



SCAD

— HONG KONG —

FAMILY GUIDE

• 2016-17 •



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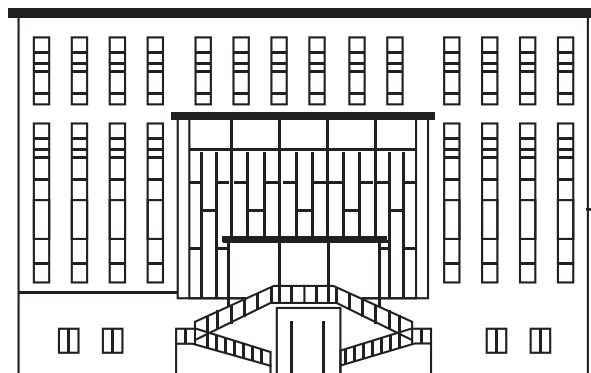
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WELCOME TO
SCAD

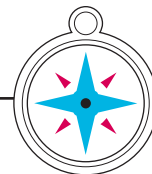
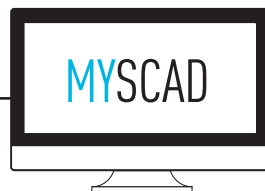


We are so pleased you and your student have chosen to join the SCAD family. For nearly 40 years, our university has been dedicated to educating, inspiring and preparing the next generation of art and design leaders.

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 to complete your parent profile and sign up for the monthly parents e-newsletter. The newsletter covers student account information, housing and financial aid deadlines, move-in timelines, volunteer opportunities, 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.

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 if you have questions.





ACADEMICS AND ADVISING

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

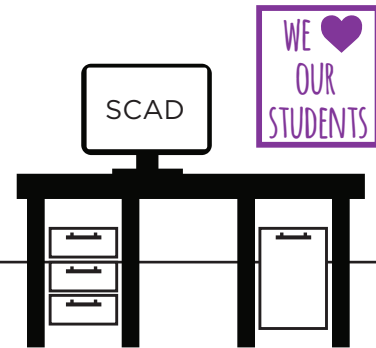
The path to a creative career starts now, in the classroom,
with challenging coursework and inspiring faculty.
Keep reading to discover the outlets, information and
opportunities designed to help your student choose
the direction that best suits his or her unique interests
and goals.

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.

advise-hk@scad.edu | 852.2253.8018
SCAD Hong Kong | Room 113



FACULTY ADVISER

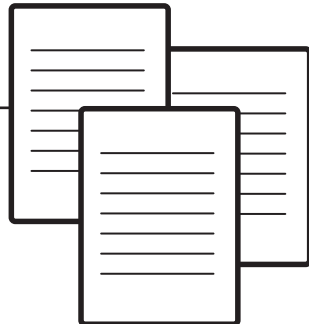
Once your student declares a major, he or she will also be assigned a faculty adviser. The faculty adviser serves as a subject-matter expert that guides students throughout their course selection and professional development.

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 federal and state aid, payment plans and alternative loans. They can also answer all student account and statement questions.

hkstudentaccounts@scad.edu
852.2253.8019
SCAD Hong Kong | Room 115





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, financial 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

ORIENTATION

At orientation, students attend a student success and advising presentation and receive a packet containing 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. Transfer students also receive a statement of their transfer credit and an explanation of SCAD 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, class schedules, 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.



COURSE EXEMPTIONS

Newly admitted 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 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.

COLLEGE CREDIT AND MORE

Official transcripts and scores must be submitted to the admission office 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 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. Transfer credit from all sources may not exceed 90 quarter hours.

FIRST YEAR EXPERIENCE

The First Year Experience course 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 a variety of success strategies, university policies and information regarding major and career options. These are addressed through group and individual exercises, projects and lectures.

Students attend their FYE course for one hour each week for 10 weeks of the quarter.

Successful completion of FYE is a graduation requirement. Students must successfully complete FYE in order to declare a major.

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.

FULL-TIME COURSE LOAD

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 grade-point average 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.

ADVISING APPOINTMENTS

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 and once they complete 120 credit hours to create a graduation plan. However, students are encouraged to meet with their advisers as often as they find helpful.

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.

SCAD PRO ADVISER

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 of classes 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.



SCAD PRO ADVISER

MAJOR EXPLORATION

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 participating in SCAD Days and SCAD workshops held monthly. Students have a chance to interact with faculty members in each area of study and learn about endless career options.

DECLARING A MAJOR

A first-year student may declare a major after successfully completing the First Year Experience course. 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.

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.

CREATIVE CURRICULUM

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, students may earn a double major in only a few extra quarters. 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.



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.



HOW TO DEMONSTRATE MATH COMPETENCY

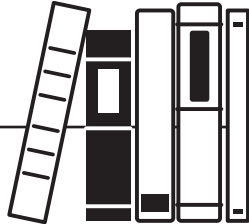
Students can present:

Proof of a qualifying SAT score (560 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

INTERNSHIP CREDIT

Students can take internships on a credit or non-credit 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.

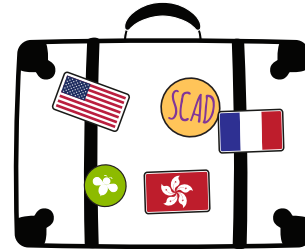
Students studying in Hong Kong on a student visa must obtain a No Objection Letter in order to be eligible for internships. NOLs are provided only to students studying full time on a student visa for more than three consecutive quarters.

THE REGISTRAR'S ROLE

The registrar's office provides students with information regarding attendance, withdrawals and incompletes, transcripts, registration, graduation requirements, enrollment verification and other enforced policies regarding courses.

Registrar staff members interact most frequently with students by providing transcripts and enrollment verifications and assisting with registration and graduation.

registrar@scad.edu
SCAD Hong Kong | Room 113



INTERNATIONAL STUDENT ENROLLMENT VERIFICATION

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

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 verifying student enrollment. The director of student success can also complete these and mail, fax or email them on behalf of the student.

STUDY ABROAD

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
SCAD Hong Kong | Room 113

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 program of study.

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 in Taipei, Shanghai and Singapore. Students can also immerse themselves in the rich culture and pastoral setting of Provence at SCAD Lacoste.

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.

STUDENT VISAS

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

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.

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.

APPLY EARLY

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

ACADEMIC POLICIES

Academic policies are available in the catalog, online at 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.

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 an 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.

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.

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.

A complete listing and description of all academic policies is available at scad.edu/policies.



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	
	UNDERGRAD	
A EXCELLENT	4	
B GOOD	3	
C AVERAGE	2	
D POOR	1	
F FAILURE	0	

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 your student falls into this category and is therefore unable to complete all assignments by the end of the quarter, he or she 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.

RIGHT TO PRIVACY

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 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.

FINANCIAL AID

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.

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.

FERPA

Students manage their FERPA preferences in MySCAD by navigating to the Forms channel under the Resources tab, searching "FERPA" in the right hand search bar, and selecting the "FERPA Management" link.

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.

PEER TUTORING

Students can get individual attention focused on their specific needs through the peer tutoring program. Academic support is designated by subject, software, skill and course, and is provided to students free of charge. The Peer Tutor Connection is available on the scad.mywconline.net appointment system.

hktutor@scad.edu | 852.2253.8185
SCAD Hong Kong | Room 016

WRITING HELP

At the Writers' Studio, students can get individual and small-group help with all aspects of the writing process, whether they're working on a course project or something related to their personal passions. Staff members will help with prewriting, developing thesis statements, structuring ideas, revising drafts and formatting bibliographies.

They will not, however, proofread or edit, or act as a substitute for the ongoing relationships and dialogue the student should be having with his or her faculty members and adviser.

writchk@scad.edu | scad.mywconline.net
SCAD Hong Kong | Room 016

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. Services vary, and students can make an appointment with the Academic Resource Center staff by visiting scad.mywconline.net.

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 collectively 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, streaming video, 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.

ref_hk@scad.edu | 852.2253.8010
SCAD Hong Kong Library | Ground floor

FOUNDATION STUDIES HELP

The Drawing and Design Center is available to assist foundation studies students with drawing, 2-D design and color theory. Individual tutoring and group workshops are available outside of class hours. Drawing and design peer tutors are reachable using MySCAD.

hk-drawingdesign@scad.edu | 852.2253.8185
SCAD Hong Kong Library | Ground floor



CAREER PREP

SCAD students get to where they want to be in their career 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.

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 | 852.2253.8189
SCAD Hong Kong | Room 122

CAREER ADVISING

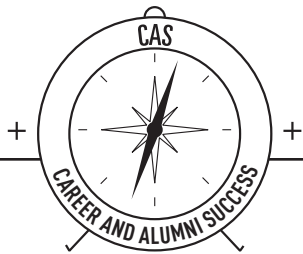
The career success adviser is available to offer individual career counseling for professional development and job search assistance.

Students can make an appointment with the career success adviser through the SCAD Job Portal by going to MySCAD, selecting the Student Workspace tab, finding the Career and Alumni Success Channel and clicking on the link for the "SCAD Job Portal." From the homepage, choose "Request a Career Advising Appointment" from the quick links on the right.

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.



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.

INDUSTRY AND ALUMNI OUTREACH

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

RECENT EMPLOYER VISITS

APPLE, BLUE SKY STUDIOS, CRISPIN PORTER + BOGUSKY, DISNEY, DDB, DREAMWORKS ANIMATION, G.E., GENSLER, GOOGLE, IBM DESIGN, KOHL'S, LEO BURNETT, LILLY PULITZER, MICROSOFT, RALPH LAUREN, RAZORFISH, STEELCASE, TARGET, THE MILL, TIFFANY & CO.

INTERVIEW DAY

An annual event held in Hong Kong, Interview Day is a chance for graduating seniors to connect with top local employers. Students will share their portfolio, speak with employers, and network at the employer reception held during the daylong 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/hirescad.

CAREER NEWS

All students receive Career News, 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, 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.

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 do they 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 (especially Mandarin, Cantonese and English) 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 several times each quarter focused on finding internships.
- » *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, career assessment tools, mock interviews and much more.
- » *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 and job search activities.* With many demands on time, students too often put off career planning until later. Encourage your student to use resources provided by the office for career and alumni success early and often.



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 SCAD security information along with tips and tools at scad.edu/security.





SECURITY IN ACTION

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 the 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 campus safety and security 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 | 852.2253.8036
SCAD Hong Kong | South entrance,
lower ground floor



ELECTRONIC SECURITY MEASURES

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



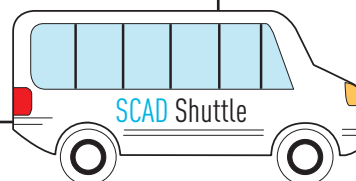
SCAD ALERTS

When a crisis or emergency situation occurs, students receive updates via phone, text and email from the SCAD Alert System. 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.



BE PREPARED

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 the city at large, SCAD Hong Kong will determine any impact there may be for students and issue timely news and guidance if necessary.

CAMPUS 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.

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 or by contacting SCAD campus safety and security.

DAILY LOG

In accordance with the Clery Act, SCAD campus safety and security 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.

READ MORE

SCAD security measures are online at scad.edu/security.



S C A D
H O N G K O N G

SEVERE WEATHER POLICY

The rainy season in Hong Kong is from April through 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 p.m. to 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.

HONG
KONG

WORLD'S THIRD-LARGEST ART MARKET

EXPONENTIAL GROWTH

MUSEUMS

AUCTION HOUSES

GALLERIES

ART FAIRS

Read **This Week at SCAD** for information on
gallery openings, calls for entry, lectures,
exhibitions and more.



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.



GET INVOLVED

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.

SAVE THE DATE

The master calendar on 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.

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 to learn more.



UNITED STUDENT FORUM

All students are considered members of the United Student Forum, the student representative body at SCAD. USF acts as a communication channel within the student body as well as between students and the university administration. Representatives are selected to serve in USF leadership capacities throughout the year.

Members of the executive committee, selected from existing USF reps, act on behalf of all students and meet regularly with SCAD administrators to discuss ideas for improving the overall university community. To learn more, students can join the SCAD HK (USF HK) Facebook group.

COMMUNITY SERVICE

Students learn to 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. SERVE is the student-led community service initiative that connects students with their ideal opportunities.

SIGNATURE EVENTS

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.

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



FITNESS AND RECREATION

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

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

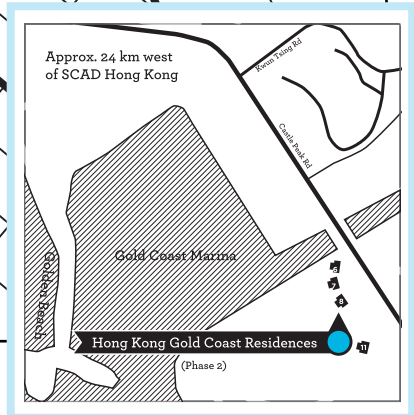
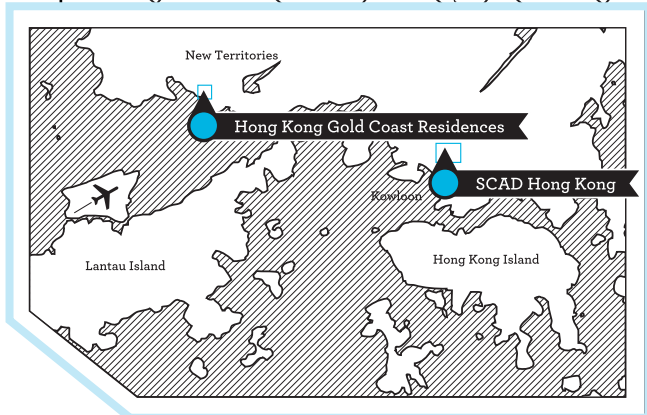
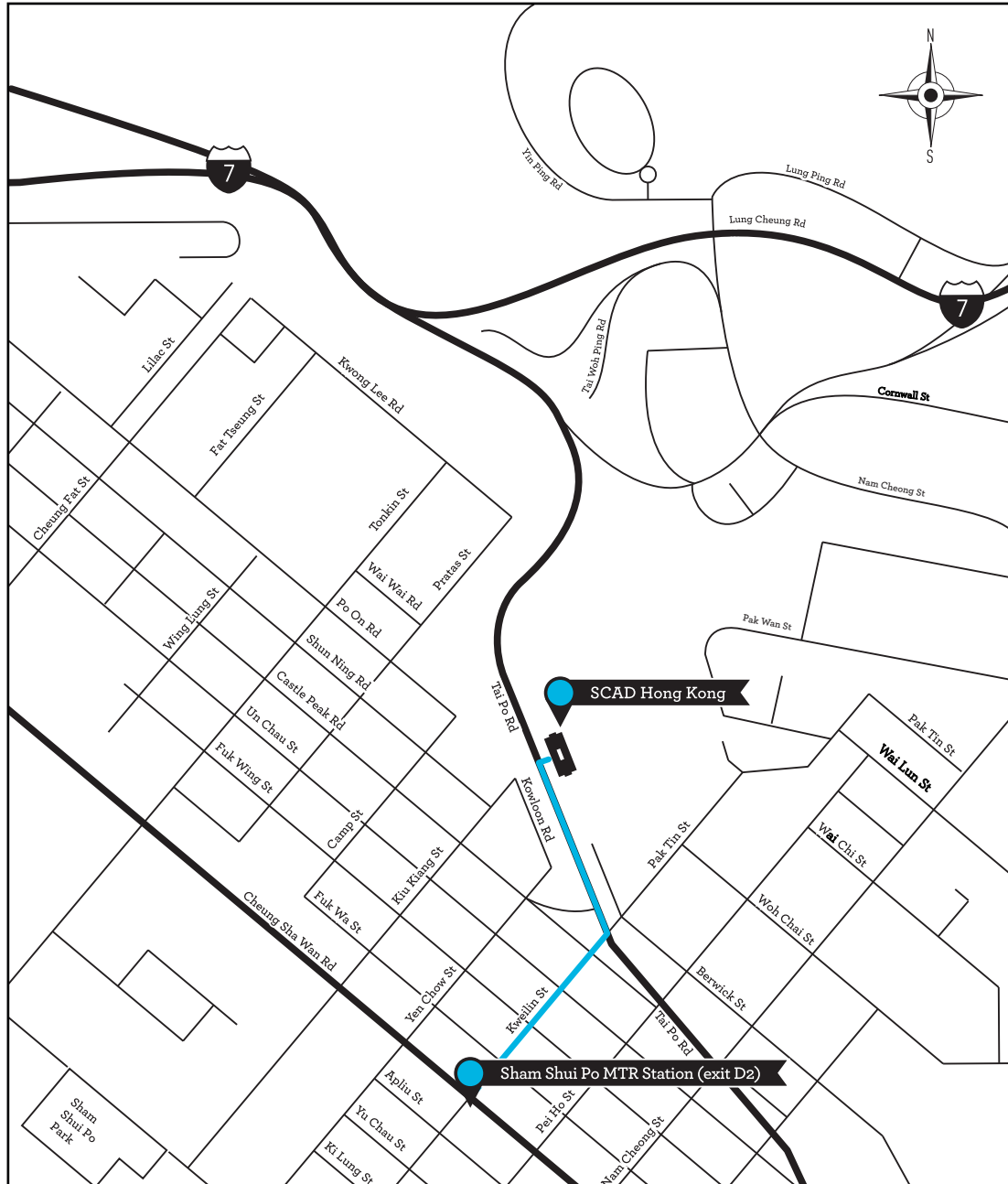


AN URBAN CAMPUS

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 and everything that inspires them.

HERE'S A MAP OF SHAM SHUI PO





RESIDENCE LIFE AND HOUSING

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 the Gold Coast Residences to help with routine concerns and answer student questions.

reslife-hk@scad.edu | 852.2253.8047
SCAD Hong Kong | Room 113

MEDICAL EMERGENCY

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

RESIDENCE HALL STAFF

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

BOOKING FLIGHTS?

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

CARE PACKAGES

Limit care packages to the size of a shoebox.

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.

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 II
1 Castle Peak Road, Castle Peak Bay
New Territories, Hong Kong**

NETWORK ACCESS AND TECH SUPPORT

To help students communicate, learn and share information, the SCAD network is accessible in every room in the 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.

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

techsupport@scad.edu | 852.2452.6566

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 48 of this book), but are asked not to log in to their student's MySCAD account.

SCAD CARD SERVICES

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 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.

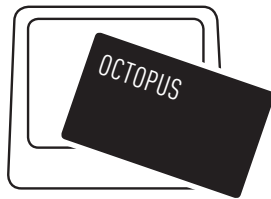


OCTOPUS CARD

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. USF has created the Sham Shui Po Eating Guide, a handy walking map that will help your student decide where to eat in the district.

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

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, develop greater proficiency in the English language, and familiarize themselves with the language of art and design before progressing into academic programs.



OFFICE OF STUDENT SUCCESS

Located on the first floor of SCAD Hong Kong, the office of student success is the 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.

STUDENT HEALTH

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

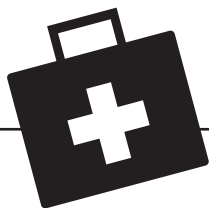
SCAD counseling and student support services keeps counselors on hand to assist students with a wide range of concerns, from boosting their coping skills to managing stress and anxiety. Counselors can help on an individual and short-term basis, organize support groups, make community referrals, plan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

Therapy groups are available for students who need general support, as well as for students with specific needs such as eating disorders, substance abuse or anxiety.

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](tel:852.2253.8055). Twenty-four-hour emergency support is available by contacting the on-call counselor through SCAD campus safety and security at [852.2253.8080](tel:852.2253.8080).

counseling_hk@scad.edu | [852.2253.8055](tel:852.2253.8055)
SCAD Hong Kong | Room 020



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. To receive services and accommodations, students must self-identify by sending an email to disability_hk@scad.edu.

Once a student has provided documentation of a disability, 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 special 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.

STUDENT HEALTH INSURANCE

Hong Kong's public health care system covers anyone with a 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.

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.

\ | /

STUDENT HEALTH TIPS

Students should:

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.

Remember that all medical information is confidential, and they will have to sign a release if they want their physician to discuss medical details with you.

/ | \

NEW TOWN MEDICAL CENTRE

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

TSUEN WAN ADVENTIST HOSPITAL

199 Tsuen King Circuit, Tsuen Wan
852.2276.7676

CARITAS MEDICAL CENTRE

111 Wing Hong Street, Sham Shui Po
852.3408.5678

TUEN MUN HOSPITAL

23 Tsing Chung Koon Road, Tuen Mun
852.2468.5111

PRECIOUS BLOOD HOSPITAL

113 Castle Peak Road, Sham Shui Po
852.3971.9900

STUDENT CONDUCT

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.

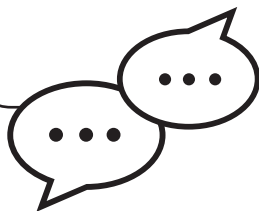
The office of student conduct educates students by articulating the community values and expectations, and holds students accountable for their choices and behavior.

SETTLING DISAGREEMENTS

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 department chair 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



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

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.

The 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.



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.

ABOUT STUDENT ACCOUNTS

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

ACCOUNT CHANGES

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.

hkstudentaccounts@scad.edu | 852.2253.8019
SCAD Hong Kong | Room 115

PAYMENTS AND CORRESPONDENCE

Send payments and correspondence to:

SCAD Hong Kong, Room 115
292 Tai Po Road
Sham Shui Po, Kowloon
Hong Kong

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.

Registered students receive monthly billing statements at their SCAD email address, but your student can access updated info anytime in MySCAD in the My Student Account channel by clicking the "My Student Account Online" link.

BILLING INFO

Parents are not sent a physical copy of the billing statement unless the student requests one, so your student should forward you the emailed statement as soon as it arrives. Current billing information is available at any time in MySCAD, under the "My Student Account Online" link.

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

UPDATED BALANCES

Changes to course registration, housing 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 "My Student Account Online" on the My Info tab in MySCAD.

2016-17 PAYMENT SCHEDULE

FALL 2016

AUG. 15, 2016

Fall housing and tuition balance due

WINTER 2017

DEC. 8, 2016

Winter housing and tuition balance due

SPRING 2017

MARCH 13, 2017

Spring housing and tuition balance due

SUMMER 2017

JUNE 1, 2017

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.

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.

MAKE A PAYMENT (HKD)

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 or the payment cannot be credited to your student's 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 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 2.75 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.

MAKE A PAYMENT (USD)

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

STUDENTS MAKING PAYMENTS

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

PARENTS MAKING PAYMENTS

Students can allow a parent or family member access to their student account online by enrolling them as an authorized user 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 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."
- » Under "Authorized Users" click on "Add Authorized User" and enter required information.

The parent will be emailed a link and login information.

Once the parent username has been established, the parent can log in and make payments at scad.edu/paymentportal.

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.

Details needed for international wire transfers include:

Student's name and SCAD ID number

Swift number: WFBIUS6S
(for international wires)



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. The complete policy for canceled enrollment and account credits is available at 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.

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.

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.



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 Free Application for Federal Student Aid, 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 study in an off-campus program, such as the Lacoste campus program, 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 off-campus programs at SCAD, he or she will receive information on travel scholarships that may be available that quarter.

SCHOLARSHIPS

Continuing students can apply for additional SCAD scholarships each spring. The scholarships application is available online during the month of April. All applicants are automatically considered for all applicable scholarships. Scholarship recipients are notified by mid-June, and all scholarship funds are applied for the following academic year.

Continuing students can also apply for additional scholarships offered by the Hong Kong Special Administrative Region. The scholarship application is available in Student Financial Services office during the month of October.

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 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. 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.

ACCEPTING FINANCIAL AID AND SCHOLARSHIPS

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.

FINANCIAL AID

Cumulative GPAs are calculated and reviewed on a quarterly basis. 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.

PAYOUT OF FINANCIAL AID FUNDS

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.

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.

MAINTAINING FINANCIAL AID

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.

GRADREADY

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 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.

2016–17 ACADEMIC CALENDAR

The full academic calendar is available at scad.edu/calendar/academic.

FALL 2016

Monday, Sept. 12 Fall quarter begins

Thursday, Nov. 17 Fall quarter ends

Friday, Nov. 18 Residence halls close at 5 p.m.

WINTER 2017

Wednesday, Jan. 4 Winter quarter begins

Tuesday, March 14 Winter quarter ends

Friday, March 17 Residence halls close at 5 p.m.

SPRING 2017

Wednesday, March 29 Spring quarter begins

Tuesday, June 6 Spring quarter ends

Thursday, June 8 Residence halls close at 5 p.m.

SUMMER 2017

Monday, June 19 Summer quarter begins

Thursday, Aug. 24 Summer quarter ends

Friday, Aug. 25 Residence halls close at 5 p.m.

QUICK CONTACT LIST

Counseling and Student Support Services

counseling_hk@scad.edu
852.2253.8055

Student Financial Services

hkstudentaccounts@scad.edu
852.2253.8019

Ombudsman

ombuds@scad.edu

Registrar

registrar@scad.edu
852.2253.8018

SCAD Card

hkstudentaccounts@scad.edu
852.2253.8019

SCAD Libraries

ref_hk@scad.edu
852.2253.8020

Student Involvement

involve-hk@scad.edu
852.2253.8016

Visa Questions

visa-hk@scad.edu
852.2253.8047

Academic Resource Center

(Writers' Studio, Peer Tutors and Chat Lab)
hkacademics@scad.edu
852.2253.8185

International Student Services

visa-hk@scad.edu
852.2253.8018

SCAD Language Studio

hkacademics@scad.edu
852.2253.8040

Career and Alumni Success

careers-hk@scad.edu
852.2253.8189

SCAD Campus Safety and Security

securityhk@scad.edu
852.2253.8036

Residence Life and Housing

reslife-hk@scad.edu
852.2253.8047

Student Success and Advising

advise-hk@scad.edu
852.2253.8018

