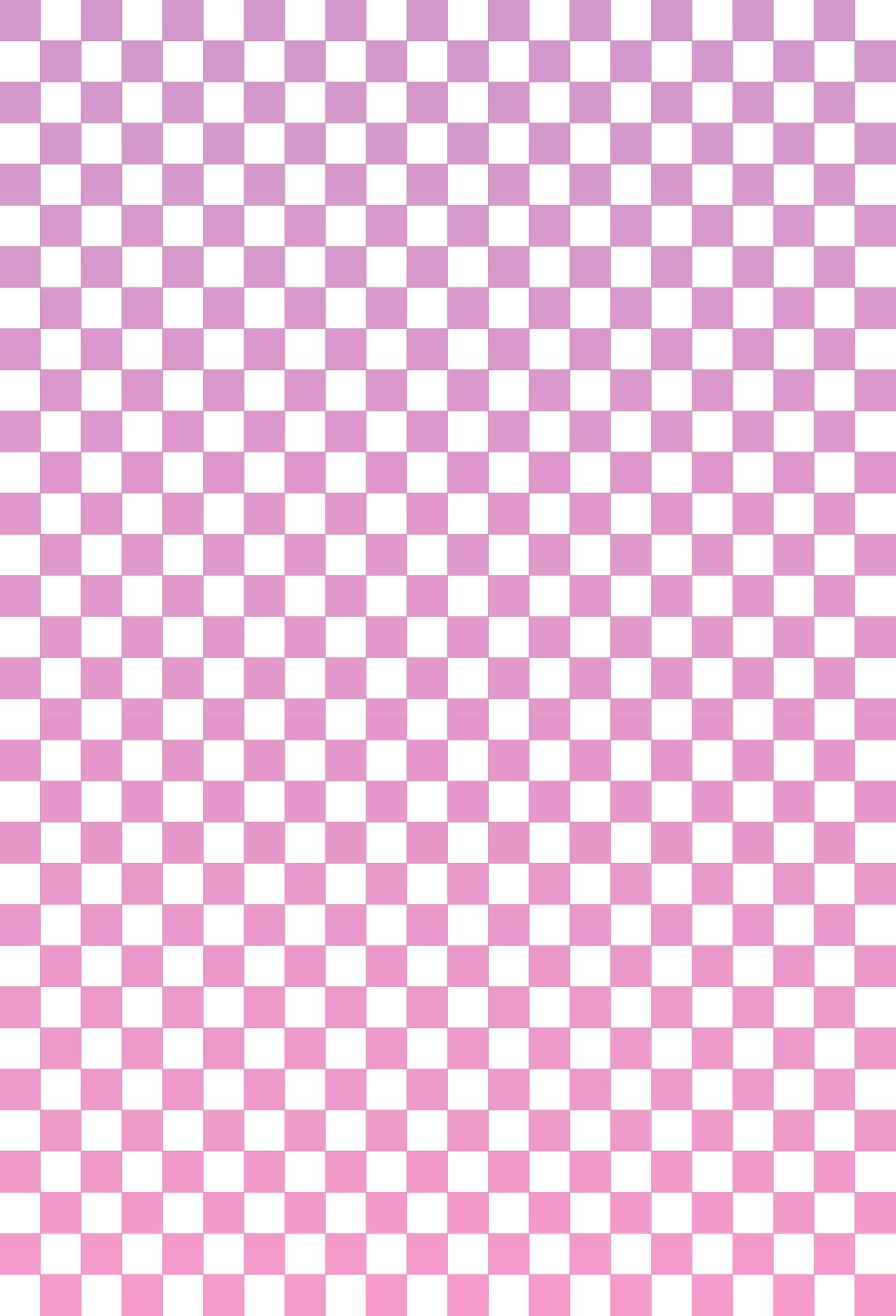




**SCAD**  
*Atlanta*

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 by phone at **912.525.5895** or email [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.
- Monitor the status of washers and dryers in the residence halls.

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

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

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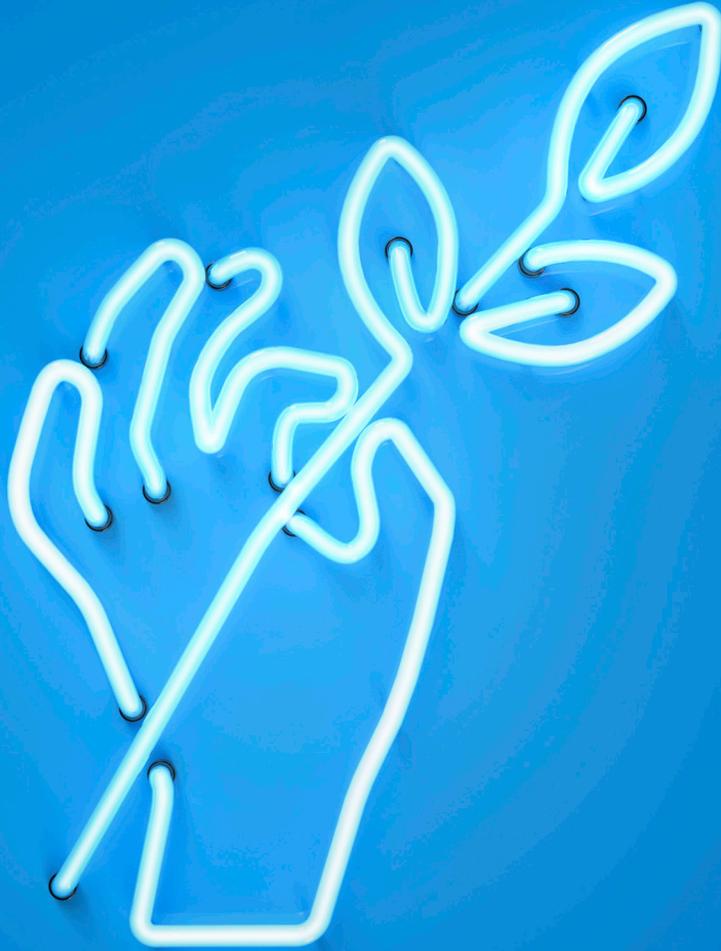
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With more than 100 degree programs across more than 40 majors and more than 75 minors, SCAD is the preeminent source of knowledge in every discipline it teaches.

# 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; assist students with major declaration, course selection, course sequencing and registration; and provide students with information about SCAD academic and financial policies, procedures, resources and programs.

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

Success advisers work closely with incoming freshmen during the First Year Experience course to teach them about their responsibilities and roles in the educational process. Advisers also meet 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.

[atl\\_advise@scad.edu](mailto:atl_advise@scad.edu) | 404.253.5400  
Student Success Center

## *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

### 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 who guides students throughout their course selection and professional development.




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## ORIENTATION

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

The student success and advising presentation also 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 and math competency. Other academic matters are addressed during the First Year Experience class 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 appropriate department chair.

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 department chair 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 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 be submitted during the first quarter of enrollment. Transfer credit is granted when a panel of faculty members determines that the quality of work in the portfolio is consistent with the quality of work required of students in comparable courses at SCAD.

Credit for A-level, 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](https://scad.edu/transfer). Transfer credit from all sources may not exceed 90 quarter hours.




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## FIRST YEAR EXPERIENCE

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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.

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## FIRST-QUARTER REGISTRATION

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All first-quarter, first-year and transfer students are registered for their classes by an adviser. Advisers 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 have met with their student success adviser. First-quarter freshmen who remain undeclared following FYE have an advising hold placed on their account each quarter until they've declared a major.

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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 quarter hours, 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.

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## ADVISING APPOINTMENTS

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First-year students must meet with their student success advisers once per quarter until they declare their majors. Once students have declared their majors, we recommend they meet with their student success advisers once per year and once they've completed 120 credit hours to create a graduation plan. However, students are encouraged to meet with their advisers as often as they find helpful.

## Major CHANGE

At any point before graduation, a student may change his or her major or add a minor.

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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 Tools channel in MySCAD. Registration times are determined by credit hours earned and current account balance, 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.

### Majors and Minors Fair

Each fall, SCAD hosts the Majors and Minors Fair, where students are introduced to each program offered at SCAD. Students also have the opportunity to interact with faculty members in each area of study and learn about career options from the office for career and alumni success.

Undecided students are encouraged to visit a variety of academic buildings, talk to upperclassmen and faculty, attend SCAD Days and consider trying out 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 and a success adviser who specializes in that area. Transfer students declare their majors by selecting an intended area of study on their applications 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.

## 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

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 offered 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 advisers 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 majors. 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 programs of study.

## *International* STUDENT ENROLLMENT VERIFICATION

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

### Math Transfer Credit

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.

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## INTERNSHIP CREDIT

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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.

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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, 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](mailto:registrar@scad.edu) | 404.253.3425  
Student Success Center

### 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

## Student VISAS

In order to secure a visa on time, students must apply to attend SCAD Hong Kong at least two quarters in advance.

## 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.

health and auto, loan agencies (Sallie Mae, Direct Loans or AES, for example) and other organizations may require a verification in order for the student to be eligible for certain benefits (health insurance coverage or good student discounts, for example) or loan deferments.

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 registrar's office for a hard copy that can be mailed, faxed, or scanned and emailed. There is no fee for an enrollment verification.

Some organizations have specific forms that must be completed verifying student enrollment. The registrar's office can 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 advisers.

[studyabroad@scad.edu](mailto:studyabroad@scad.edu) | 912.525.5806

### 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. They can study in Asia's top business and cultural center at SCAD Hong Kong; immerse themselves in the rich culture and pastoral setting of Provence at SCAD Lacoste; explore the thriving artistic community at SCAD Savannah; or take advantage of short-term programs in the design, arts and entertainment industries around the globe.

### Short Transfers

A transfer from a student's permanent location to SCAD Savannah or SCAD Hong Kong for just one or two quarters

## *Apply* EARLY

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

presents the opportunity to learn from additional professors and interact with students in different settings.

## GRADUATION REQUIREMENTS

Bachelor's degrees are awarded to students who have earned a minimum of 180 quarter hours (equivalent to 120 semester credit hours) of appropriate credit in an approved program of study with an overall cumulative 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.

## ACADEMIC POLICIES

Academic policies are available online at [scad.edu/policies](http://scad.edu/policies) 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 appropriate dean, department chair or 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 classes. Students should contact their success advisers 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.

## 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. Grades are not released over the phone.

## 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).

### 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

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 dean of students 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 appropriate school dean before the end of the quarter, explaining the reason and including documentation of the illness or emergency circumstance. The dean's decision is final. 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, a student may officially withdraw from a class. The student will receive no credit for the class and is 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.

## *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.

## FERPA

Students manage their FERPA preferences in MySCAD by navigating to the Forms channel under the Resources tab, typing “FERPA” in the search field, and clicking the “FERPA Management” link.

A student will be unofficially withdrawn from a course after incurring absences for more than 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 be sent an email after each absence and will be instructed to contact his or her success adviser for assistance.

## RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act, or FERPA, affords students certain rights with respect to their education records. This means students can request to read their education record and propose amendment 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.

## 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 Resources

The Academic Resource Center is your student’s source for free, ongoing tutoring in subjects most often requested by students, including math, art history and software programs. It also offers other, specific tutoring by request, and all tutoring is available individually or in groups.

Students can register on the Peer Tutor Connection in MySCAD to reach a peer tutor, and links to every academic support resource are available in MySCAD, under the Resources tab, Academic Resource Network channel.

[tutoringatl@scad.edu](mailto:tutoringatl@scad.edu) | 404.253.3109  
ACA Library of SCAD

### 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, 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.

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

ACA Library of SCAD

### 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, 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](http://library.scad.edu).

[ref\\_atl@scad.edu](mailto:ref_atl@scad.edu) | 404.253.3196

ACA Library of SCAD

### 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 can be reached through MySCAD.

404.253.3109

ACA Library of SCAD





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.

[careersatl@scad.edu](mailto:careersatl@scad.edu) | 404.253.5437

Student Success Center

### Career Adviser

Career advisers are available to offer individual career counseling for professional development and job search assistance. Students can make an appointment with their career advisers through the SCAD Job Portal.

### 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, portfolio development, tips for finding an internship and more.

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

### 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 Engagement

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

### SCAD Career Fair

An annual event held in Savannah, SCAD Career Fair provides students and alumni one-on-one interaction with an unprecedented number of employers from around the globe interested in hiring SCAD students and alumni for jobs and internships.

Out to Launch, an annual event held in Atlanta, is a reverse career fair that provides students and alumni the opportunity to showcase their work to prospective employers.

## Recent EMPLOYER VISITS

Amazon, BBDO, Carter's, Chick-fil-A, Delta, The Home Depot, Huge, IBM Design, The Mill, Perkins+Will, Pixar, Procter & Gamble, Reebok, Sapient Razorfish, Spanx, Walt Disney, Animation Studios

Recent attendees to SCAD career events include Apple, Banana Republic, Gensler, Hallmark, Insomniac Games, Johnson & Johnson, Kohler, Turner Broadcasting, Universal Creative and Wunderman.

### SCAD Job Portal

The SCAD Job Portal is your student's exclusive online gateway to thousands of jobs and internships at top companies. Students can upload a résumé and portfolio to avail themselves for recruitment. Also, your student can schedule an appointment with his or her career adviser, sign up for workshops and employer presentations, and apply for on-campus interviews. Students can access the SCAD Job Portal using their MySCAD credentials at [scad.edu/jobportal](https://scad.edu/jobportal).

### 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](https://scad.edu/careers), selecting "Jobs and internships" and clicking on "Subscribe now."

## Career NEWS

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

## 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.

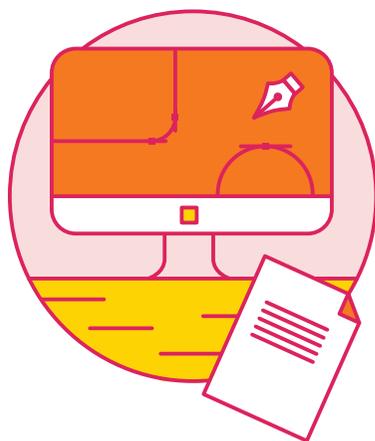
You can provide support, feedback and information as new interests and goals develop. Talk about your own work, your industry and your employer.

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 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).

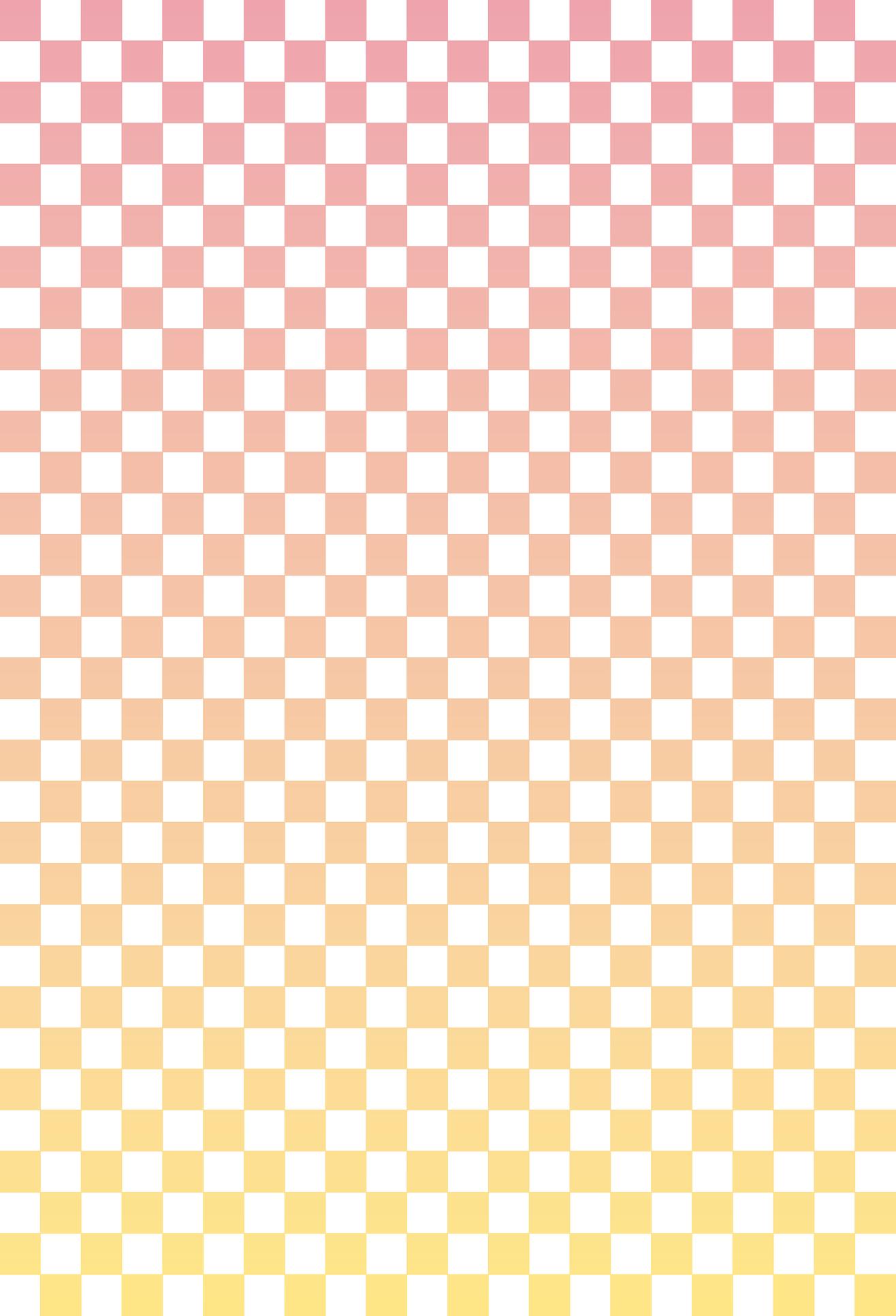
Take advantage of internships and real-world professional opportunities. The office for career and alumni success offers individual advising and workshops focused on finding relevant professional experiences.

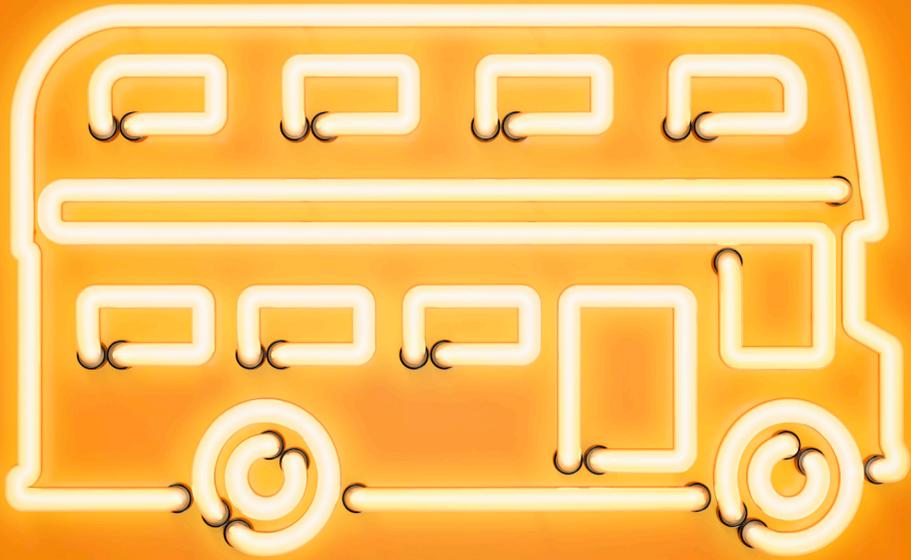
Make the most of the office for career and alumni success. Encourage your student to become familiar with the wide range of services available, including portfolio critiques, entrepreneur resources, alumni panels, mock interviews and much more.

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).



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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, getting to and from class and traveling around downtown.

SCAD Department of University Safety officers are available 24/7, 365. They also work in and around academic buildings. These officers partner with SCAD community members to identify safety- and security-related issues and engage students, staff and faculty to solve problems.

SCAD Department of University Safety officers also educate everyone in the SCAD community about personal safety and offer a variety of safety and crime prevention programs ranging from bicycle registration to self-defense courses and late-night escorts.

[atlsafety@scad.edu](mailto:atlsafety@scad.edu) | 404.253.3333

### Electronic Security Measures

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

The university has also implemented a series of advanced alarm systems in Atlanta that

provide information and details to students and quick notification to first responders within the community.

### 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.

Students can add up to two additional phone numbers on which to receive text alerts in the event of an emergency. If you'd like to receive text-only SCAD alerts, your student can enter your contact details via the "Update Emergency Information" link on the My Info tab of MySCAD and click the "Add phone number to SCAD Alert" box.

### LiveSafe Mobile App

The LiveSafe mobile app, available for iPhone and Android, turns every smartphone on campus into a personal safety device by integrating with its GPS, allowing users to report crime in real time. Students should download this app for an instant, direct connection with SCAD Department of University Safety officers and local law enforcement. They can snap photos, anonymously report safety concerns or engage in a live chat with a SCAD

## Read MORE

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

Department of University Safety officer. It's available in iTunes and the Google Play store.

### SafeRide

SCAD offers security escorts from academic buildings to parking lots upon request, as well as SafeRide, a service for students who live off campus and need a late-night ride from an open SCAD building to their off-campus residence within the downtown and midtown Savannah areas.

SafeRides are available 8 p.m. to 6 a.m. nightly, with the SCAD Department of University Safety providing drop-off service. Students can access the SCAD app to arrange a SafeRide.

### Self-Defense

SCAD provides, at no cost to the student, certified self-defense classes. Separate training sessions are available for women and men, and students can sign up for a session by emailing [rads@scad.edu](mailto:rads@scad.edu).

### HomeCheck

The SCAD Department of University Safety offers free residential security checks for students who live off campus in Atlanta and the surrounding areas. Students can request a HomeCheck via the LiveSafe app or by emailing [atlsafety@scad.edu](mailto:atlsafety@scad.edu).

### SafeTrade

With SafeTrade, students can take advantage of a free, staffed space to safely buy, sell or trade items from online marketplaces.

Students can make appointments in advance via the LiveSafe app or by emailing [atlsafety@scad.edu](mailto:atlsafety@scad.edu) with the date and time they plan to conduct the transaction.

## BE PREPARED

SCAD has a long-standing relationship with local law enforcement officials, including the Atlanta Police Department and Atlanta-Fulton County Emergency Management Agency. APD patrols the Midtown area 24 hours a day and works closely with the SCAD Department of University Safety and residence life officials to educate students on personal safety.

When something happens in the city at large, say severe weather or a major traffic accident, SCAD staff links immediately with these local leaders to determine any impact there may be for students and issue timely news and guidance, if necessary.

## 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 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](https://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 college 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 SCAD Department of University Safety office at 350 Bull St. in Savannah. It also is posted online for easy access. This log is updated once each business day and is available at [scad.edu/security](https://scad.edu/security).

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## EMERGENCY PREPAREDNESS

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From time to time, Atlanta experiences severe weather. Planning for a quick response to weather emergencies helps ensure the safety of the university community.

SCAD follows all procedures regarding severe weather as instructed by the Fulton Emergency Management Agency. You should be aware that in the event of an evacuation ordered by SCAD or FEMA, communications with people at SCAD might be temporarily disrupted.

### Emergency Closures

In the event of a weather-related or other emergency, the safety of students is the university's No. 1 concern. If the situation warrants, SCAD facilities will be closed and classes will be canceled.

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

All students should expect an informational phone call and text message, and should monitor local television and radio newscasts, their SCAD email and [scad.edu](https://scad.edu). An announcement will be made through SCAD Alert, posted on [scad.edu](https://scad.edu) and distributed to local media outlets immediately if the decision is made to close the campus.

Students are encouraged to contact their parents and families and keep them apprised of the situation.

### Develop a Plan

Every student should work with his or her family to develop a personal evacuation plan—where would the student go in the event of an evacuation? How would he or she get there? With whom would he or she evacuate?

More information on developing a personal evacuation plan is available at [scad.edu/evacuationprocedure](http://scad.edu/evacuationprocedure).

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## HOMELAND SECURITY PROCEDURES

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Emergency actions that might affect local residents are coordinated by the appropriate government agency, such as CEMA.

In the event the nation moves to the highest level of the Homeland Security Advisory System, local crisis management agencies, including local, state and federal law enforcement officials, will begin reviewing and, if necessary, implementing emergency plans. Students should be alert and prepared in the event of an emergency.

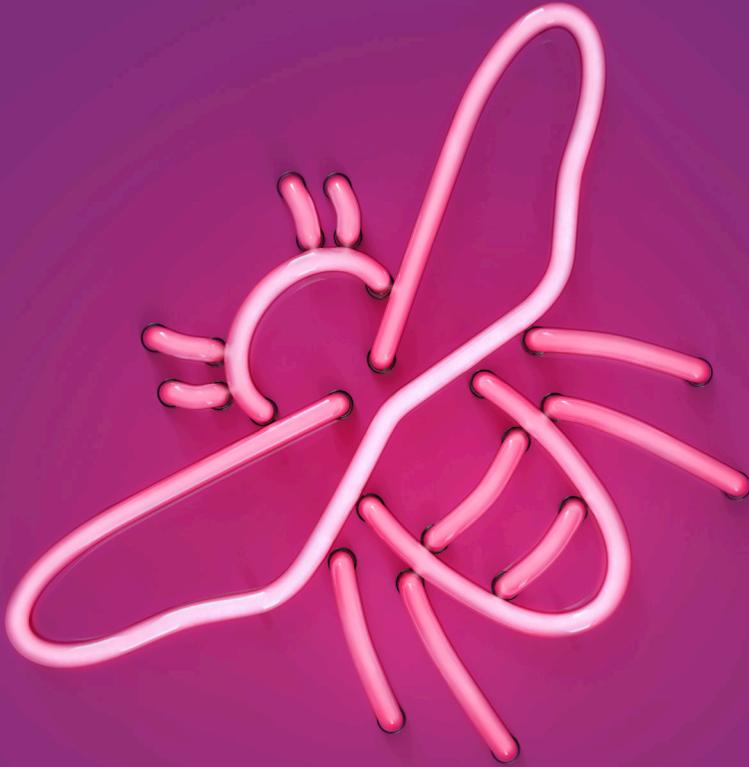
### *Read* MORE

Information about the SCAD emergency preparedness plan is available online at [scad.edu/emergency-preparedness](http://scad.edu/emergency-preparedness).

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### LEARN *More*

[redcross.org](http://redcross.org)



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.

## *The* HUB

Located on the second floor of SCAD Atlanta, The Hub features a wide array of options from pizza and hamburgers to vegetarian dishes and international specialties. Students can swing by the Cappa Bar for specialty coffee or just take a break in a nap pod.

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## STUDENT INVOLVEMENT

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

[studentlife@scad.edu](mailto:studentlife@scad.edu) | 404.253.3334  
Student Success Center

### Student Activities Council

Also known as SAC, the Student Activities Council creates student-led educational and recreational on-campus events to enhance your student's experience. SAC is the organizer behind musical performances, movies, lectures and more.

[ATLsac@clubs.scad.edu](mailto:ATLsac@clubs.scad.edu)

### Student Clubs

SCAD student clubs provide social, recreational and professional activities for every member of the student body. Students can explore an interest, meet new people or take on a leadership role. A full list of student clubs is available on the Inter-Club Council blog at [blog.scad.edu/atlinvolvement](http://blog.scad.edu/atlinvolvement).

### United Student Forum

All students are considered members of the United Student Forum, the SCAD student representative body. 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 representatives, act on behalf of all students and meet regularly with SCAD administrators to discuss ideas for improving the overall university community.

[atlusf@clubs.scad.edu](mailto:atlusf@clubs.scad.edu)

### 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.

[serveatl@clubs.scad.edu](mailto:serveatl@clubs.scad.edu)

### Religious Life

Students of all faiths have many opportunities for involvement in religious life. Student religious organizations include

InterVarsity, as well as numerous college ministries through local congregations. Many of these provide worship and fellowship, retreats, volunteer service and more.

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## STUDENT MEDIA

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SCAD student media sponsors a student-run online newspaper, magazine and internet radio station. SCAD student media groups have received awards from the Associated Collegiate Press, the College Media Association, the Columbia Scholastic Press Association and the Georgia College Press Association.

[editor@scadconnector.com](mailto:editor@scadconnector.com)  
[gm@scadatlantaradio.org](mailto:gm@scadatlantaradio.org) | 404.253.3285  
 Spring House residence hall

### The Connector

The Connector is an independent online news source published for and by SCAD Atlanta students. Your student can flex his or her skills as a writer, reporter, editor, photographer, videographer, animator or illustrator. Visit [scadconnector.com](http://scadconnector.com) or follow SCAD Connector on social media for news.

### SCAN

SCAN is the award-winning student magazine of SCAD Atlanta, featuring articles and essays, photography, illustrations and design. Produced quarterly, each issue focuses on select areas of art and design and showcases outstanding student and alumni work. Access current and back issues of SCAN at [scadconnector.com/scan](http://scadconnector.com/scan).

### SCAD Atlanta Radio

Here's your student's chance to become a DJ, newscaster, reporter, producer, sound designer or on-air voice talent. SCAD Atlanta Radio provides student-produced radio

## Student MEDIA

Student media groups host open meetings every week. No experience required.

programming to listeners all over the globe. Visit [scadatlantaradio.org](http://scadatlantaradio.org) to listen in.

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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.

### Fall

The student is the VIP at the **SCAD Savannah Film Festival**, which brings more than 50,000 people to the city for eight days of screenings, workshops and lectures. They can take in the latest films by fellow students, get a sneak peek at Hollywood premieres, talk to A-list actors and directors during master classes or go behind the scenes as volunteers.

SCAD Atlanta's annual **Open Studio Night** showcases the best in SCAD painting, photography, illustration, printmaking and sculpture. Featuring more than 200 original works of art by SCAD students, professors and alumni, the event offers live entertainment and hands-on demonstrations. Most work exhibited is available for purchase.



## Winter

In February, students get amazing access to small-screen stars during **SCAD aTVfest**, an annual celebration of epic TV. This is their chance to be heard during panel discussions with the actors, producers, directors and writers from all of our favorite shows. Nearly all events stream live on the SCAD Virtual Lecture Hall for students who can't make the trip to Atlanta.

A few weeks later, 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.

## Spring

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.

The next big names in fashion debut their cutting-edge collections at **SCAD FASHWKND**. The most anticipated sartorial event of the year, spanning multiple locations over several days, **SCAD FASHWKND** redefines the runway. Tickets for these events go early and fast, so keep an eye out for details. Students can get involved in the show's production or make plans to have their own designs rock the runway.

A twist on the traditional career fair, **Out to Launch** connects employers with more than 100 exceptional senior and graduate students from SCAD. In previous years, the quality of work on display led to job offers to many students just 24 hours after they met recruiters.

April culminates in the **SCAD Sidewalk Arts Festival**, a longtime tradition where students and alumni turn the walkways of Savannah's Forsyth Park into works of art. Students may take a bus from Atlanta to Savannah for the spring event.

## Save the Date

The master calendar on [scad.edu](http://scad.edu) contains listings for upcoming events, lectures and workshops. You can also view the full year's academic calendar by selecting "Academic" in the menu on the left.

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## AN URBAN CAMPUS

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SCAD offers students an open urban campus, with academic, residential and administrative buildings located in a bustling metropolis, surrounded by Fortune 500 companies and a thriving arts scene.

Atlanta is easily navigated on foot, by bike or behind the wheel of a car.

In addition, the SCAD Bee Line bus service provides transportation to and from class and continues to run after class hours to provide late-night transportation. Bee Line services are free of charge to students.

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## PARKING IN ATLANTA

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Parking is limited on university property. Students are strongly encouraged to

## SCADATL.TRANSLOC.COM

Visit [scad.transloc.com](http://scad.transloc.com) for the latest bus routes and to see where the buses are in real time. The routes are also available in the SCAD app.

utilize the convenient and extensive SCAD transportation system rather than driving their personal vehicles.

Students who park or use a vehicle on SCAD property must register their vehicles online and pick up a decal from the SCAD Card office. Student parking permits are free and are valid for the entire academic year (fall through spring).

Students can find more information about parking facilities, permits, regulations, parking tickets, vehicle registration and visitor parking passes on MySCAD.

## SCAD FASH MUSEUM *of* FASHION + FILM

WORLD PREMIERE  
EXHIBITIONS

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EXCLUSIVE LECTURES

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GALLERY TALKS

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SCREENINGS

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GROUNDBREAKING  
DESIGNERS

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Students are inspired and challenged to push the limits of their creative practice by new exhibitions each quarter.

[scadfash.org](http://scadfash.org) | 404.253.3132

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## SCAD CAR SHARE

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SCAD Car Share, provided by Enterprise, is an easy, automated way for students to rent a vehicle by the hour or day or even overnight. Located at The Hive, SCAD Car Share is available 24 hours a day, seven days a week.

Learn more at [scadcarshare.com](http://scadcarshare.com).

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## SCAD BIKE SHARE

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SCAD hosts a bike share program that provides bikes for students to rent and ride around campus—or around town—as an alternative to taking the bus or driving a car. Through a partnership with Social Bicycles,



all bikes are GPS-enabled, allowing students to locate available bicycles nearby. Bikes can also be reserved and rented in advance via a smartphone app or computer. When the ride is complete, students can return the bike to any designated hub on campus.

More information is available at [scadbikeshare.com](http://scadbikeshare.com).

## ATHLETICS, FITNESS AND RECREATION

Students at SCAD have multiple opportunities to enrich their college experience through the athletics department and SCADfit. From nationally ranked athletics teams to fitness opportunities to off-campus recreation excursions, students can enhance their SCAD experience and grow their social circles through a variety of wellness activities.

[atlfitness@scad.edu](mailto:atlfitness@scad.edu) | 404.253.3311

### SCADfit

SCADfit is a state-of-the-art fitness facility. With their SCAD Card, students have access to free weights, weight machines, arc trainers, rowing machines, steppers, spin bikes and a fully equipped aerobics studio. Students can also participate in campus fitness challenges. Fitness classes are offered during the quarter, and personalized fitness assessments are also available for students.

### Recreation

SCAD wellness offerings go beyond campus. Your student can take part in activities like canoeing, indoor rock climbing, paintball and other excursions. Most events are free with the SCAD Card.

### Go, Bees!

SCAD Atlanta has nationally competitive intercollegiate teams in bowling, cross country, cycling, golf, tennis, fencing, and track and field. Watch SCAD Bees defend championships in the Appalachian

## Bicycle SAFETY

Atlanta is a bike-friendly city, but we have bicycling laws that may be different from laws in your hometown. All student cyclists are strongly encouraged to familiarize themselves with these laws before hitting the roads.

### A few HIGHLIGHTS:

- Always wear a helmet
- Bikes are considered vehicles; always ride with traffic, even on one-way streets.
- Cyclists must use headlights and taillights after dark.

## SCAD *fit* APP

Students can see fitness class information and schedules for SCADfit via the SCADfit app. They can reserve their spots in a fitness class with the touch of a button from wherever they are.

The free SCADfit app is available in the App Store and Google Play.

Athletic Conference and compete in national championships.

Visit [atlanta.scadathletics.com](http://atlanta.scadathletics.com) to see schedules, rosters and the latest news on talented SCAD Atlanta student-athletes.

## 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 each hall to help with routine concerns and to answer student questions.

[atreslife@scad.edu](mailto:atreslife@scad.edu) | 404.253.3200  
Spring House, 1470 Spring St., first floor

ACA Residence Hall of SCAD  
1280 Peachtree St., first floor

Brookwood Courtyard  
15 Standish Ave. NW

### Events

Residence life and housing hosts numerous events each year, ranging from small community builders designed for residents to connect within their residence halls to larger, collaborative programming with faculty, staff and student organizations. Programming focuses on extending learning outside the classroom, forging connections within the SCAD community and developing

lifelong skills. These events are a critical and supportive part of each student's SCAD experience.

### Staff on Call

Residence life and housing provides staff 24 hours a day, seven days a week to assist students. When hall offices are closed, staff members are available by phone and in person in each community to assist students with room lockouts, maintenance issues or other urgent concerns. Students can reach on-duty staff at the building-designated phone number or through university safety.

### Respectful Community

Residence life encourages students living on campus to participate in the development of their communities. SCAD establishes consistent policies to assist students with determining appropriate behavior and respecting their peers. In addition, SCAD enforces policies such as the zero-tolerance drug policy and the dry-campus policy, which prohibits alcohol, regardless of age, in order to promote a substance-free and honest environment where all students can succeed academically and build a solid network of friends and resources.

### Residence Hall Staff

The residence director, or RD, is a full-time professional responsible for managing

the daily operations of the hall. Resident assistants, or RAs, are student staff members who are students' first call in the event of an emergency, room lockout, disagreement among roommates or family emergency.

RAs are also great resources for other kinds of questions, as they are typically upperclass students with a few years of SCAD experience.

Residence life staff members are trained to help students connect with others, ease student anxiety when problems arise, and support their academic success through residence hall programs and are an all-around great resource.

### Room Changes

Mediation is available to help roommates reach mutual agreements regarding their shared spaces. However, if a room change becomes necessary, changes may be requested through MySCAD beginning the first business day of the second week after the start of the quarter. Room changes are granted based on availability and may be limited during the final two weeks of each quarter.

### Technology

Cable television and wireless internet are provided in all residence hall rooms.

### Mailroom Services

Each student living on campus will be assigned a Personal Mailbox Number, which will be kept for as long as the student remains in campus housing, from year to year. All mail to these students, letters and packages alike, should be addressed using

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

Use this format to address mail to resident students:

**Student name (first and last)**  
**Personal Mailbox Number (PMB)**  
**1600 Peachtree St. NW**  
**Atlanta, GA 30309**

their PMB (see inset above). All on-campus residents will pick up their mail from the SCAD Mail Center, located in the main SCAD Atlanta building, and will be notified via their student email account when letters or packages arrive for them.

### Amazon Lockers

Instead of having your student's Amazon order delivered to an on- or off-campus address, opt to have it delivered to Amazon Locker Silva at SCAD Atlanta, and your student can pick it up whenever it's convenient.

When a package is delivered to the Amazon Locker location selected when ordering, the recipient receives an email from Amazon containing a pickup code to retrieve the order.

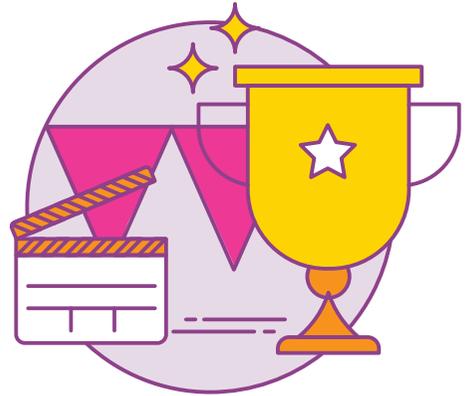
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## SCAD CARD SERVICES

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

[atlexpress@scad.edu](mailto:atlexpress@scad.edu) | 404.253.5441  
Virginia Room



Students should keep their SCAD Cards 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 stolen SCAD Cards to the SCAD Department of University Safety immediately. Replacements can be obtained at SCAD Card services in the Virginia Room.

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## SCAD CASH

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When loaded with SCAD Cash, your student's SCAD Card can be used as a debit card to make purchases around campus and at participating eateries, art supply stores and more. Students can also use them to pay for printing, laundry and vending machines on campus.

Opening an account is free, but your student must complete the application in MySCAD or in person at a SCAD Card services location in Bradley Hall and Turner Express.

Visit [scadcash.com](http://scadcash.com) for details on opening an account and to see a list of vendors who accept SCAD Cash. Once your student is set up to make purchases, he or she simply swipes the SCAD Card like a credit card. The updated SCAD Cash balance will be displayed on the receipt each time a purchase is made.

Add as much to your student's SCAD Cash account as you want, but keep in mind

that SCAD Cash can't be used to pay for tuition, housing or meal plans, and your student cannot make a cash withdrawal.

### Adding Funds

Cash, check, money order, traveler's check or transfer of credit from student financial accounts may be used to add money to a SCAD Cash account. Deposits may be submitted electronically, by mail or in person at any SCAD Card services location. Deposits may also be made online anytime using a U.S.-issued Visa or MasterCard. You may deposit funds in your student's account by using the Guest Deposit feature. Funds deposited in accounts online are available upon transaction approval.

### Online Account Management

SCAD Card services maintains an online office at [scadcash.com](http://scadcash.com) where students can monitor their meal plan usage and transaction history. After opening their SCAD Cash accounts, students can also view account statements, make and accept deposits and budget for the supplies they need. SCAD Cash accounts can also be monitored using the SCAD app.

This account is separate from a student's financial services account and is maintained by the student. A smartphone app is also available to make secure deposits after the payment method has been entered at [scadcash.com](http://scadcash.com).

## Weekly MEAL PLANS

Weekly meal plans reset at 11:59 p.m. each Thursday.

Full details on meal plan options and pricing are available at [scad.edu/dining](https://scad.edu/dining).

## LAUNDRY SERVICES

We encourage students to use their SCAD Cash account to pay for laundry services in the residence halls. SCAD Card services offers reduced-price wash weekends every quarter, but students must pay with SCAD Cash to receive the 75 percent discount.

SCAD also offers LaundryView, a timesaving app, for desktop and mobile, where students can see available washers and dryers in campus laundry rooms in real time. LaundryView is also available in the SCAD app.

[laundryview.com/scad](https://laundryview.com/scad)

## DINING SERVICES

SCAD dining halls serve fresh, locally sourced food prepared daily by Bon Appétit, a leader in sustainable food service. Student meal plan options are available for review under the My Info tab in MySCAD.

Depending on where your student lives, he or she may be required to sign up for a meal plan. Additional options are available for students living off campus.

The Hub and Cappa Bar are conveniently located at 1600 Peachtree St. NW, easily accessible from residence halls, academic spaces and other SCAD facilities.

Students can enjoy their meal plan or use Dining Dollars. All it takes is a swipe of a SCAD Card.

[dining@scad.edu](mailto:dining@scad.edu) | 912.525.7214

### Dining Dollars or Meal Swipes

Each meal plan comes with a certain number of meal swipes — either a set number of meals per week or a block of meals to be used over the entire quarter. Students apply one swipe per meal.

Every meal plan also comes with a specific amount of Dining Dollars, funds that can be used to purchase a drink or snack in one of the university's retail dining locations. Dining Dollars can also be used to purchase full meals if your student is out of meal swipes. Any unused meal plan counts expire at the end of the quarter. Unused Dining Dollars will roll forward to the successive term and will remain available until the end of the spring quarter of that academic year.

Meal swipes and Dining Dollars can only be used in SCAD eateries operated by Bon Appétit.

### Meal Plans

Students who reside in Spring House are required to sign up for meal plan A, B or C. Students may change meal plans through the second Thursday of each quarter.

## FULL RESIDENTIAL MEAL PLANS

<b>A</b>	<b>MP18</b>	<b>18 meals/week + \$75 Dining Dollars</b>
<b>B</b>	<b>MP14</b>	<b>14 meals/week + \$150 Dining Dollars</b>
<b>C</b>	<b>MP10</b>	<b>135 meals/quarter + \$125 Dining Dollars</b>

Students living off campus or in apartment-style residence halls may opt to purchase a commuter meal plan, choosing from plans D, E or F. Eligible students may cancel commuter meal plans by the fourth Thursday of each quarter.

## COMMUTER MEAL PLANS

<b>D</b>	<b>MP02</b>	<b>85 meals/quarter + \$75 Dining Dollars</b>
<b>E</b>	<b>MP06</b>	<b>50 meals/quarter + \$100 Dining Dollars</b>
<b>F</b>	<b>MP07</b>	<b>25 meals/quarter + \$125 Dining Dollars</b>

## Meal Periods

There are four meal periods each day. Meal plans A and B permit only one meal swipe during each dining period and up to four swipes per day. Meal plans C, D, E and F allow multiple swipes during a single meal period.

Breakfast: 5:30-10:29 a.m.

Lunch: 10:30 a.m. to 2:29 p.m.

Afternoon: 2:30-4:29 p.m.

Dinner: 4:30-9:59 p.m.

## The Hub and Cappa Bar

There's something to please every palate at The Hub, SCAD Atlanta's main eatery, which serves breakfast, lunch, dinner and snacks. Enjoy a wide array of tasty treats and specialty coffees, and nosh on American classics like hamburgers and pizza. The Hub also serves vegetarian and vegan dishes, as well as dishes made without gluten. The Cappa Bar, located across the dining room, offers Starbucks coffee and espresso-based drinks, as well as grab-and-go meals, sushi and more.

## MENUS & NUTRITION

Full details on meal plan options and pricing are available at [atlanta.cafefonappetit.com](http://atlanta.cafefonappetit.com) and in the SCAD app.

### Grab & Go

Students who need a quick bite can order from The Hub online via the SCAD app. They can pay with their meal plans, Dining Dollars, credit cards or SCAD Cash and pick up their orders when they're ready! [scadgrabandgo.com](http://scadgrabandgo.com).

### Grab & Go Delivery

Students who don't have time to run out and pick up a meal can choose from a select menu at The Hub and have it delivered to their residence hall. Hours and menus are limited.

[scadgrabandgo.com](http://scadgrabandgo.com)



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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.

Students can reach a counselor during business hours by calling 404.253.3210. Twenty-four-hour emergency support is available by contacting the on-call counselor through the SCAD Department of University Safety at 404.253.3333.

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.

[atldisability@scad.edu](mailto:atldisability@scad.edu) | 404.253.3210  
Student Success Center

## URGENT CARE AT PEACHTREE

2140 Peachtree Rd. NW  
Suite 232  
Atlanta, Georgia  
678.805.7425

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## PEACHTREE FAMILY PSYCHIATRY CLINIC

1776 Peachtree Rd. NW  
Suite 320  
Atlanta, Georgia  
404.249.8496

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## PIEDMONT HOSPITAL

1968 Peachtree Rd. NW  
Atlanta, Georgia  
404.605.5000

### 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 provided documentation of a disability, he or she will meet with staff to develop an accommodation plan specific 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 in compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973.

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

[atldisability@scad.edu](mailto:atldisability@scad.edu) | 404.253.3210  
Student Success Center

### Deaf Services

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

[atldisability@scad.edu](mailto:atldisability@scad.edu) | 404.253.3210  
Student Success Center

### Medical Care

If students need medical care, they can visit one of the providers listed here. These facilities are very close to campus and have a history of providing quality care for SCAD students.

In a true emergency, visit the Piedmont Hospital emergency room or dial 911.

## Health SERVICES TIPS

### STUDENTS SHOULD:

When seeking medical care, students should bring a copy of their insurance cards and know the primary policyholder's Social Security number and date of birth.

## INTERNATIONAL STUDENT SERVICES

One of the things that makes SCAD so dynamic is the diversity in backgrounds and culture among our students. The university hosts students from many countries and has a full-service team to support them throughout their SCAD experience.

### ISSO

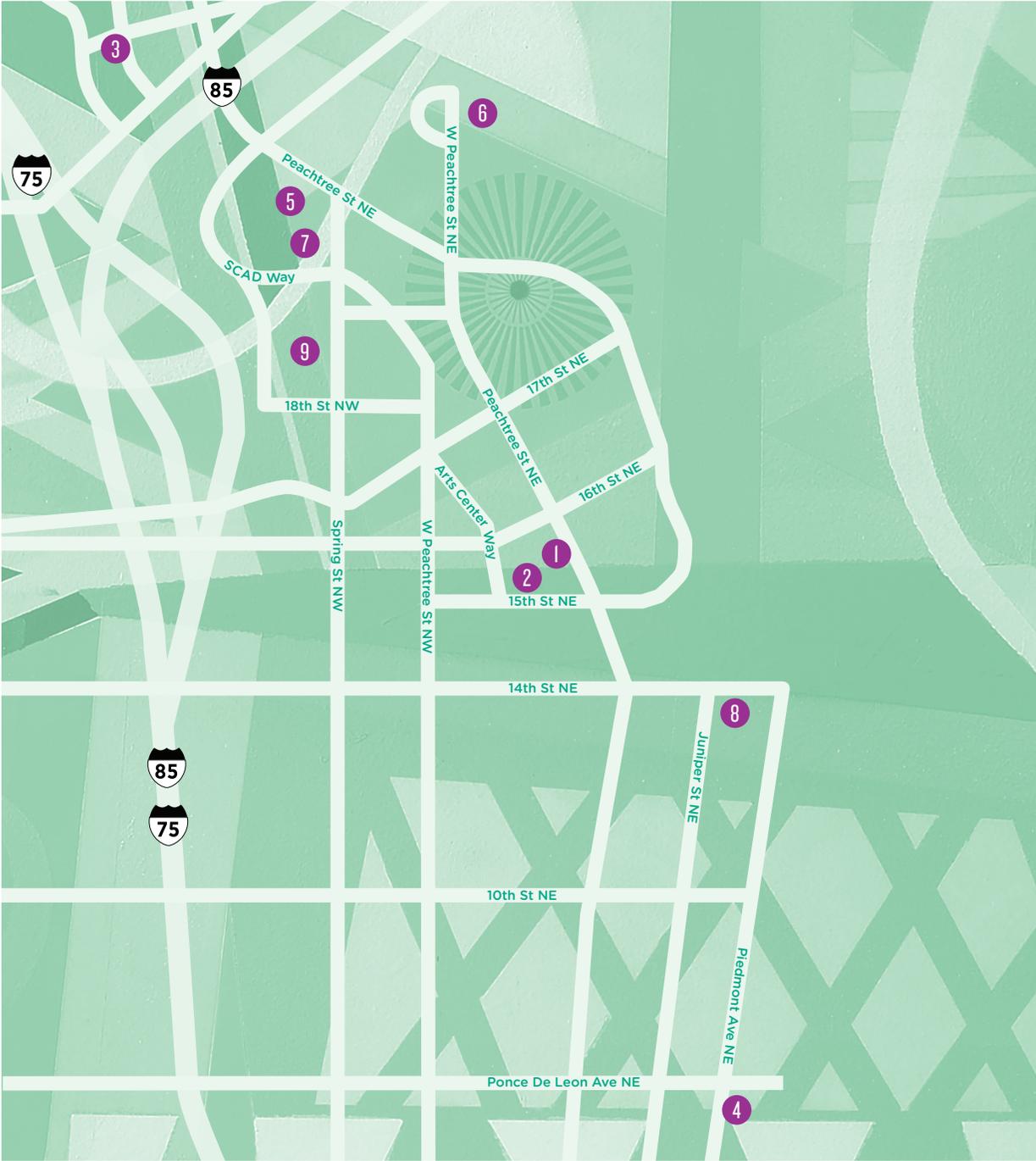
International Student Services Office advisers help students get settled in Savannah and at SCAD and acclimated to life in the U.S. They assist with setup of U.S. bank and cellphone service, driver's licenses and health care, and can advise on cultural issues, college life, safety, immigration, scholarships, travel, taxes and more.

[issoatl@scad.edu](mailto:issoatl@scad.edu) | 404.253.3104  
Student Success Center

### 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.

[esl@scad.edu](mailto:esl@scad.edu) | 912.525.7141



## WE'D BE *Last* WITHOUT YOU

SCAD Atlanta is perfectly located in the heart of Midtown. You're just a short walk or ride away from everything you need and everything that inspires you. Find some landmarks and get out there! You'll be a pro in no time.

- 1 ACA RESIDENCE HALL OF SCAD
- 2 ACA SCULPTURE STUDIO OF SCAD
- 3 BROOKWOOD COURTYARD
- 4 IVY HALL
- 5 SCAD ATLANTA
- 6 SCAD DIGITAL MEDIA CENTER
- 7 SCAD FASH MUSEUM OF FASHION + FILM
- 8 SCADSHOW
- 9 SPRING HOUSE

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

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## DEAN OF STUDENTS

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The office of the dean of students enhances students' career preparation by promoting a learning-centered environment that provides meaningful co-curricular opportunities and professional support services.

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

[dosat1@scad.edu](mailto:dosat1@scad.edu) | 404.253.3400  
Student Success Center

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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.

[studentconductatl@scad.edu](mailto:studentconductatl@scad.edu) | 404.253.3104  
Student Success Center

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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 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.

[ombudsman@scad.edu](mailto:ombudsman@scad.edu) | 912.525.5213

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## COMMUNITY OF RESPECT

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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) | 912.525.6244

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## STUDENT EMPLOYMENT

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SCAD has a robust student employment program that includes the Federal Work-study Program. Students who wish to participate must meet certain eligibility requirements.

Information on determining eligibility can be found at [scad.edu/studentemployment](http://scad.edu/studentemployment). Students can access current lists of available jobs and the steps to apply by visiting in MySCAD, My Info tab, Student Employment channel.

[stemploy@scad.edu](mailto:stemploy@scad.edu) | 912.525.8776

### Work Study

To participate in the U.S. Department of Education's Federal Work-study Program, students must complete the Free Application for Federal Student Aid. If eligible, they may qualify to work at specific SCAD facilities, art galleries and exhibitions, as a reading or math tutor in area elementary schools, or in a number of different SCAD offices and departments. Encourage your student to apply for available positions at the beginning of the quarter or break period for which he or she would like to work.

New students who are eligible for student employment can apply via MySCAD after the first day of class. Each student can work a maximum of 20 hours per week in a variety of positions around the university and is typically paid federal minimum wage. Details on available positions and requirements are in MySCAD.

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MORE THAN  
**250**  
 STUDENTS WORK ON  
 CAMPUS ANNUALLY

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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 residence hall room. We also have technology support available if students need help setting things up or have questions about SCAD technology.

[techsupport@scad.edu](mailto:techsupport@scad.edu) | 912.525.4567

### SCAD Quick Start Technology Guide

This quick start guide has all the info 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)

### Hardware, Software and More

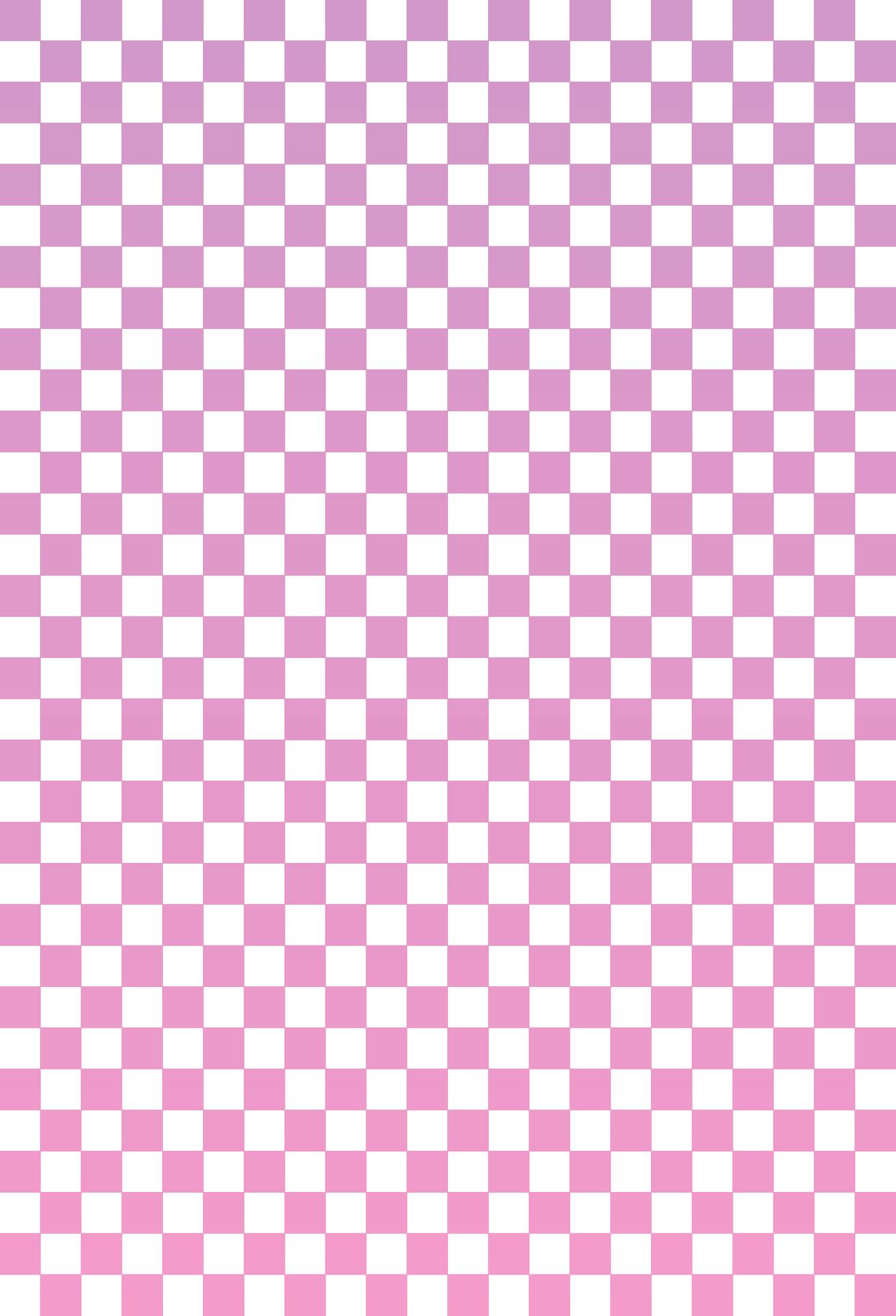
Students can also get discounts on software packages and computer components as well as training from [Lynda.com](http://Lynda.com) on programs they need to know to succeed in class. More information is available on the IT channel in MySCAD.

### Heading to the Lab?

Check out real-time computer availability in every classroom and computer lab on campus before you go, via the SCAD app. The "Technology Resources" module even shows details about printers, scanners and other specialty tech resources in each lab.

### *Did* YOU KNOW?

Access more than 42,000 free tutorials. on [Lynda.com](http://Lynda.com) via MySCAD.





"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, meals and any 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 advisers 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.

[studentaccounts@scad.edu](mailto:studentaccounts@scad.edu) | 404.253.5400

### Account Balances

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.

Registered students receive notices of account activity at their SCAD email address, but your student can access updated info anytime via MySCAD in the My Student

## PAYMENTS *and* CORRESPONDENCE

Send payments and correspondence to  
SCAD Student Accounts

**P.O. Box 2701**  
**Savannah, GA 31402-2701**

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## *Billing* 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 statement questions, especially if your student is thinking of making enrollment or housing changes, to see how these may affect the account.

Account channel by clicking "My Student Account Online."

Students can add authorized users to their accounts quickly and easily online. Authorized users can then see the student's account in detail in real time.

### Updated Balances

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

Parents with TouchNet access can view updated account information via [scad.edu/paymentportal](http://scad.edu/paymentportal).

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## PAYMENT TERMS

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All SCAD fees are payable in accordance with the applicable due dates indicated on the SCAD student account 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.

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## PAYMENT OPTIONS

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SCAD accepts cash, checks, money orders and traveler's checks in U.S. dollars. Checks and money orders should be made payable to SCAD and include the student's

## 2018-19

# Payment SCHEDULE

### FALL (SEPTEMBER)

#### JUNE 1

Fall housing reservation fee due (for new incoming on-campus residents only)

#### AUG. 1

Fall housing, tuition and meal plan balance due

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### WINTER (JANUARY)

#### NOV. 1

Winter housing reservation fee due (for new incoming on-campus residents only)

#### DEC. 1

Winter housing, tuition and meal plan balance due

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### SPRING (MARCH)

#### FEB. 1

Spring housing reservation fee due (for new incoming on-campus residents only)

#### MARCH 12

Spring housing, tuition and meal plan balance due

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#### APRIL 8

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

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### SUMMER (JUNE)

#### MAY 1

Summer housing reservation fee due

#### JUNE 1

Summer housing, tuition and meal plan balance due

name and ID number. Be aware that the university is unable to accept payments made over the phone via credit or debit card for privacy and security reasons.

### Online Payments

Parents and other family members may submit secure online payments using U.S. funds via electronic check, credit card or via TouchNet. Students can make payments by clicking on the “My Student Account Online” link in MySCAD. See [scad.edu/payment](http://scad.edu/payment) for accepted card types. A convenience fee of 2.85 percent or US\$3, whichever is greater, is applied to credit and debit card transactions.

### In-Person Payments

Cash, checks, money orders and traveler’s checks in U.S. dollars are accepted in person at SCAD student accounts in the Student Success Center.

### Mailed Payments

Checks, money orders and traveler’s checks in U.S. dollars may be mailed to:

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

## 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).

## Making ONLINE PAYMENTS

### 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 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).

## FEDERAL *Funds*

Federal Title IV funds include Pell and Supplemental Educational Opportunity grants and student and parent federal loans.

## THE PAYMENT PLAN

Students and authorized users may self-enroll in a payment plan that automatically drafts in U.S. dollars from a credit card, debit card or bank account. The total quarterly balance due for tuition, housing and meal plan is drafted automatically in three installments (two installments for summer quarter). To participate, students must enroll quarterly and pay an enrollment fee of 3 percent of the account balance due. A convenience fee of 2.85 percent or US\$3 is applied to debit and credit card transactions.

To enroll in the payment plan, visit the My Student Account channel on the My Info tab of MySCAD. Click on the “My Student Account Online” link to launch the TouchNet payment portal. Click on “Payment plans” in the menu bar and follow the instructions to enroll.

## PAYMENT BY WIRE TRANSFER

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

### Wire transfers may be sent to:

Wells Fargo Bank, N.A.  
136 Bull St.

Savannah, GA 31401 USA

**Routing number:** 121000248

### For further credit to:

Savannah College of Art and Design

**Account number:**

2000027630095

### International 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:

#### For final credit to:

Student’s name and SCAD ID number

**Swift number:** WFBUS6S

(for international wires)

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## CREDIT BALANCE REFUNDS

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After all SCAD charges have been paid, any credit in excess of charges may be refunded to the student. Credit balance refunds created by Federal Title IV aid programs are available to students the second week of each quarter. To claim their refunds, students must have been awarded aid and must meet the enrollment criteria for their aid programs.

Students must plan ahead and have their own funds available to purchase books and supplies, pay rent, etc. Students should elect to have refunds deposited directly into their bank accounts in order to expedite receipt.

### Account Credits

Should a credit be generated by Title IV funds and other financial aid, the student will receive that credit in the form of a refund check. Students who prefer to retain that credit on their accounts to be applied toward future charges may complete the Authorization of Funds form to make the request.

Parents with a Parent PLUS loan may request a credit resulting from that loan be issued as a refund check to the student using the Authorization for Parent PLUS Loan form, otherwise any credit will be refunded directly to the parent.

These authorizations remain in place and are valid for subsequent award years until a new authorization form is filed. The forms are available through MySCAD and conditions may be modified by submitting an updated form to the student accounts office at [studentaccounts@scad.edu](mailto:studentaccounts@scad.edu).



### Direct Deposit

Students can sign up for direct deposit via MySCAD by clicking on the link “Direct Deposit for Student Refunds” located in the My Student Account channel on the My Info tab.

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## CANCELED ENROLLMENT

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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.

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## COURSE WITHDRAWAL

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

# CANCELED ENROLLMENT *and* ACCOUNT CREDITS

## 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

### 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 may result in an unpaid balance owed directly to the university.

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).

### 1098-T TAX FORM

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

Students may grant consent to receive future IRS Forms 1098-T electronically through the My Student Account channel in MySCAD. All information presented on the IRS Form 1098-T may be viewed by students through the My Student Account channel by selecting “Tax Notification.”

Students who do not consent to electronic delivery of the IRS Form 1098-T will also have a form mailed by the end of each January. Forms will be mailed to the mailing address listed in MySCAD.

### 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.

[atl\\_advise@scad.edu](mailto:atl_advise@scad.edu) | 404.253.5400

## SCHOLARSHIPS

Current students can apply for additional SCAD scholarships each spring for the upcoming academic year. The scholarship application is available online during the month of April. Scholarship recipients are notified by mid-June.

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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### INSTITUTIONAL SCHOLARSHIPS AND GRANTS

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Entering students may be offered a scholarship or grant through the admission department based on demonstrated academic and/or co-curricular achievements. Financial need, as indicated by the results of the Free Application for Federal Student Aid or other documentation, is taken into consideration for need-based aid.

SCAD 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.

#### 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. Making the choice to move off campus 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 only receiving SCAD scholarships.

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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 and continues regularly throughout the academic year. 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, housing status 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 account to pay for educational charges incurred. Parent PLUS loans are the last funds to be credited to the student's account and credit balances resulting from Parent PLUS loan proceeds are refunded to the parent borrower or student if authorization is received.

## MAINTAINING FINANCIAL AID

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

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](https://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.

## *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](https://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 14</b>	Winter quarter ends

## SPRING 2019

<b>Monday, March 25</b>	Spring quarter begins
<b>Thursday, May 30</b>	Spring quarter ends
<b>Friday, May 31</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

# *Quick* REFERENCE CONTACTS

**ACA Library of SCAD**

ref\_atl@scad.edu  
404.253.3196

**Career and  
Alumni Success**

careersatl@scad.edu  
404.253.5437

**Counseling and Student  
Support Services**

atlcounseling@scad.edu  
atldisability@scad.edu  
404.253.3210

**Dean of Students**

dosatl@scad.edu  
404.253.3400

**Financial Aid**

atl\_advise@scad.edu  
404.253.5400

**International Student  
Services Office**

issoatl@scad.edu  
404 253 3104

**Ombudsman**

ombudsman@scad.edu  
912.525.5213

**Registrar**

registrar@scad.edu  
404.253.3425

**Residence Life  
and Housing**

atlreslife@scad.edu  
404.253.3200

**SCAD Card**

atlexpress@scad.edu  
404.253.5441

**SCAD Department of  
University Safety**

atlsafety@scad.edu  
404.253.3333

**SCAD Mail Center**

wowens@scad.edu  
404.253.3252

**Student Accounts**

studentaccounts@scad.edu  
404.253.3400

**Student Life**

studentlife@scad.edu  
404.253.3334

**Student Employment**

stemploy@scad.edu  
912.525.8776

**Student Success  
and Advising**

atl\_advise@scad.edu  
404.253.5400

**Study Abroad**

studyabroad@scad.edu  
912.525.5806

**Technology Support**

techsupport@scad.edu  
912.525.4567

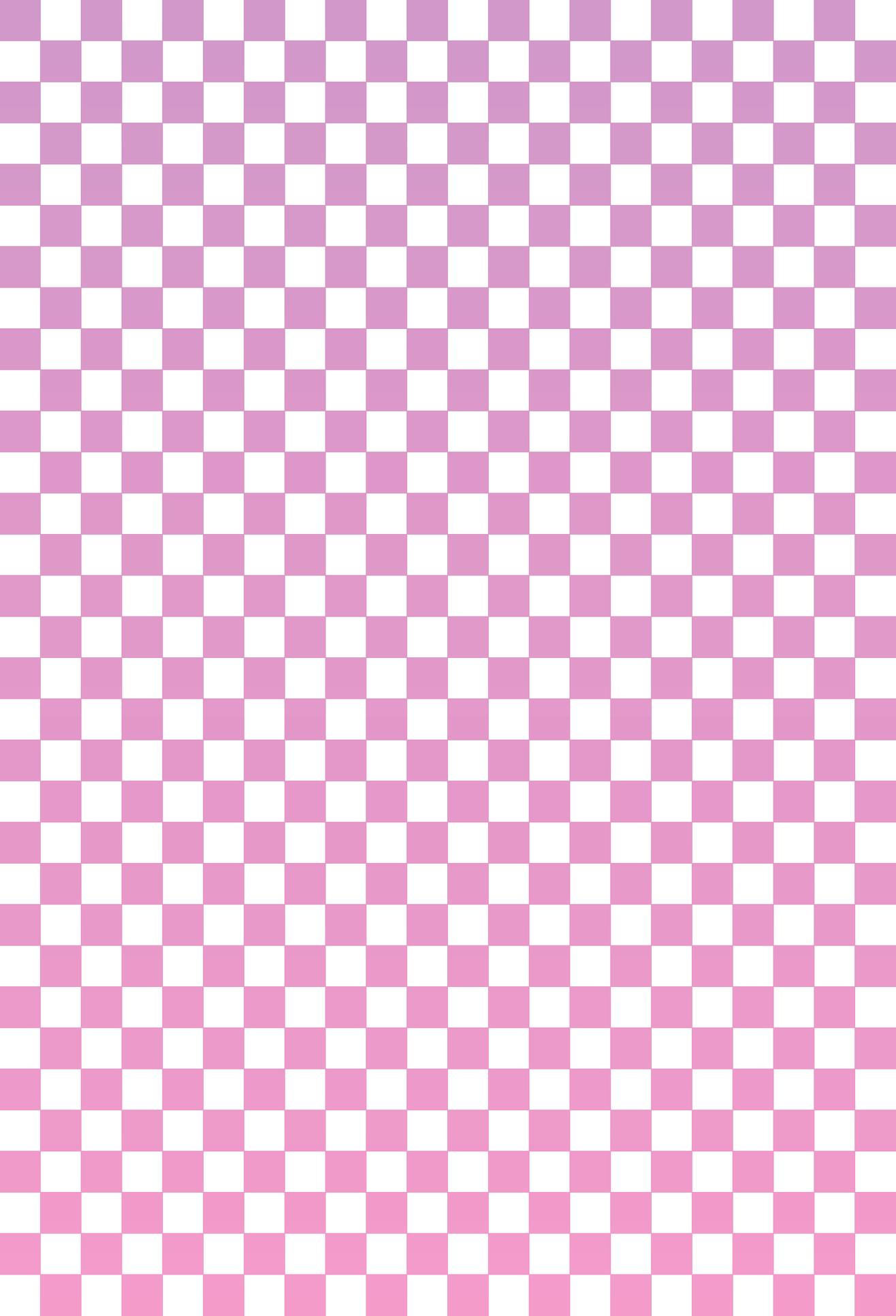
**Tutoring Center**

tutoringatl@scad.edu  
404.253.3109

**The Writers' Studio**

writeatl@scad.edu  
404.253.3109

# Notes





Designed by professor Hugh M. Gale, the hand, head, and heart logo illuminates the essence of SCAD, The University for Creative Careers.

This symbol can be found across campus to guide past, present, and future generations of aspiring creatives toward their sanctuary, where their hands are free to readily make what the head dreams and the heart loves.