETTER *or* PACKAGE?

Mail to students living at Gold Coast should be addressed as follows:

**Student name (first and last)**  
**Block number, floor number, flat (A or B)**  
**Gold Coast Residences, Phase I or II 1 Castle Peak Road, Castle Peak Bay New Territories, Hong Kong**

## Booking FLIGHTS?

Always review the residence hall opening and closing dates in MySCAD before making travel plans.

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## NETWORK ACCESS AND TECH SUPPORT

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To help students communicate, learn and share information, the SCAD network is accessible in every room in Gold Coast Residences. We also have technology support available if students need help setting things up or have questions about SCAD technology.

Use of SCAD technology is considered a privilege; your student has certain responsibilities intended to keep the university, its student body and especially his or her private information safe and secure.

[techsupporthk@scad.edu](mailto:techsupporthk@scad.edu) | 852.2452.6566

### MySCAD

Students can also get discounts on software packages and computer components as well as training from [Lynda.com](http://Lynda.com) on programs they need to know to succeed in class. More information is available on the IT channel in MySCAD.

MySCAD is the university's digital portal for students. MySCAD provides student access to course registration, SCAD webmail, financial services accounts, posted grades, course assignment submissions, online test administration, FERPA management, important announcements and more. For this reason, students are prohibited from sharing their MySCAD passwords with others.

Parents may appropriately access their student's financial services account via TouchNet (see page 42 of this book), but are asked not to log in to their student's MySCAD account.

### SCAD Quick Start Technology Guide

This quick start guide has all the information students need to get up and running. From passwords to software, Wi-Fi to connecting gaming systems in their residence halls, they'll find answers to just about every tech question here.

[scad.edu/techguide](http://scad.edu/techguide)

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## SCAD CARD SERVICES

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Your student's SCAD Card is his or her official student ID and is used to access academic buildings, special events, library resources, SCAD transportation and more. Students must present a government-issued photo ID to receive a SCAD Card.

Students should keep their SCAD Card with them at all times. Lost or stolen cards can be suspended 24 hours a day at [scadcard.com](http://scadcard.com) to prevent fraudulent activity.

Report any lost or stolen SCAD Cards to the office of student success.



### Validation

A student's SCAD Card can last for his or her entire time at SCAD, but a current validation sticker is required. Your student should meet with a student financial adviser to receive a validation sticker for each quarter.

A current validation sticker allows your student to get discounts at movies, art supply stores and more.

### OCTOPUS CARD

The Octopus card is widely used in Hong Kong to pay for transportation and other small transactions. Your student can add money to his or her card at any 7-Eleven, the Mass Transit Railway customer service counter, the Market Place grocery at Gold Coast Piazza and the Gold Coast parking garage.

Students typically spend about HK\$200 every two weeks using their Octopus cards.

At the office of student success, students can pick up an application form to complete and submit to MTR customer service in order to receive a student discount of 50 percent on all MTR transportation during their time in Hong Kong.

### DINING IN HONG KONG

Hong Kong is the culinary capital of Asia, and your student can easily find any flavor he or she has in mind, from street food to fine dining.

If your student lives at Gold Coast, he or she will have access to fully equipped kitchens, and the Market Place grocery store is nearby. The Gold Coast Piazza is also home to numerous restaurants and eateries.

**No food is permitted in classrooms or computer labs!**

### SCAD LANGUAGE STUDIO

The English as a Second Language program includes a variety of undergraduate and graduate courses focused on reading, writing and grammar proficiency as well as advanced presentation, pronunciation and research skills necessary for a career in art and design.

Through the SCAD Language Studio, students gain skills that enable them to be successful at the university and professional level, including how to:

- Write academic papers and take exams
- Make formal presentations
- Read university-level materials

- Comprehend academic lectures
- Speak fluently in both formal and informal settings

ESL students connect with peers and professors, use their language skills to succeed in their studies, and begin their academic and artistic journeys with confidence and competence.

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## STUDENT HEALTH

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Support for students isn't limited to academic endeavors; SCAD is also here to support students' health and well-being. The professionals in the student health support network can help students with anything, such as dealing with the challenges of college life or getting treatment for a sore throat.

### Counseling Services

SCAD counseling and student support services keeps counselors on hand to assist students with a wide range of concerns, from boosting their coping skills to managing stress and anxiety. Counselors can help on an individual and short-term basis, organize support groups, make community referrals, plan educational workshops and provide self-help resources.

Therapy groups are available for students who need general support.

## North KOWLOON MAGISTRACY BUILDING

SCAD revitalized the historic North Kowloon Magistracy Building in Kowloon after the Hong Kong Development Bureau entrusted it to the university in 2009.

This UNESCO-award-winning building hosts tours twice daily Monday through Friday and the third Saturday of every month. Students and visitors are expected to treat this heritage site with the utmost respect and conduct themselves professionally at all times.

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## Student SUCCESS CENTER

Located on the ground floor and first floor of SCAD Hong Kong, the office of student success is your go-to spot for student advisers, the registrar, student financial services, SCAD Card services, financial aid, student services administration, counseling and student support services, and career services.

Services are free and confidentiality is guaranteed within legal and ethical guidelines. Counselors can also reach out to students when a professor, staff member or parent is concerned for their well-being.

Students can reach a counselor during business hours by calling **852.2253.8055**. Twenty-four-hour emergency support is available by contacting the on-call counselor through the SCAD Department of University Safety at **852.2253.8080**.

**counseling-hk@scad.edu | 852.2253.8055**  
**SCAD Hong Kong | Room 020**

### Accessibility Services

SCAD highly values the opportunity to provide support for students with accessibility needs. To receive services and accommodations, students need to self-identify by contacting the counseling and student support services office. They are encouraged to access their SCAD Accommodate account in MySCAD > Resources tab > Academic Resources Network channel. Students can use this system to request appointments and upload supportive documentation.

Once a student has scheduled an appointment, he or she will meet with staff to discuss an accommodation plan according to his or her individual needs. A staff member will write an accommodation memo for the student to provide to professors in order for his or her support needs to be considered for that specific course.

Counseling and student support services also provides testing space and test administration for students whose needs make them eligible for separate testing space, and will work with each student's professors to coordinate testing when accommodations are necessary. Assistive technology — hardware and software — is also available for students whose needs make them eligible.

[counseling-hk@scad.edu](mailto:counseling-hk@scad.edu) | 852.2253.8055  
SCAD Hong Kong | Room 020

## CARITAS MEDICAL CENTRE

111 Wing Hong Street, Sham Shui Po  
852.3408.5678

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## LONDON MEDICAL CLINIC

One Duddell Street, Central  
852.2537.6898

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## MARINA MEDICAL CENTRE

S22 Gold Coast Piazza, Tuen Mun  
852.3420.6622

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## NEW TOWN MEDICAL CENTRE

K-Point, G/F 102A-103 Tuen Lung Street, Tuen Mun  
852.2449.2500

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## PRECIOUS BLOOD HOSPITAL

113 Castle Peak Road, Sham Shui Po  
852.3971.9900

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## TSUEN WAN ADVENTIST HOSPITAL

199 Tsuen King Circuit, Tsuen Wan  
852.2276.7676

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## TUEN MUN HOSPITAL

23 Tsing Chung Koon Road, Tuen Mun  
852.2468.5111

## Student HEALTH TIP

Check with the office of student success for a referral to a local doctor for any health issues that may require a doctor's visit.

### Student Health Insurance

Hong Kong's public health care system provides comprehensive affordable care to anyone with a valid student visa or Hong Kong identification card.

However, non-local students studying in Hong Kong on a student visa are automatically enrolled with a third-party service provider identified by SCAD for supplemental insurance. This insurance is only in effect while your student is studying at SCAD Hong Kong and the cost will be automatically charged to your student's account. For questions or additional information for student health insurance, email [counseling-hk@scad.edu](mailto:counseling-hk@scad.edu).

### Urgent Care

If your student needs urgent medical care, he or she can visit one of the hospitals or clinics listed. In a true emergency, students should visit a hospital emergency room or dial 999 to reach emergency services.

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## STUDENT CONDUCT

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The Code of Student Conduct and the Student Handbook, both available to read in MySCAD, are manuals for how students should conduct themselves while they are at SCAD. These carefully written policies cultivate a living and learning environment

where all students are respected and can grow personally, academically and socially.

The office of student conduct educates students by articulating the community values and expectations, and holds students accountable for their choices and behavior.

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## SETTLING DISAGREEMENTS

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When conflict does arise, students are encouraged to resolve a concern by contacting the office that oversees the area relevant to the complaint. For example, the student should contact residence life if he or she has a residence hall concern or make an appointment with the professor or the relevant associate chair or associate dean in academic services if the concern is academic.

Students who are still unable to resolve a conflict can contact the ombudsman, a neutral third party who can help identify options and strategies for resolution. The ombudsman may put the student in contact with the right university resource to reach a solution or serve as a mediator, among other roles.

[ombuds@scad.edu](mailto:ombuds@scad.edu)





## COMMUNITY OF RESPECT

SCAD maintains an environment for students, faculty and staff that is free of sex-based discrimination and harassment, including sexual misconduct. The university does not tolerate sex-based discrimination and harassment, including sexual misconduct, and is prepared to take prompt remedial action to prevent and address such behavior and remedy its effects.

Any violation of the sex-based discrimination, sexual harassment and sexual misconduct policy should be reported to the university's Title IX coordinator. Students can also make confidential reports to the office of counseling and student support services.

[titleixcoordinator@scad.edu](mailto:titleixcoordinator@scad.edu)

## Hong Kong

WORLD'S THIRD-LARGEST  
ART MARKET

EXPONENTIAL GROWTH

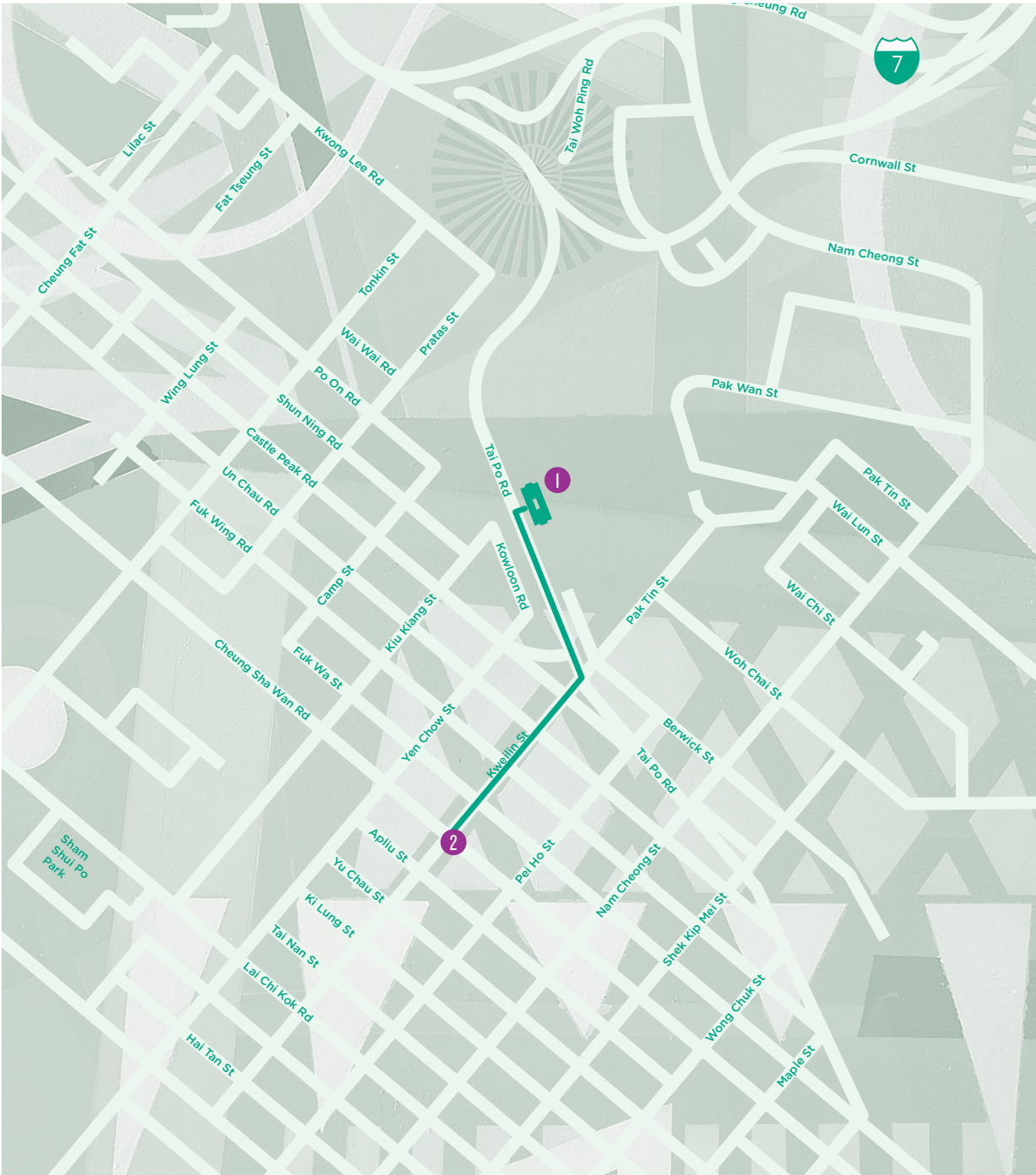
MUSEUMS

AUCTION HOUSES

GALLERIES

ART FAIRS

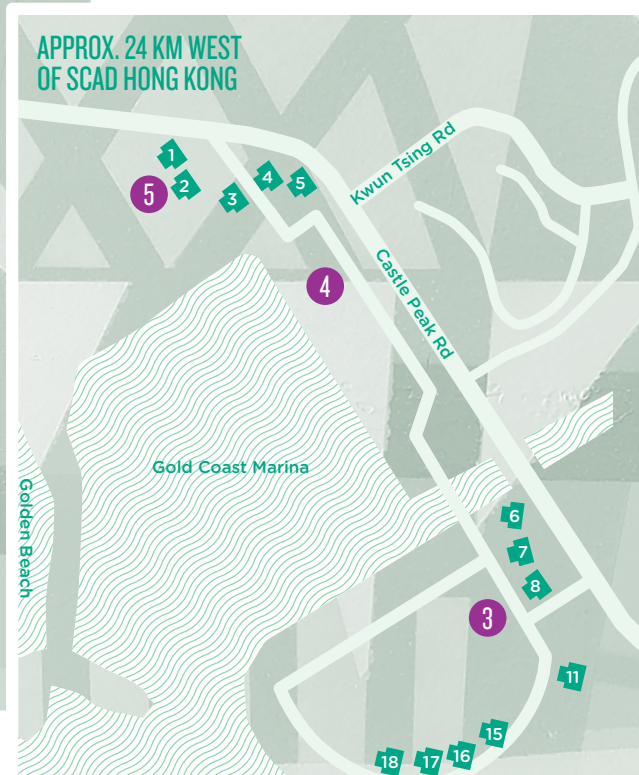
Read the This Week at SCAD e-newsletter for information on gallery openings, calls for entry, lectures, exhibitions and more.



## An URBAN CAMPUS

SCAD Hong Kong is perfectly located in the heart of Sham Shui Po. Students are just a short walk or ride away from everything they need. Encourage your student to find some landmarks and get out there!

- 1 SCAD HONG KONG
- 2 SHAM SHUI PO MTR STATION (EXIT D2)
- 3 HONG KONG GOLD COAST RESIDENCES PHASE II
- 4 PIAZZA SHOPPING
- 5 HONG KONG GOLD COAST RESIDENCES PHASE I





"Mighty oaks from little acorns grow." An acorn is included in the university crest as a reminder of how small ideas become big ones. The university celebrates its 40th anniversary in 2018.

# *Student* **ACCOUNTS**

College is an investment in the future, and helping your student manage his or her student account with a businesslike focus will offer the chance to start a professional life on strong financial footing.

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## ABOUT STUDENT ACCOUNTS

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Student accounts include billing and the receipt and recording of payments for tuition, housing and any other fees.

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## ACCOUNT CHANGES

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New students are responsible for notifying the admission department of any changes in name, address or other matters that may affect their account.

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.

[hkstudentaccounts@scad.edu](mailto:hkstudentaccounts@scad.edu)

852.2253.8019

SCAD Hong Kong | Room 115

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## ACCOUNT BALANCES

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Updated charges and account information will be made available 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 notices of account activity in time to meet the payment due dates.

# PAYMENTS *and* CORRESPONDENCE

Send payments and correspondence to:

SCAD Student Accounts

P.O. Box 2701

Savannah, GA 31402-2701

912.525.4400

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## *Account* INFO

Parents are not sent a physical copy of the account activity; if you plan to make payments on your student's account, you must have them add you as an authorized user on TouchNet, the online payment portal. Current account information is available to the student at any time in MySCAD > My Info tab > "My Student Account Online" link and to parents who are added as authorized users to the account at [scad.edu/paymentportal](http://scad.edu/paymentportal).

With an appropriate FERPA waiver, the student success adviser can answer account questions, especially if your student is thinking of making enrollment or housing changes, to see how these may affect the account.

Changes to course registration, housing or meal plan or financial aid eligibility will likely result in a new account balance. Students may view an updated account balance, including any new aid or charges, through "My Student Account Online" on the My Info tab in MySCAD.

Students paying in Hong Kong dollars should open the PDF account statement available in their online account in order to see the amount due in HKD. Students can access that PDF statement via TouchNet > "My Account" link > "Statements" link, then selecting the current account statement in the drop-down menu.

## PAYMENT TERMS

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 Fees

Students will be charged a late fee of 5 percent of the balance due if there is an outstanding balance after the published due date.

### Currency Options

Your student's account is coded with a payment attribute based on the currency used to pay the enrollment fee, U.S. dollars or Hong Kong dollars. Once that currency attribute is set, it cannot be changed within the same term.

Your student should see a student financial adviser before making the next tuition payment if he or she wants to change the type of currency to use for the next quarter.

## 2018-19 *Payment* SCHEDULE

### FALL 2018

**AUG. 15**

Fall housing and tuition balance due

### WINTER 2019

**DEC. 11**

Winter housing and tuition balance due

### SPRING 2019

**MARCH 12**

Spring housing and tuition balance due

**APRIL 24**

Fall 2019 housing reservation fee due  
(for continuing on-campus residents only)

### SUMMER 2019

**JUNE 1**

Summer housing and tuition balance due

## *Financial* POLICIES

SCAD financial policies are updated each academic year. The most current policies are available for review at [scad.edu/financialpolicies](http://scad.edu/financialpolicies).

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## MAKE A PAYMENT (HKD)

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### Pay by Check

Make checks payable to SCAD Foundation (Hong Kong) Limited — with your student's name and ID number on the back of the check. Make the payment in person or mail the check to SCAD Hong Kong, 292 Tai Po Road, Sham Shui Po, Kowloon, Hong Kong.

### Pay by Local Interbank Transfer

Use these beneficiary details.

Beneficiary bank: Hang Seng Bank Limited

Beneficiary name: SCAD Foundation (Hong Kong) Limited

Beneficiary account number: 773-730437-883

You must email a confirmation of the interbank transfer to SCAD Hong Kong student financial services at [hkstudentaccounts@scad.edu](mailto:hkstudentaccounts@scad.edu) or the payment cannot be credited to your student account.

### Pay by Cash or EPS

Make cash or Electronic Payment System payments in person with a student financial adviser in the office of student success.

### Automated Payments

Automated drafts in U.S. dollars from a credit or debit card (see [scad.edu/payment](https://scad.edu/payment) for accepted card types) or bank account may be made through TouchNet. Each quarter, the payment plan automatically drafts multiple installments of the balance due for tuition and housing. A convenience fee of 2.85 percent is applied to debit and credit card transactions. Students must enroll quarterly and pay an enrollment fee of 3 percent of the account balance to participate.




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## MAKE A PAYMENT (USD)

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### Pay by Cash, Money Order, Check or Traveler's Check

Cash, checks, money orders and traveler's checks in U.S. dollars are accepted in person at SCAD Hong Kong student accounts. Make checks and money orders payable to SCAD.

Prefer to pay by mail? Mail your check, money order or traveler's check to:

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

### Pay by Wire Transfer

Students wishing to make payments via international wire transfers can pay from any country and any bank using the Flywire international transaction service. This service also provides the ability to track the status of the transfer via a student dashboard. An email confirmation will be sent when the payment is received by the university.

This service is available via MySCAD or at [flywire.com/school/scad](https://flywire.com/school/scad).

Details needed for international wire transfers include:

Student's name and SCAD ID number

Swift number: WFBUIUS6S  
(for international wires)



## Making ONLINE PAYMENTS

### STUDENTS MAKING ONLINE PAYMENTS

- Log in to MySCAD.
- Select the My Info tab.
- Locate the Student Account channel.
- Select “Make a Payment – US\$.”

### PARENTS MAKING ONLINE PAYMENTS

Students can allow parents or family members access to their student account online by enrolling them as authorized users in TouchNet. Authorized users are able to view billing information and make payments, and enroll in a payment plan on the student’s behalf. To set up a parent or family member as an authorized user, a student must:

- Log in to MySCAD.
- Select the My Info tab.
- Locate the Student Account channel.
- Click “My Student Account Online.”
- Click “Authorized Users” on the right side of the screen.
- Enter email address of authorized user and click “Continue.”

The authorized user will be emailed a link and login information.

Once the authorized user’s username has been established, he or she can log in and make payments at [scad.edu/paymentportal](http://scad.edu/paymentportal).

## 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 published schedule.

### FALL 2018

Sept. 15–23:	55 percent
Sept. 24–30:	35 percent
Oct. 1–7:	15 percent

### WINTER 2019

Jan. 12–20:	55 percent
Jan. 21–27:	35 percent
Jan. 28–Feb. 3:	15 percent

### SPRING 2019

March 30–April 7:	55 percent
April 8–14:	35 percent
April 15–21:	15 percent

## SCHOLARSHIPS

Current students can apply for additional SCAD scholarships each spring for the upcoming year. The scholarship application is available online during the month of April. Applicants are automatically considered for all applicable scholarships.

Current students can also apply for additional scholarships offered by the Hong Kong Special Administrative Region. The scholarship application is available in the student financial services office during the month of October.

The complete policy for canceled enrollment and account credits is available at [scad.edu/studentaccounts](https://scad.edu/studentaccounts).

### Recalculation of Aid

Students who withdraw from all classes during the quarter are subject to a recalculation to determine eligibility for 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 or programs 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](https://scad.edu/financialpolicies).

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## FINANCIAL AID

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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.

[hkstudentaccounts@scad.edu](mailto:hkstudentaccounts@scad.edu)  
852.2253.8019

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.

Keep reading for an explanation of aid types.

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## SCHOLARSHIPS

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Entering students may be offered a scholarship or grant through the admission department based on demonstrated academic and other achievements. Financial need, as indicated by completion of the Free Application for Federal Student Aid, or FAFSA, or other documentation, is taken into consideration for need-based aid. Most scholarships are awarded to degree-seeking students and are renewed quarterly through completion of a bachelor's degree (or up to 225 attempted hours) as long as the recipient remains enrolled and maintains a cumulative GPA of at least 3.0.

If your student has been accepted to a SCAD Study Abroad program, such as at SCAD Lacoste, he or she may also apply to receive

travel scholarships. These are administered through the office of financial aid as well. If your student is participating in one of the upcoming offcampus programs at SCAD, he or she will receive information on travel scholarships that may be available that quarter.

### **Housing Status Impact**

SCAD scholarship offers for undergraduate students vary according to whether students reside in SCAD housing. The scholarship amount awarded from admission assumes the student is living on campus.

A scholarship student who accepts an oncampus 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. Accepting the off-campus award reduces his or her award to only the off-campus award amount, which is 70 percent of the total scholarship award.

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## **ACCEPTING FINANCIAL AID AND SCHOLARSHIPS**

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In order to receive financial aid for the current aid year, students must review their aid package and accept the terms and conditions online via MySCAD. This proactive step should be completed before the beginning of the first quarter of enrollment in

each academic year. Financial aid funds are not disbursed until the acceptance process has been completed.

Terms and conditions must be accepted annually even if students are receiving only SCAD scholarships.

### **Hong Kong Government Financial Assistance Scheme**

Students with right of abode in Hong Kong, or who have resided in Hong Kong continuously for three years prior to starting a SCAD program, are eligible for assistance from the Student Financial Assistance Agency. Students may contact their student financial adviser to learn about the process for applying for this type of aid, which is available based on financial need.

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## **PAYOUT OF FINANCIAL AID FUNDS**

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Disbursement of financial aid funds begins after 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.

### **Eligibility**

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.

### Attendance

Attendance must be verified for all classes before financial aid funds are disbursed. Students who do not attend class during the first week of the term will receive a financial aid hold preventing disbursement until attendance is verified.

### Adjustments

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

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## MAINTAINING FINANCIAL AID

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All students receiving Federal Title IV financial aid, Georgia state financial aid, veterans' benefits or SCAD grant aid must adhere to the university's policy on

satisfactory academic progress. The Higher Education Act as amended by the U.S. Congress mandates that higher education institutions establish minimum standards of "satisfactory academic progress" for students receiving financial aid.

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](http://scad.edu/financialpolicies).

## *Satisfactory* ACADEMIC PROGRESS

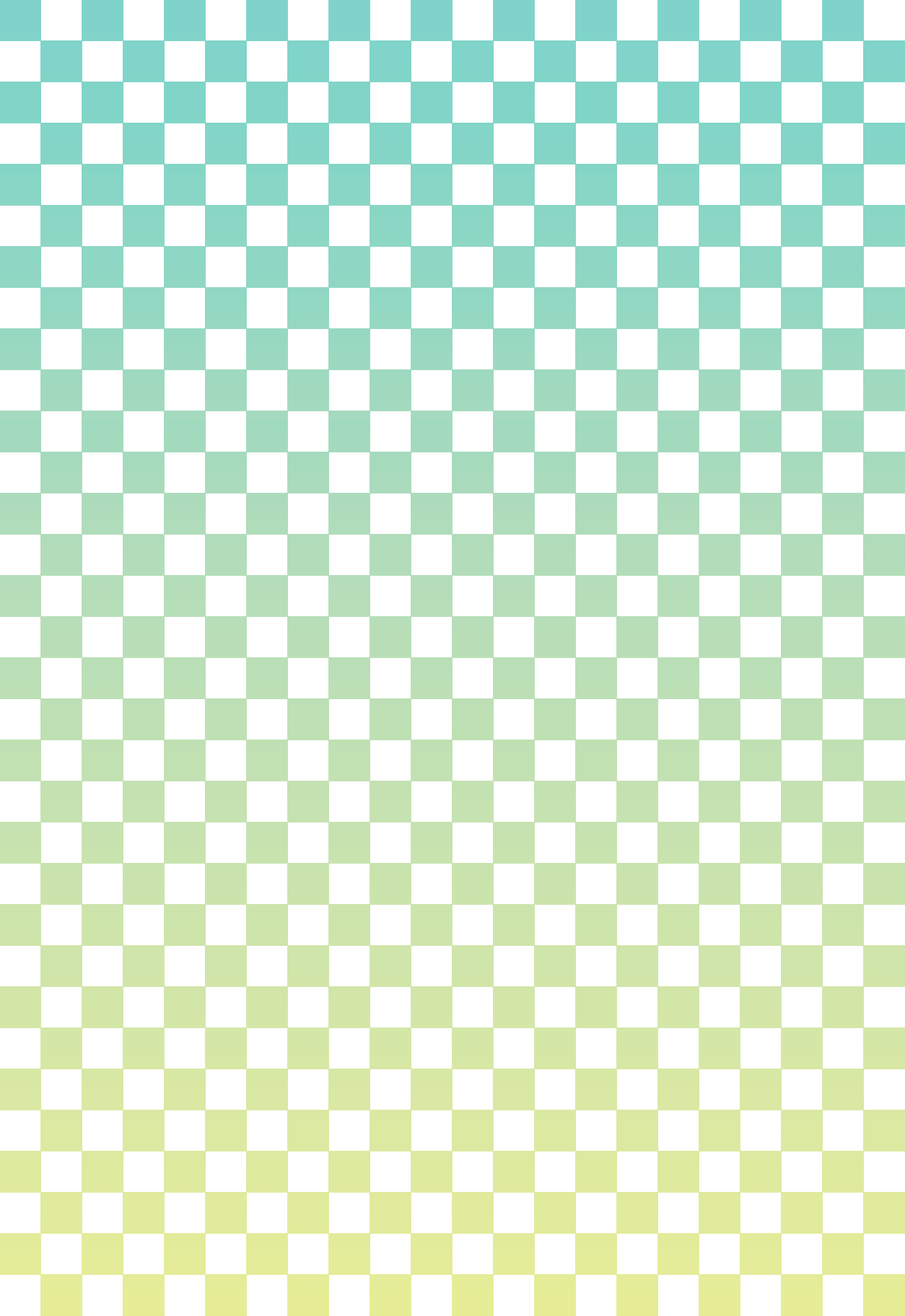
Requirements to meet satisfactory academic progress include:

- 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.

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## *Grad*READY

For help with finances, financial aid and creating a budget, SCAD offers GradReady, a free financial wellness site accessible to SCAD students and parents 24/7. Visit [scad.gradready.com](http://scad.gradready.com) to create a free account and access information on topics like paying for college, developing a budget, managing your money and preparing for student loan repayment and life beyond graduation.



# *Academic* CALENDAR • 2018-19

The full academic calendar is available at [scad.edu/calendar/academic](http://scad.edu/calendar/academic) and in the SCAD app.

## FALL 2018

<b>Monday, Sept. 10</b>	Fall quarter begins
<b>Thursday, Nov. 15</b>	Fall quarter ends
<b>Friday, Nov. 16</b>	Residence halls close at 5 p.m.

## WINTER 2019

<b>Friday, Jan. 4</b>	Residence halls open at 8 a.m.
<b>Monday, Jan. 7</b>	Winter quarter begins
<b>Thursday, March 21</b>	Winter quarter ends

## SPRING 2019

<b>Monday, April 1</b>	Spring quarter begins
<b>Thursday, June 6</b>	Spring quarter ends
<b>Friday, June 7</b>	Residence halls close at 5 p.m.

## SUMMER 2019

<b>Monday, June 17</b>	Summer quarter begins
<b>Thursday, Aug. 22</b>	Summer quarter ends
<b>Friday, Aug. 23</b>	Residence halls close at 5 p.m.

# Quick REFERENCE CONTACTS

**Academic****Resource Center**

hktutor@scad.edu

852.2253.8185

**Academic Services**

hkacademics@scad.edu

852.2253.8040

**Career and****Alumni Success**

careers-hk@scad.edu

852.2253.8089

**Counseling and Student****Support Services**

counseling-hk@scad.edu

852.2253.8055

**Foundation and Fine****Art Studio**

hkacademics@scad.edu

**International Student****Services**

visa-hk@scad.edu

852.2253.8047

**Ombudsman**

ombuds@scad.edu

**Parent Relations**

parents@scad.edu

**Registrar**

registrar@scad.edu

852.2253.8018

**Residence Life and Housing**

reslife-hk@scad.edu

852.2253.8047

**SCAD Card**

hkstudentaccounts@scad.edu

852.2253.8019

**SCAD Department of****University Safety**

securityhk@scad.edu

852.2253.8036

**SCAD Language Studio**

hkacademics@scad.edu

852.2253.8040

**SCAD Libraries**

ref\_hk@scad.edu

852.2253.8020

**Student Financial Services**

hkstudentaccounts@scad.edu

852.2253.8019

**Student Involvement**

involve-hk@scad.edu

852.2253.8055

**Student Success****and Advising**

hkadvise@scad.edu

852.2253.8018

**Technology Support**

techsupporthk@scad.edu

852.2253.8034

# *Notes*



