

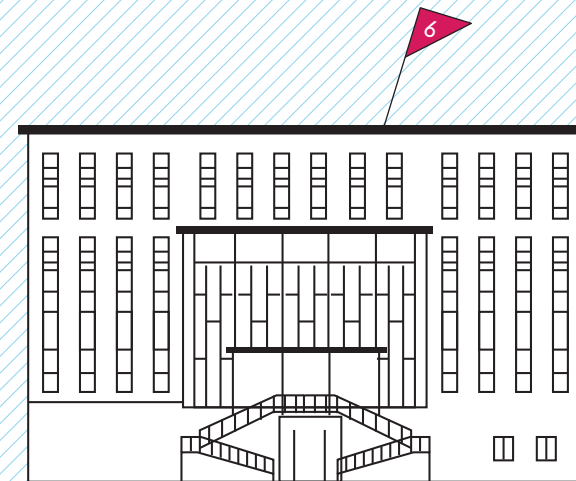


SCAD

— HONG KONG —

STUDENT GUIDE

HONG KONG
LET'S EXPLORE!
STUDENT GUIDE



STUDENT LIFE

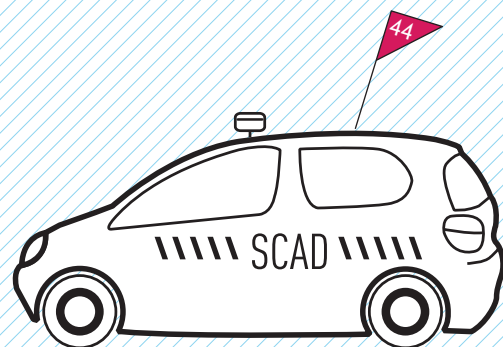
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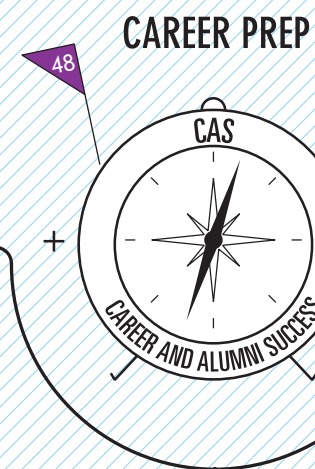


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WELCOME TO
SCAD

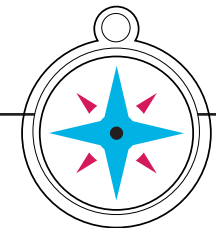
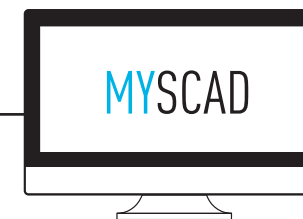
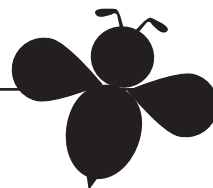
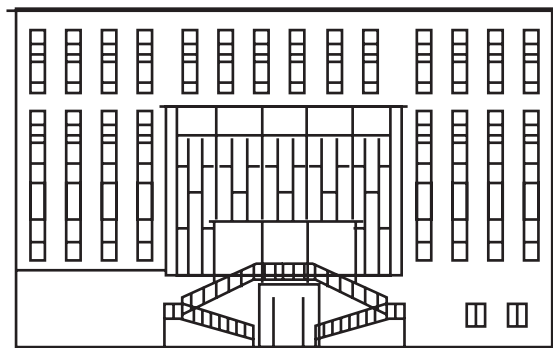
Within these pages, you'll find a quick reference guide to all the resources, tools and people who will help you make the most of your time at SCAD.

Take a moment to soak up your surroundings. Talented and passionate artists, innovative designers and stellar educators are here to support you. Their singular focus is to help you achieve your artistic and academic goals and step into the career of your dreams.

A few things to keep in mind: You will be challenged. Press on. By overcoming obstacles, you'll grow as an individual and as an artist, and what awaits you on the other side is truly worth it.

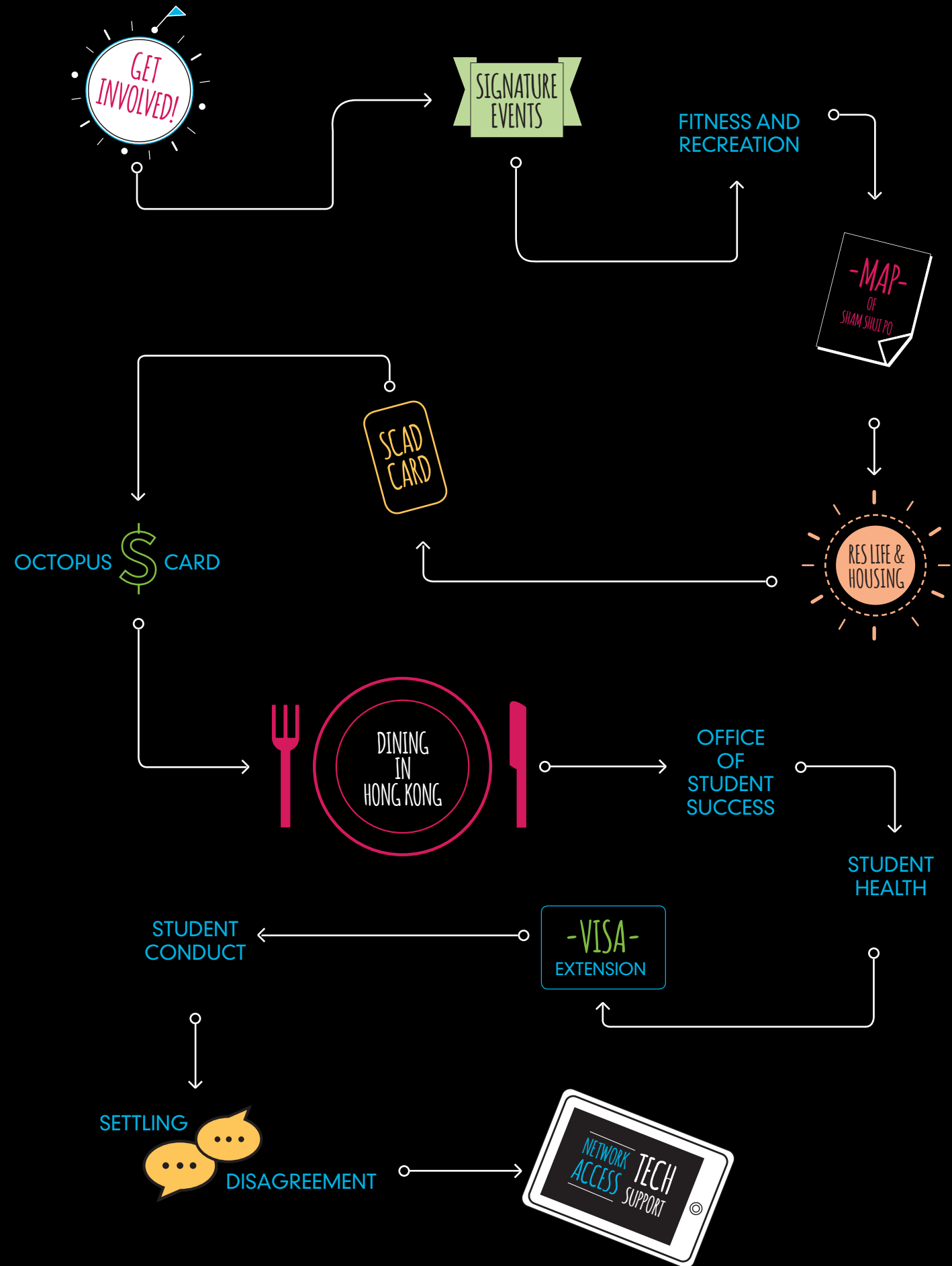
SCAD is for life. We are here for you now as a student, and we will stick by you throughout your career. Explore your options and ask for help when you need it.

We're so glad to have you and we can't wait to see what you will accomplish.



STUDENT LIFE

Whatever your interests, whatever you choose, you'll discover defining moments designed with you in mind. The perfect daily complement to your academic pursuit is our wide variety of dynamic student life activities. Keep reading for details about SCAD's signature events, student clubs and activities, fitness and recreation, and other diverse experiences.



GET INVOLVED

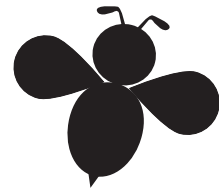
Explore your interests, meet students of similar or different backgrounds, and expand your worldview. From student involvement activities to fitness and dining, life at SCAD is active and engaging. We're dedicated to helping you flourish here.

STUDENT INVOLVEMENT

The office of student success supports cultural development, promotes student leadership and celebrates diversity through activities and entertainment. Each quarter, a slate of events is distributed to all students. Keep up with the latest by checking your student email account, stopping by the office of student success, and joining the Involve @ SCAD HK Facebook group.

STUDENT CLUBS

Explore an interest, meet new people or take on a leadership role: student clubs at SCAD provide social, recreational and professional activities for every member of the student body. Email involve-hk@scad.edu to learn more.



UNITED STUDENT FORUM

All students are considered members of the United Student Forum, SCAD's 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 reps, act on behalf of the entire student body and meet regularly with SCAD administrators to discuss ideas for improving the overall university community. Want more information? Email usf-hk@scad.edu or join the SCAD HK (USF HK) Facebook group.

COMMUNITY SERVICE

Serve the community while gaining valuable life skills. SCAD students work with local agencies in a spirit of cooperation while learning the importance of networking, recruiting, project planning, decision-making and more. SERVE is the student-led community service initiative that can connect you with the ideal opportunity.

SIGNATURE EVENTS

We're all about putting you in touch with the people and experiences that will give you an edge as you get started in your career. Each year, we host events across all SCAD locations so you can showcase your work to your creative heroes, ask questions and learn what it's like to work in your chosen field.

It's all for you, so dive in. Make an impression. But whatever you do, don't miss out.

WINTER

Discover the best in contemporary art at **deFINE ART**. You can explore exciting exhibitions and connect with leading artists through gallery talks and tours, screenings, lectures and performances.

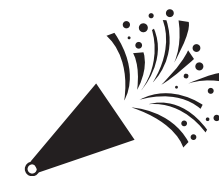
SPRING

At **SCADstyle**, you have front-row seats for casual chats between style icons. Have your say at Q-and-A sessions and workshops with magazine editors, fashion designers and more.

Get in on the fun during **Sidewalk Arts Festival**, and create amazing chalk-art masterpieces in the North Parking Lot.

SAVE THE DATE

Check out the master calendar on scad.edu for upcoming events, lectures and workshops. These events have all been designed to enhance your academic experience at SCAD.



SHARE YOUR STORY!

Use these hashtags to share your experiences at SCAD Signature Events on Instagram and Twitter.

#SCADchalk #SCADstyle
#deFINEART



FITNESS AND RECREATION

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

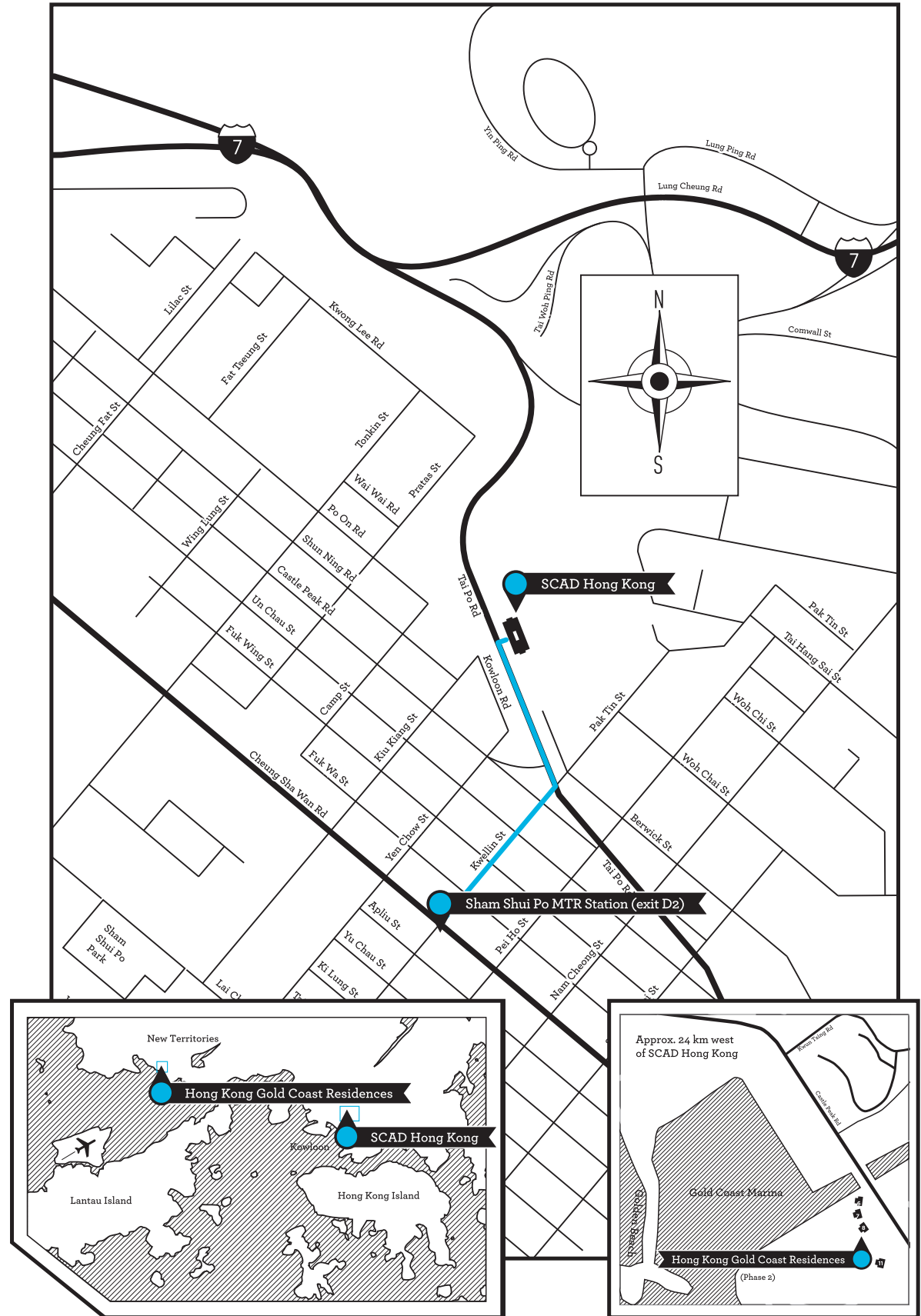
If you live in the Gold Coast Residences, you also have access to an outdoor swimming pool, gym, billiards, and tennis and squash courts.



WE'D BE LOST WITHOUT YOU

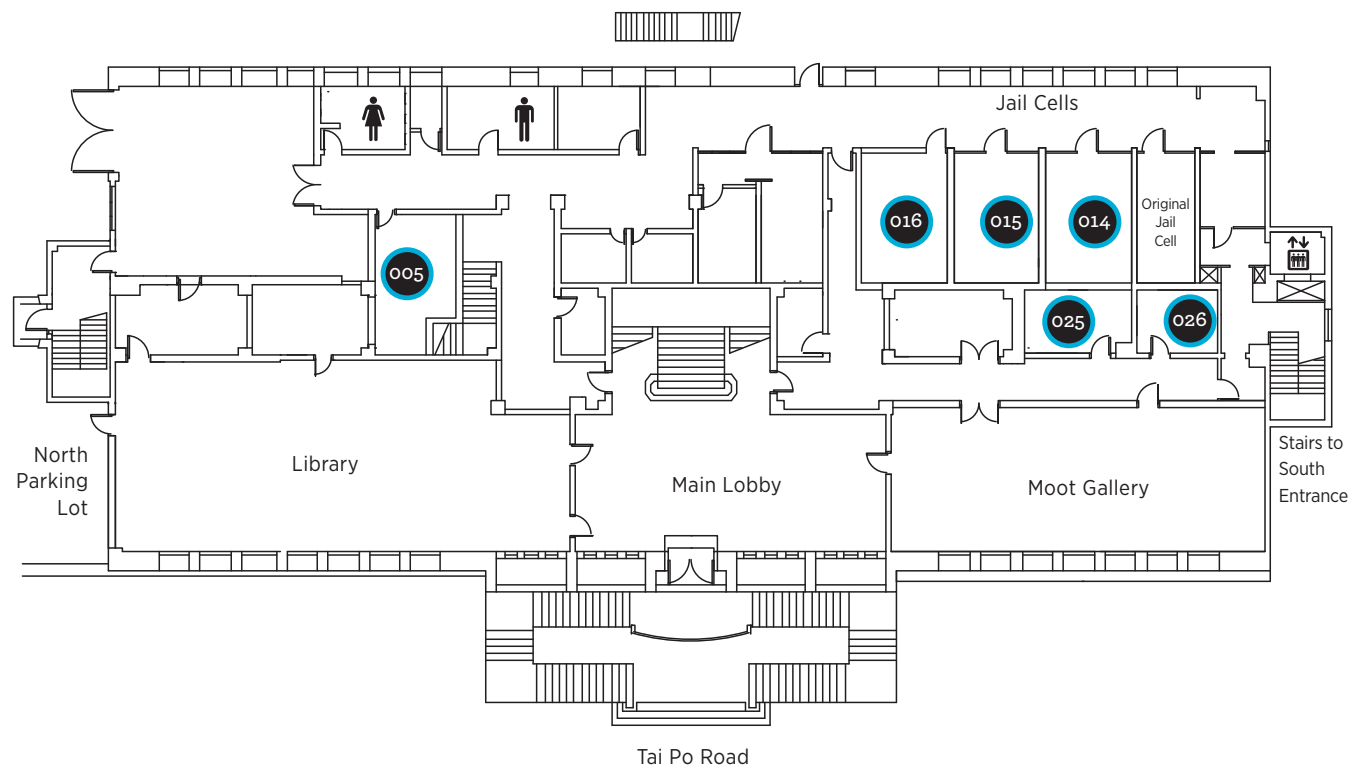
SCAD Hong Kong is perfectly located in the heart of Sham Shui Po. You're just a short walk or ride away from everything you need and everything that inspires you. Find some landmarks and get out there! You'll be a pro in no time.

HERE'S A MAP OF SHAM SHUI PO

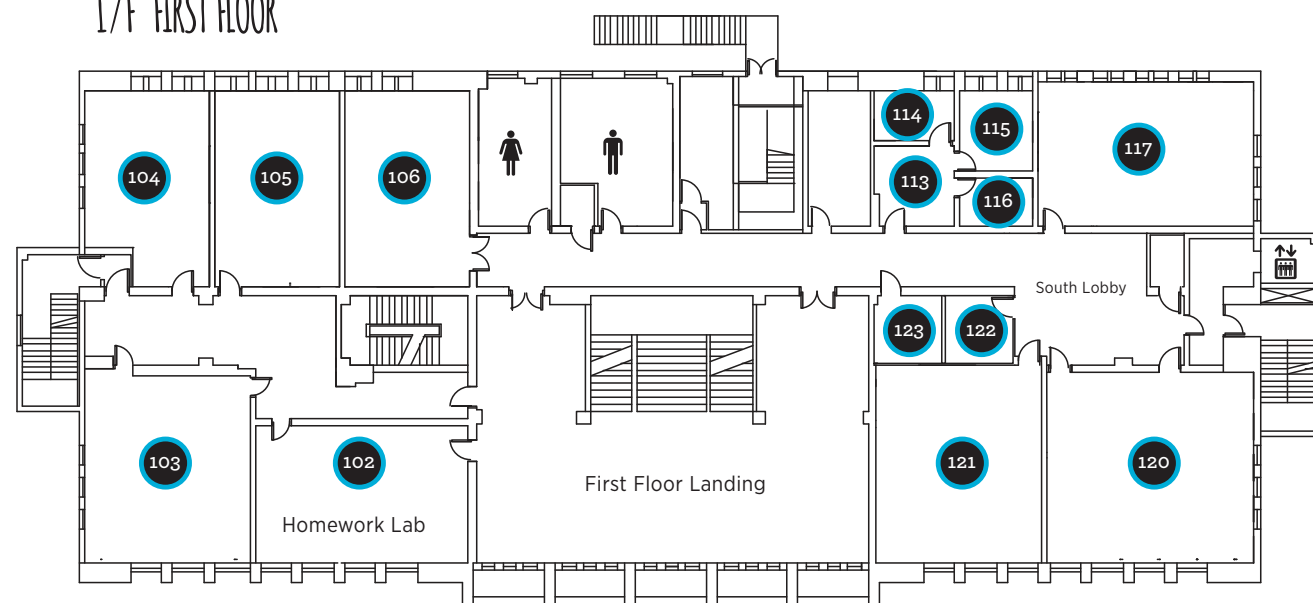


SCAD HONG KONG FLOOR PLANS

G/F GROUND FLOOR



1/F FIRST FLOOR

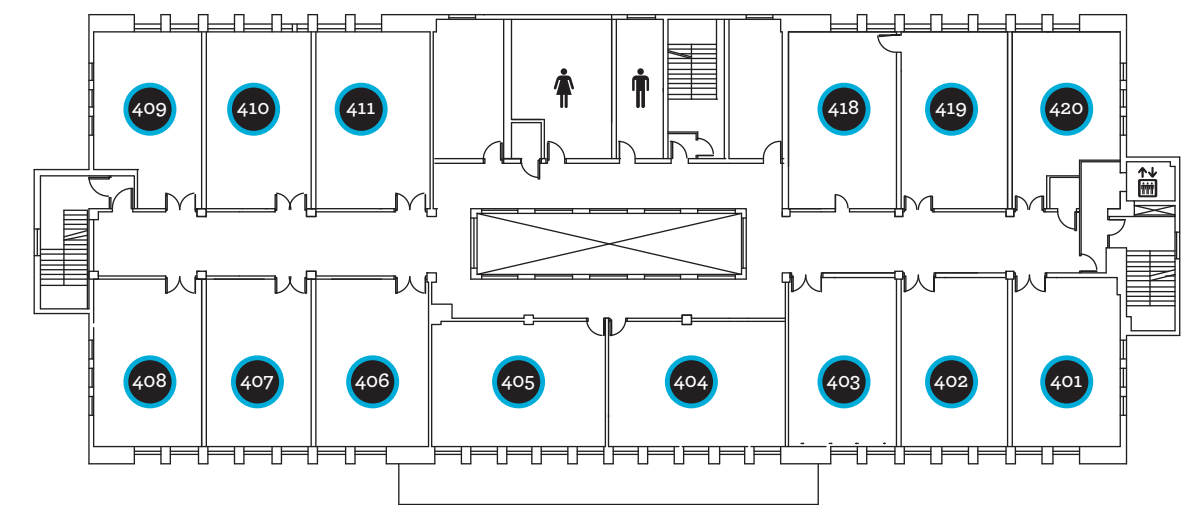


ADMINISTRATIVE OFFICES ARE LOCATED ON THE THIRD FLOOR

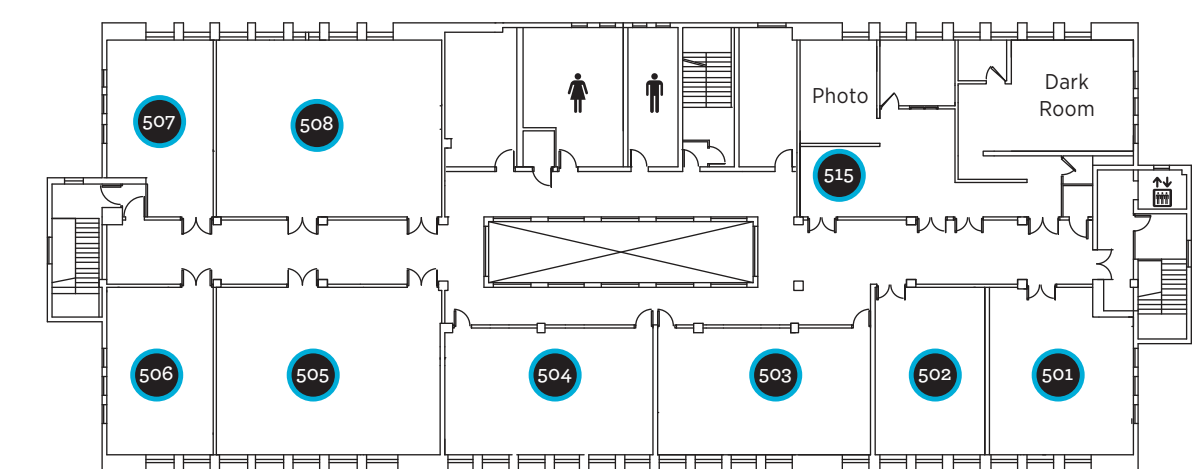
2/F SECOND FLOOR



4/F FOURTH FLOOR



5/F FIFTH FLOOR



RESIDENCE LIFE AND HOUSING

Having a comfortable, safe and inspiring place to live will set you up for success in the classroom. Dedicated residence life staff members are present in the Gold Coast Residences to help you with routine concerns and answer questions when you have them.

RESIDENCE HALL STAFF

The residence life and student success coordinator is a full-time professional staff member who will help you feel at home at the Gold Coast Residences. The coordinator lives on site to manage the daily operations and plan activities for you to enjoy. This person is your first call in the event of a non-medical emergency, disagreement among roommates or a family emergency.

The coordinator also oversees international visa processing and is the person to see if you want to study at another SCAD location in the future.

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

MEDICAL EMERGENCY

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

CARE PACKAGES

Ask your family and friends to limit care packages to the size of a shoebox.

MAINTENANCE REQUESTS

Contact Gold Coast 24-hour customer service and maintenance at 852.2452.6566 if you have a maintenance concern or need lockout assistance.

POSTAGE

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

If you receive a large package, you will be notified and can pick up your package from the post office in Tuen Mun.

SCAD CARD SERVICES

Your SCAD Card, which you received at orientation, is your official student ID and provides you entry to SCAD academic spaces and student events. It is also your library card for accessing one of the world's largest collections of art and design resources.

It looks like a credit card and includes a magnetic strip and it also has your picture on it for your security. Simply swipe in the card reader at the South Entrance to gain access to SCAD Hong Kong.

Keep the card with you and keep it safe. Report any lost or stolen SCAD Cards to the SCAD Department of Public Safety.

VALIDATION

While your SCAD Card can last for your entire time at SCAD, you will need to get a validation sticker at the start of each quarter. Current validation stickers are required.



BOOKING FLIGHTS?

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

OCTOPUS CARD

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

When you wish to make a purchase, place the card over a reader and the amount is deducted automatically. Students typically spend about HK\$200 using their Octopus Cards every two weeks.

If you apply for a student Octopus Card, you will get a 50 percent discount on MTR transportation.

DINING IN HONG KONG

Hong Kong is the culinary capital of Asia and you can easily find any flavor you have in mind, from street food to fine dining. Want a restaurant recommendation? USF has created the Sham Shui Po Eating Guide, a handy walking map that will help you decide where to eat in the district. You'll get a copy at orientation.

If you live at Gold Coast, you have access to fully equipped kitchens and the Market Place grocery store is nearby. The Gold Coast Piazza is also home to numerous restaurants and eateries, so you're sure to find something delicious.

EXPLORE A WORLD OF DINING OPTIONS

Stop by the office of student success and pick up the Sham Shui Po Eating Guide.

NO FOOD IS PERMITTED
IN CLASSROOMS
OR COMPUTER LABS!



OFFICE OF STUDENT SUCCESS

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

To arrange an appointment,
register at scad.mywconline.net.

STUDENT HEALTH

Our support for you isn't limited to your academic endeavors; we're also here for your health and wellbeing. We have a great support network set up where you can turn for help with anything, from dealing with the challenges of college life to getting treatment for a sore throat.

COUNSELING SERVICES

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

Email a counselor at counseling_hk@scad.edu or make an appointment online at scad.mywconline.net. Services are free and confidentiality is guaranteed within legal and ethical guidelines.

STUDENT HEALTH INSURANCE

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

However, if you are a non-local student studying in Hong Kong on a student visa, you are automatically enrolled with a third-party service provider identified by SCAD for supplemental insurance. This insurance is only in effect while you are studying at SCAD Hong Kong and the cost will be automatically charged to your student account.



DISABILITY SERVICES

In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, SCAD offers educational services that provide equal opportunities for people with disabilities. To receive services and accommodations, students must self-identify by sending an email to disability@scad.edu.

Once a student has provided documentation of a disability, he or she will meet with staff to discuss an accommodation plan, according to his or her individual needs.

MEDICAL CARE

If you need medical care, you can visit one of the hospitals or clinics listed here. In a true emergency, visit a hospital emergency room or dial 999 to reach emergency services.

Caritas Medical Centre

111 Wing Hong Street, Sham Shui Po
852.3408.5678

Tuen Mun Hospital

23 Tsing Chung Koon Road, Tuen Mun
852.2468.5111

Precious Blood Hospital

113 Castle Peak Road, Sham Shui Po
852.3971.9900

New Town Medical Centre

K-Point, Tuen Lung Street, Tuen Mun
852.2449.2500

Tsuen Wan Adventist Hospital

Tsuen King Circuit, Tsuen Wan
852.2276.7676

STUDENT VISA EXTENSION

Apply for extension of your student visa one month before your current student visa expires.

Make an appointment online at gov.hk/en/residents/immigration/nonpermanent/applyextensionstay.

You'll need to bring these items:

- » Application form ID91, available at immd.gov.hk/en/forms/forms/id91.html
- » Your passport and HK Identity Card, if you have one
- » A confirmation letter issued by SCAD (Email visa-hk@scad.edu to request a confirmation letter)

Apply for your extension at Extension Section, Immigration Department, 5/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. Use MTR Wan Chai Station – Exit A5 to get there.

Call the 24-hour hotline at 852.2824.6111 if you have questions.

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CHECK OUT THE

THIS WEEK AT

SCAD

E-NEWSLETTER

FOR IMPORTANT NEWS AND EVENTS

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STUDENT CONDUCT

Policies, as dry as they may be, exist to protect you and outline how we expect you to conduct yourself as a student. Read and heed the policies and you'll always be confident in where you stand.

The Code of Student Conduct and the Student Handbook, both available to read in MySCAD, are your manuals for how we expect you to conduct yourself while you're here. We have carefully written these policies to cultivate a living and learning environment where all students are respected and can grow personally, academically and socially.

You are required to read the full Code of Student Conduct, available on the Student Resources channel in MySCAD. Have questions about the Code of Student Conduct? Contact the SCAD Hong Kong director of student success.

Conduct violations include, but are not limited to:

- Alcohol
- Drugs
- Weapons
- Acts of dishonesty
- Disrespectful behavior
- Physical or verbal abuse
- Theft
- Trespass
- Property damage



NORTH KOWLOON MAGISTRACY BUILDING

SCAD revitalized the historic North Kowloon Magistracy Building in Kowloon after the Hong Kong Development Bureau entrusted it to the university in 2009. This UNESCO award-winning building hosts public tours daily. You are expected to treat this heritage site with the utmost respect and conduct yourself professionally at all times.

SETTLING DISAGREEMENT

When conflict does arise, you are encouraged to resolve a concern by contacting the office who oversees the area relevant to your complaint. For example, contact residence life if you have a residence hall concern or make an appointment with your professor or department chair if you have an academic concern.

Contact the SCAD Hong Kong director of student success if you are unsure of where to go to resolve a conflict. If you have exhausted other avenues and are still unable to resolve a conflict, the ombudsman is a neutral third party who can help you identify options and strategies for resolution.

The ombudsman may put you in contact with the right university resource to reach a solution or serve as a mediator, among other roles.

NETWORK ACCESS AND TECH SUPPORT

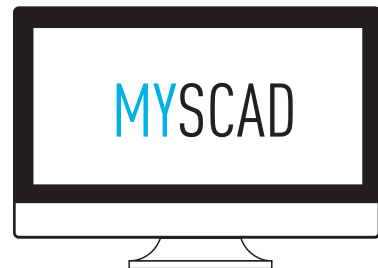
Wi-Fi is available in every room in the Gold Coast Residences to help you communicate, learn and share information. If you need assistance setting things up or have questions, contact Gold Coast 24-hour customer service and maintenance at 852.2452.6566.

Technology support is available if you have questions about SCAD technology. Use of SCAD technology is considered a privilege; you have certain responsibilities intended to keep the university, its student body and especially your private information safe and secure.

MYSCAD INTRANET

You'll find a wealth of information on the MySCAD intranet, from the Virtual Lecture Hall to the latest tools, techniques and tutorials on Lynda.com. It's also your portal to academic resources, news and events, and your main resource for connecting with the university, from checking your billing statement to making an advising appointment.

Access more than 42,000
FREE TUTORIALS
on Lynda.com via MySCAD.



CUTTING-EDGE TECHNOLOGY

In addition to the individualized support you get at SCAD, you also have access to one of the world's most comprehensive and advanced collections of art and design technology. You'll use state-of-the-art computers, printers, design tools and more in class, and you'll use the SCAD network, your SCAD email address and MySCAD to support your academic work.

You can also get discounts on software packages and computer components, and training from Lynda.com on programs you'll need to know to succeed in class. Log in to MySCAD and look for the IT channel on the Student Workspace tab to read more.

HONG
KONG

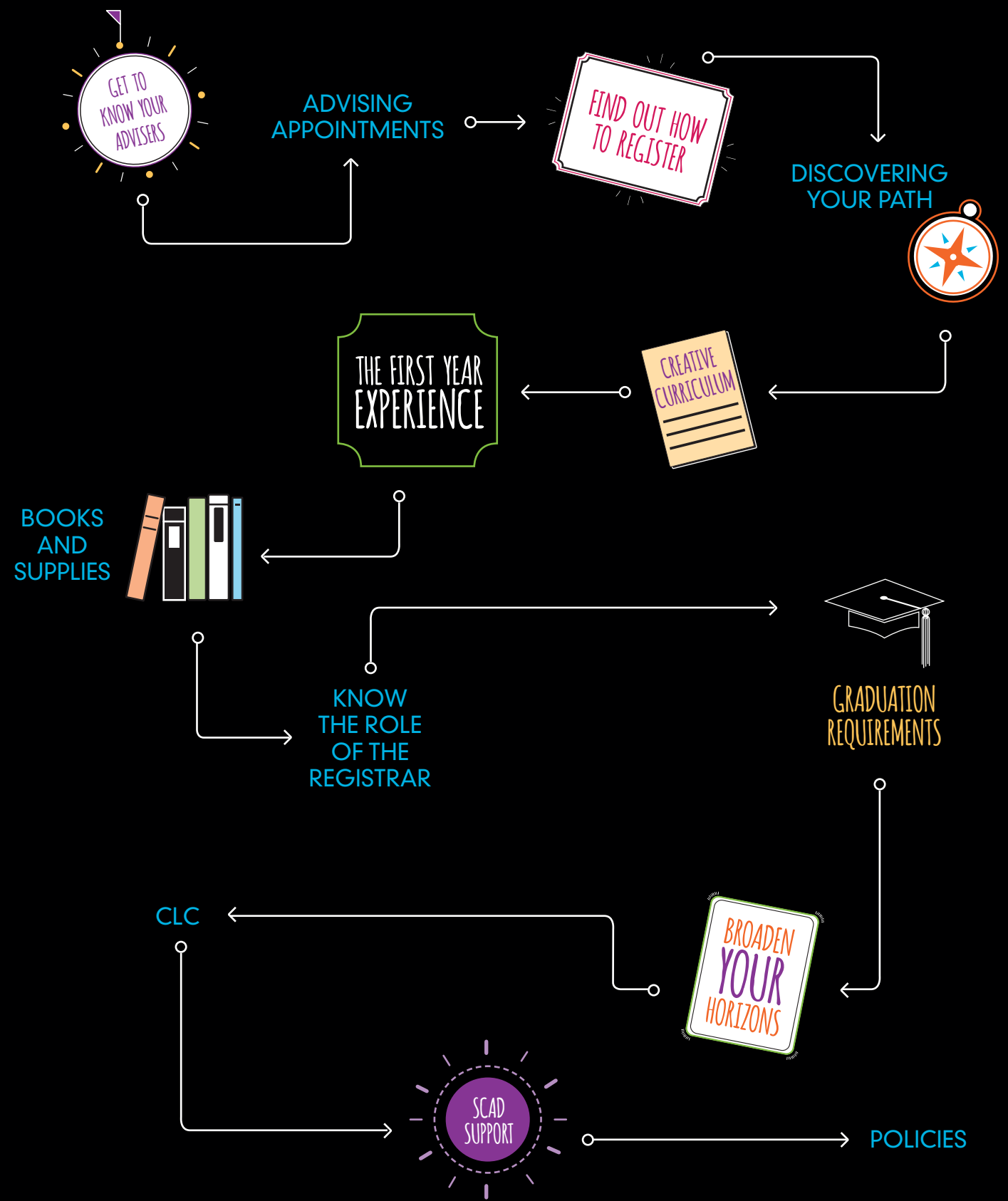
WORLD'S THIRD-LARGEST ART MARKET
EXPONENTIAL GROWTH
MUSEUMS
AUCTION HOUSES
GALLERIES
ART FAIRS

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

ACADEMICS AND ADVISING

Architect. Painter. Interior designer. Writer.
Photographer. Creative director. Whatever
profession you pursue, SCAD has lined up the
essential tools to help you excel.

Your path to a creative career starts now, so keep
reading to discover the outlets, information and
opportunities designed to help you choose the
direction that best suits your unique interests
and goals.



GET TO KNOW YOUR ADVISERS

You've been assigned a student success adviser, a student financial adviser and a career adviser. You will work closely with these individuals to develop an academic strategy based on your intended major. The advisers will also guide you through academic and career decisions, and assist you with financial questions or concerns regarding your educational expenses.

STUDENT SUCCESS AND FINANCIAL ADVISERS

Meet your student success adviser and learn about what to expect during your first year. Your adviser is there to answer all questions and provide helpful academic advice. If you are a freshman, your adviser will be your instructor for the First Year Experience course you are required to attend.

Your student success adviser also helps you figure out what it will take to meet your graduation requirements.

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

FACULTY ADVISER

Once you declare your major, you will be assigned a faculty adviser as well. The faculty adviser serves as a subject-matter expert that guides you throughout course selection and professional development.

PERFECT TIMING

Be sure to read the academic calendar on scad.edu so you know when the quarters start and end.

GRADUATE ACADEMIC ADVISING

You're taking the next step in your education and we are equipping you for success.

In addition to your graduate and faculty advisers, you will also be introduced to your graduate coordinator. The graduate coordinator's primary job is to assist with your graduate review and go over thesis procedures.

Learn more about life as a graduate student by clicking the "Graduate Studies" link, located under the Advising tab in MySCAD.



ADVISING APPOINTMENTS

Advising appointments are available Monday through Friday and during peak periods of the quarter such as drop/add and registration weeks. Advisers are also available on a walk-in basis. You can see walk-in advising times in the online scheduling system.

To schedule an appointment with your adviser, register at scad.mywconline.net. You will need to use your SCAD student email account. Once you are registered, you will receive reminder emails about upcoming appointments and can change your appointments online as needed.



SCAD PRO ADVISER

Use SCAD PRO Adviser for conveniently mapping out your classes. This online degree progress resource is designed to make navigating your curriculum simple and help you decide which courses you should take next.

To access SCAD PRO Adviser, go to the Advising channel in MySCAD, under the Student Workspace tab.

FIND OUT HOW TO REGISTER

As a first-quarter, **first-year student**, your student success adviser will register you for all classes. Any transfer credits will be taken into account during your registration process. Students are generally registered for two studio classes and one lecture class during their first quarter. To make schedule adjustments, you will need to meet with your student success adviser before or during drop/add week.

New **transfer students** have an automatic academic advising hold that prevents them from making schedule changes on their own. If you need to adjust your schedule, you need to meet with your student success adviser. Contact your adviser concerning future registration holds. You will receive an email from your student success adviser notifying you of the date and time of your fall quarter advising appointment.

Any schedule adjustments must be completed prior to the end of drop/add week, which is the first five business days of each quarter. Class sessions missed due to schedule changes are still recorded as absences.

Explore your options. There are a wide variety of disciplines to discover at SCAD.

READY TO REGISTER?

You'll get a time ticket notification in your email when it's time to register.

READY. SET. GO!



DISCOVERING YOUR PATH

EXPLORE MAJORS AND MINORS

Don't miss the majors and minors booths on display each quarter during SCAD Days. You'll have a chance to interact with faculty members in each area of study and learn about endless career options.

CREATIVE CURRICULUM

UNDERGRADUATE

As an undergraduate, you'll get to experience many different major areas of study designed to prepare you for the professional world. We want you to embrace a multitude of creative outlets through a well-rounded curriculum that equips you with a versatile skill set and outlook for life.

To be a full-time undergrad at SCAD, you must be registered for at least 15 quarter-hours of credit per quarter, or three classes. You may register for a maximum of 20 quarter-hours, provided you have maintained a grade point average of at least 3.0 during the previous quarter.

You will be in class for 15 hours per week. For each hour you are in class, approximately two hours of outside work will be required.

GRADUATE

As a graduate student, you'll build on your knowledge and achievements, advance your understanding and skills in art and design, and assume a leadership role.

You'll turn a critical eye to your own work, using peer critiques and seminar discussions to analyze and explore old and new knowledge in your chosen field. Your graduate experience culminates in student teaching, internships and possibly a thesis or final project, and you will emerge from your studies with a theoretical and practical understanding of your field.

Full-time grad students are registered for at least 10 quarter-hours of credit per quarter, but you may register for more than 15 quarter-hours with the permission of the department chair and by contacting your graduate staff adviser.

GRADUATION

Apply for graduation two quarters prior to when you expect to complete your program.

ELECTIVES

Take advantage of the wide variety of electives and introductory courses offered that can help you uncover your true calling or even reveal a possible minor. Discover your choices for electives by visiting scad.edu/academics/programs.

SCAD CORE

The undergrad core curriculum is made up of foundation studies and general education courses. Your foundation studies are designed as studio classes where you can build visual, conceptual and creative abilities.

The general education courses in liberal arts are designed to help you develop critical-thinking skills by providing an intellectual foundation and breadth of knowledge for endless learning.

SCAD HONG KONG

STORM POLICY

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

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

Whenever classes are canceled, students will be notified via their SCAD email accounts.

THE FIRST YEAR EXPERIENCE

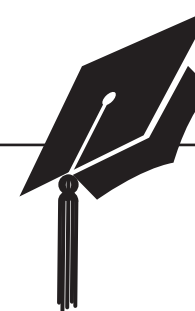
This extended orientation course is a unique opportunity you'll participate in as an incoming freshman. The First Year Experience class, or FYE, is designed to ease your transition to college life and prepare you for academic excellence and your professional career.

You will attend your FYE course for two hours each week for five weeks of the quarter. During the quarter, you will also work on the Chop Challenge. At the end of FYE, you will submit your FYE planner with all required chops and celebrate with a student social. Successful completion of FYE is a requirement for graduation.

BOOKS AND SUPPLIES

You can purchase the textbooks and supplies you need during the Vendors Fair, held during the first week of classes. You can also visit one of many local book and supply stores in Sham Shui Po.

Prefer to order textbooks online?
Use elephants.com.hk and you can even get free delivery.



KNOW THE ROLE OF THE REGISTRAR

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

These are available to you in the Student Handbook on MySCAD, under the Resources tab.

GRADUATION REQUIREMENTS

To receive your **undergraduate degree** in your program of study, you must earn 180 credit hours that include a fine arts foundation studies curriculum, comprehensive general education curriculum, major program or area of concentration curriculum, and electives.

Graduate degree candidates' requirements vary depending on the specific program and degree, and can range between 45 and 90 graduate quarter-hours.

Log in to MySCAD for a comprehensive list of degree requirements under the Advising tab.

EXTEND YOUR EXPERIENCE

SCAD provides exciting opportunities to study in many cultures and settings. If you are interested in transferring to Atlanta or Savannah, Georgia, for part of or to complete your studies, here are a few things you need to take care of in advance.

» Contact the international student services office, or ISSO, at isso@scad.edu to discuss the documents you need to submit for an F-1 student visa.

» Meet with your student success adviser to complete a change of location request — this can be a temporary change for a single quarter or a permanent change.

» Discuss with your student success adviser any possible impacts to scholarships and other financial aid.

» If you plan to live on campus in Atlanta or Savannah, you must pay the housing deposit fee and register for housing online.

» If you plan to work while studying in the the U.S., consult with an ISSO staff member to see if you are eligible.

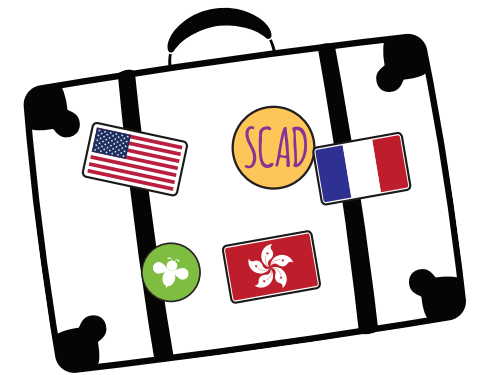
BROADEN YOUR HORIZONS

Ready to take on the world? SCAD study abroad can enhance your educational experience through short- and full-term international and domestic programs. No matter your major, you can earn degree credit by gaining a global perspective on art, architecture and design.

You'll expand your knowledge of other cultures and societies, which will put you ahead of the game as you step into a career in the global marketplace. Immerse yourself in the rich culture and pastoral setting of Provence at SCAD Lacoste.

You can also explore SCAD's locations in Savannah and Atlanta, or take advantage of short-term programs in the heart of design, arts and entertainment industries in Los Angeles, Chicago and New York.

Meet with your student success adviser to find out if you are eligible for study abroad programs and to consider how these courses may fit into your overall program of study.



TAKE ON THE WORLD!

Choose your location and
expand your knowledge
of other cultures.

Savannah • Hong Kong
Lacoste • Atlanta

CLC

Want to get some hands-on experience with the world's leading brands and build a killer portfolio, all before graduation? Get involved in the Collaborative Learning Center, SCAD's collaboration laboratory where industry partners work side-by-side with qualified students and faculty mentors to solve real-world problems.

Each year, CLC generates nearly 40 distinct projects that tap the talents of students across all disciplines to transform vision into reality for companies like Hewlett-Packard, Adobe, Microsoft, Snap-on and The Limited.

SCAD SUPPORT

So, now that you know how you'll be involved in your SCAD experience, here's how we'll complement your efforts using support programs designed with you in mind.

PEER TUTORING

You can get individual attention focused on your specific needs through the Peer Tutoring Program. Academic support is designated by subject, software, skill and course and is provided to you free of charge.

Peer tutors are available for one-on-one appointments to help you with course assignments and personal projects and answer general questions about different majors. Your tutor may explain basic concepts, assist you with technique or provide feedback on in-progress work.

All SCAD Peer Tutors are juniors, seniors or graduate students who were highly recommended by professors and must maintain an overall GPA of 3.5 or higher. To make an appointment with a Peer Tutor, register on scad.mywconline.net or contact the learning resources coordinator.

LIBRARY

The SCAD Hong Kong Library houses a growing collection of 14,500 books and DVDs as well as 160 print journal subscriptions relevant to the degree programs we offer here.



WRITE ON!

Schedule an appointment with the Writers' Studio online at scad.mywconline.net, or visit the Writers' Studio in MySCAD under the Academic Resource Network on the Student Workspace tab.

THE WRITE STUFF

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

They will not, however, proofread or edit for you, or act as a substitute for the ongoing relationships and dialog you should be having with your faculty members and adviser.

FOUNDATIONS 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.

POLICIES

ATTENDANCE AND ABSENCES

Go to class and be punctual. It's not just important for your success; it's a university policy! You are only permitted to miss four class sessions in each for-credit course. If you miss more than four sessions, or 20 percent of an enrolled course, you will be unable to pass the class. Use your absences wisely.

ACADEMICALLY SPEAKING

Within the university's academic policies, you'll read full definitions and descriptions of policies that cover academic standing, attendance, course loads, dropping and adding courses, the grading system, grade point average requirements and withdrawals.

More specifically, the academic integrity policy means that under all circumstances, you are expected to be honest when dealing with faculty members, administrative staff and your fellow students. You must submit work that is your own and reflects YOUR level of accomplishment.

You'll also find information there on what happens when academic dishonesty is suspected and how decisions may be appealed.

SCAD ACADEMIC POLICIES

The full academic policies are available at scad.edu/policies.

FERPA WHAT?

Manage your FERPA preferences in MySCAD by navigating to the Forms channel under the Resources tab, selecting "Registrar" from the drop-down menu, and clicking the "FERPA Management" link.

RIGHT TO PRIVACY

Last policy thing for now, promise, is the Family Educational Rights and Privacy Act, or FERPA. This federal law gives you a right to privacy with respect to your education record.

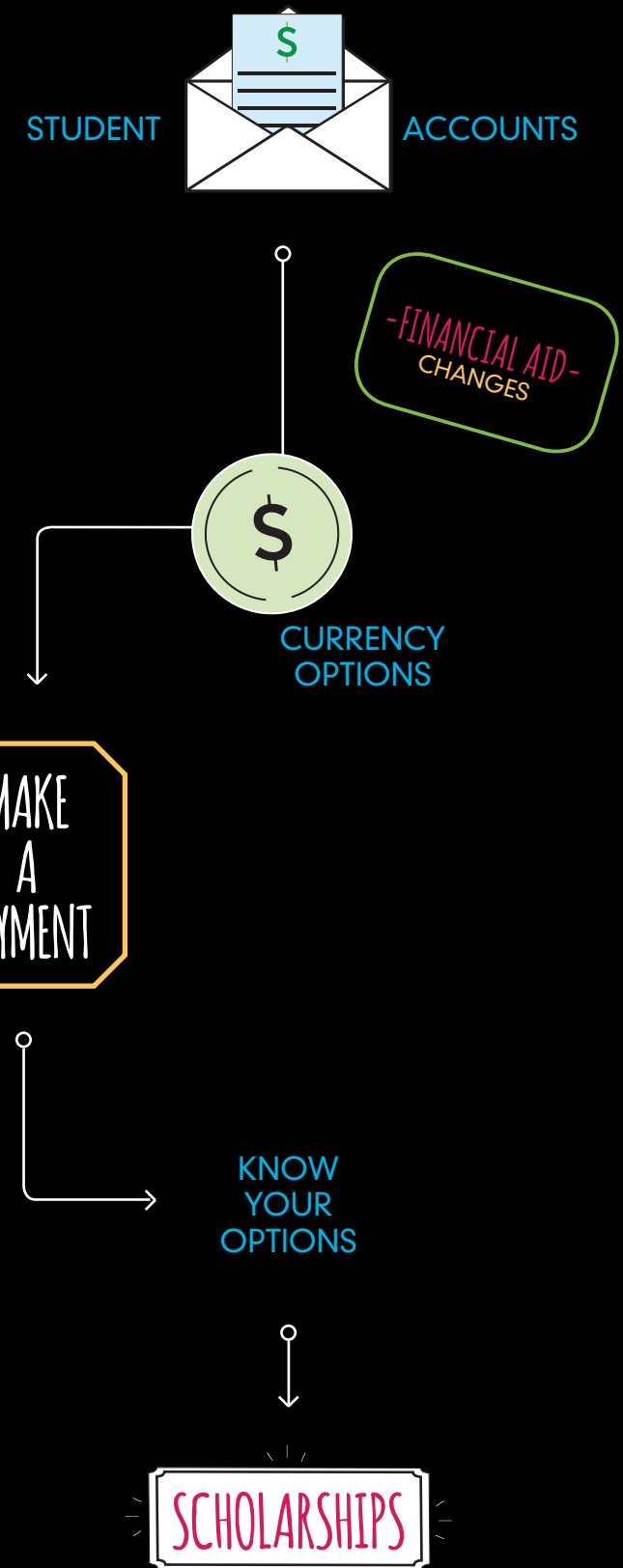
This means you can request to read your education record and propose amendment if you believe there is misleading or inaccurate information present. It also means you must consent to disclosure of personal information that is allowed under FERPA.

For example, if your parents make most of the payments on your account and will need to know your current account balance, sign a FERPA waiver so university staff members are allowed to discuss your account balance with them.

DOLLARS AND SENSE

Some angst-inspiring things about college are unavoidable — grades, group projects and exams, anyone? But managing your money, paying for school and knowing when and where to get help with things like loans and scholarships shouldn't create anxiety.

Keep reading to see how we've got you covered.



STUDENT ACCOUNTS

College is an investment in yourself and your future, and managing your student account with a businesslike focus will give you the chance to start your professional life on strong financial footing.

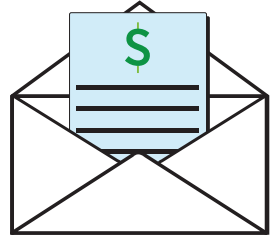
Your student account is where your charges for tuition, housing and any other fees are posted, and where payments are recorded. You're responsible for notifying your adviser of any changes in name or address that may affect when or where you get your billing statements, or making those changes yourself through MySCAD.

A billing statement will be emailed to your student email address each month, but you can get updated info any time in MySCAD in the My Student Account channel, by clicking "Account Detail by Term" link.

Your parent will not be sent a physical copy of your billing statement unless you request one, so if your parent is making payments on your account, you'll want to forward the emailed statement as soon as it arrives. Email your student financial adviser to request a billing statement be sent to your family.

Contact your student financial adviser with any billing statement questions, especially if you think you'll make enrollment or housing changes, to see how these may impact your account.

Monthly billing statements are issued July through October for the fall quarter and immediately after the registration period for winter, spring and summer quarters. Register promptly to ensure you receive your billing statement in time to meet the payment due dates.



FINANCIAL AID CHANGES

Remember, changes made to your financial aid after a monthly billing statement has been issued may result in a new balance on your student account. Because a new billing statement may not be issued before the published due date, you must view the updated balance, including any new aid or charges, in MySCAD.

CURRENCY OPTIONS

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

See a student financial adviser before making your next tuition payment if you want to change the type of currency you want to use for the next quarter.

MAKE A PAYMENT (HKD)

PAY BY CHECK

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

PAY BY LOCAL INTERBANK TRANSFER

Use these beneficiary details.

Beneficiary bank: Hang Seng Bank Limited

Beneficiary name: SCAD Foundation (Hong Kong) Limited

Beneficiary account number: 773-730437-883

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

PAY BY CASH OR EPS

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

AUTOMATED PAYMENTS

You can enroll in a payment plan in person with your student financial adviser. You must pay an enrollment fee of 3 percent of your balance to participate. Each quarter, My Payment Plan will draft multiple installments for your balance due for tuition and housing.

MAKE A PAYMENT (USD)

PAY BY CASH, MONEY ORDER

CHECK OR TRAVELER'S CHECK

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

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

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



MAKE A SECURE ONLINE PAYMENT

You can make a secure online payment in MySCAD using an electronic check, a debit card or a credit card (Visa, MasterCard, American Express or Discover). A 2.75 percent convenience fee applies to all credit and debit card transactions.

DIRECTIONS FOR STUDENTS

- » Log in to MySCAD > My Info tab > Student Account channel > "Make an Online Payment - US\$" link.

DIRECTIONS FOR SETTING UP A PARENT PIN FOR PAYMENTS

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

PAY BY PEERTRANSFER

You can use the secure online peerTransfer payment portal to wire funds to your SCAD account from outside the U.S.

Visit peertransfer.com/school/scad to get started.

DIRECTIONS FOR STUDENTS

- » Log in to MySCAD > My Info tab > My Student Account channel > "Make a Payment - International Students" link.
- » Enter your information and contact your local bank to send funds. Then peerTransfer will convert the funds to U.S. dollars, at preferential exchange rates, and credit your student account.
- » Track your payment transfer using the peerTransfer student dashboard.
- » You will receive an email confirmation when payment is deposited into your student account.
- » A dedicated, multilingual peerTransfer customer service team provides support 24/7 through live chat, Skype, email and phone.

SIGN UP FOR AUTOMATED PAYMENTS

Sign up for automated drafts with My Payment Plan. Arrange for automated credit or debit card payments, or bank withdrawals through CASHNet, accessible in MySCAD.

Each quarter, My Payment Plan will automatically draft multiple installments of your balance due for tuition and housing. Convenience fees of 2.75 percent apply to debit and credit card transactions (Visa, MasterCard, American Express or Discover). You must pay an enrollment fee of 3 percent of the balance to participate.

TO ENROLL IN MY PAYMENT PLAN, FOLLOW THESE INSTRUCTIONS:

- » Log in to MySCAD > My Info tab > My Student Account channel > "Make a Payment - US\$" link.
- » Enter your payment or account information to enroll in the automated quarterly payment plan.
- » Accept the terms and conditions. Provide an electronic signature using your SCAD ID number.
- » SCAD will send you an email confirmation when you enroll in the plan, when you pay your enrollment fee, and when you pay your first installment. You will also receive automatic email reminders prior to each scheduled quarterly draft due date.

KNOW YOUR OPTIONS

HONG KONG GOVERNMENT FINANCIAL ASSISTANCE SCHEME

If you have right of abode in Hong Kong, or resided in or had your home in Hong Kong continuously for three years prior to starting your SCAD program, you are eligible for assistance from the Student Financial Assistance Agency.

Contact your student financial adviser to learn about the process for applying for this type of aid, which is available based on your financial need.

SCHOLARSHIPS

SCAD awards nearly \$90 million in scholarships to its talented students each year based on academic achievement, need or both.

Scholarships may be renewed annually as long as you stay enrolled and maintain a 3.0 GPA or higher. Living on or off campus can affect your scholarships, so be sure to consult an adviser before making changes to your living situation.

If you've been accepted to study in an off-campus program, you may also apply to receive travel scholarships. These are administered through the office of financial aid as well. If you are participating in one of SCAD's upcoming off-campus programs, you will receive information on travel scholarships that may be available that quarter.

SCHOLARSHIPS

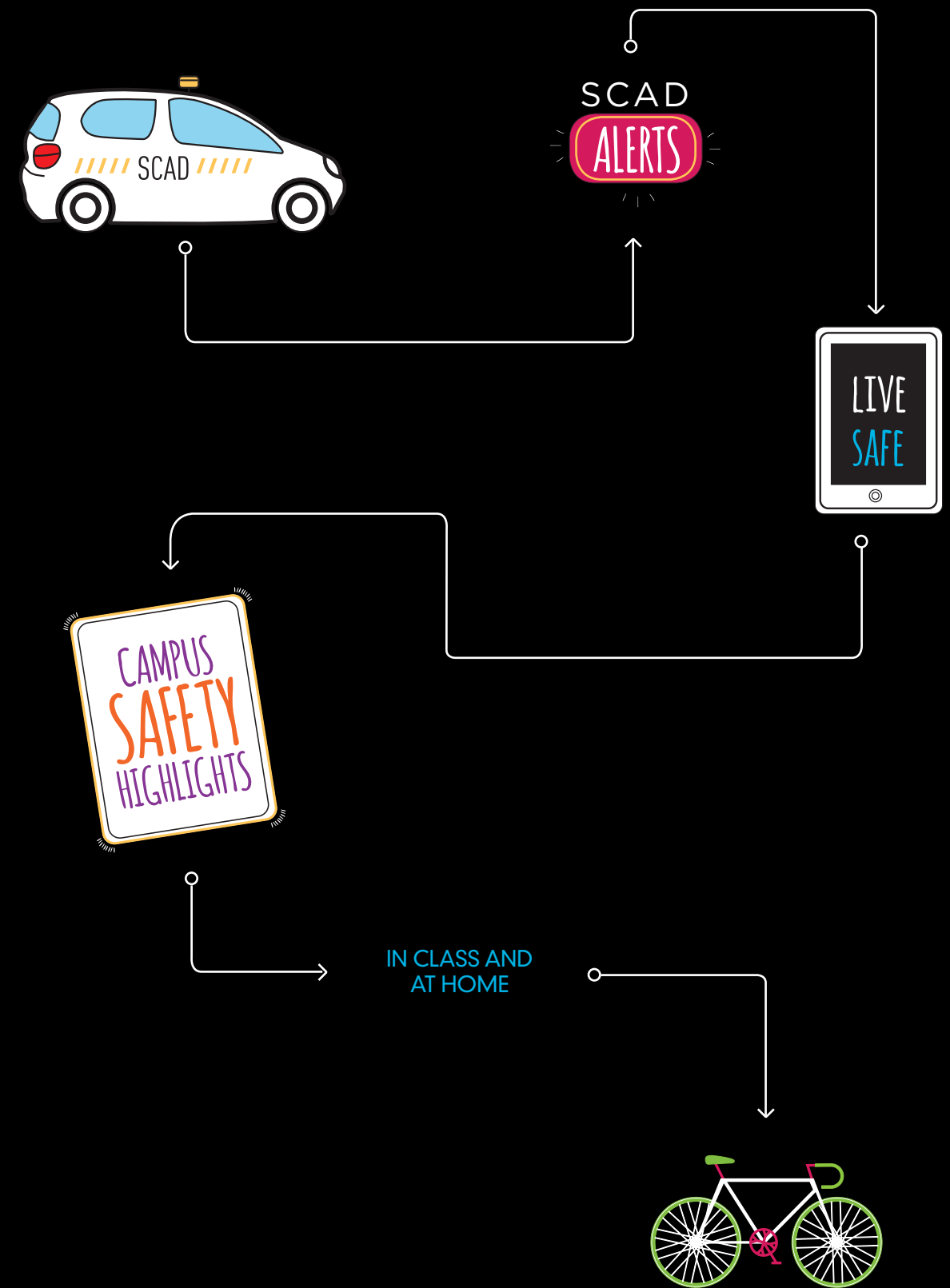
Continuing students can apply for additional SCAD scholarships each spring. The scholarship application is available online during the month of April.

Schedule an appointment with your student financial adviser to discuss scholarship options and application procedures.

All applicants are automatically considered for all applicable scholarships.

SAFETY AND SECURITY

The core of what we do at SCAD is provide you with a safe environment where you're free to pursue your 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. Keep reading to learn about information and tools available to help you navigate daily life at SCAD and in Hong Kong.



SECURITY IN ACTION

Security staff is available 24 hours a day, seven days a week, year-round at SCAD Hong Kong and the Gold Coast Residences. Hong Kong is considered a safe city with frequent police patrols to ensure the safety of residents and visitors.

You are encouraged to follow the same safety precautions — locking doors, traveling in groups at night, being cautious of surroundings — as you would in any major city.

Keep valuables and travel documents in a safe place. Be sure to make photocopies of all identification and travel documents and keep those in a location separate from the originals in case of an emergency.

In compliance with Hong Kong law, students staying more than 180 days are required to carry a personal identification card at all times. If you are traveling in an unfamiliar area, carry a Chinese translation of your destination with you.

You are required to present a SCAD ID to enter SCAD Hong Kong facilities. More information regarding the SCAD Department of Public Safety, including the annual security report, is available at scad.edu/safety.

SAFETY QUESTIONS?

Write to us any time at securityhk@scad.edu.



SCAD ALERTS

When a crisis or emergency situation occurs, you will receive updates via your student email account. Make sure to check your student email regularly.

Update your contact information in MySCAD. Visit the My Info tab, My Personal Info channel to verify your information is correct and to make any necessary changes.

BE PREPARED

SCAD has a great relationship with the Hong Kong Police Force. HKPF patrols the Sham Shui Po area regularly and has partnered with SCAD to educate students on personal safety.

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

IN CLASS AND AT HOME

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

You will need to read your Student Handbook, available on MySCAD, and check out the housing policies page in the Residence Life and Housing channel for all building access and guest rules, but here are the highlights:

CAMPUS SAFETY HIGHLIGHTS

- » Keep your SCAD ID and room key with you at all times, and lock your door whenever you leave the room.
- » When entering a university building, you'll need to present your ID card for access. You are not allowed to sign in as a visitor in lieu of showing your ID card.
- » Visitation hours at the Gold Coast Residences are from 9 a.m. to 10 p.m., seven days a week, and YOU are responsible for your guests' behavior.
- » No drugs. No alcohol. Period. Even if you are 21.

MISSING SOMETHING?

Email the SCAD Department of Public Safety at securityhk@scad.edu. Find something? Take it to Lost and Found at the South Entrance.



ON CAMPUS AND AROUND TOWN

One of the great things about SCAD Hong Kong is how easy it is to get where you need to go. Hong Kong's state-of-the-art public transportation system is efficient and inexpensive.

TRANSPORTATION

You can travel by MTR, public bus, taxi, ferry or SCAD shuttle.

SCAD provides free transportation between SCAD housing at Gold Coast Residences and SCAD Hong Kong. Schedules are available in the office of student success.

You'll get an email at your student account if there are updates or or cancelations to the shuttle schedule.

PARKING

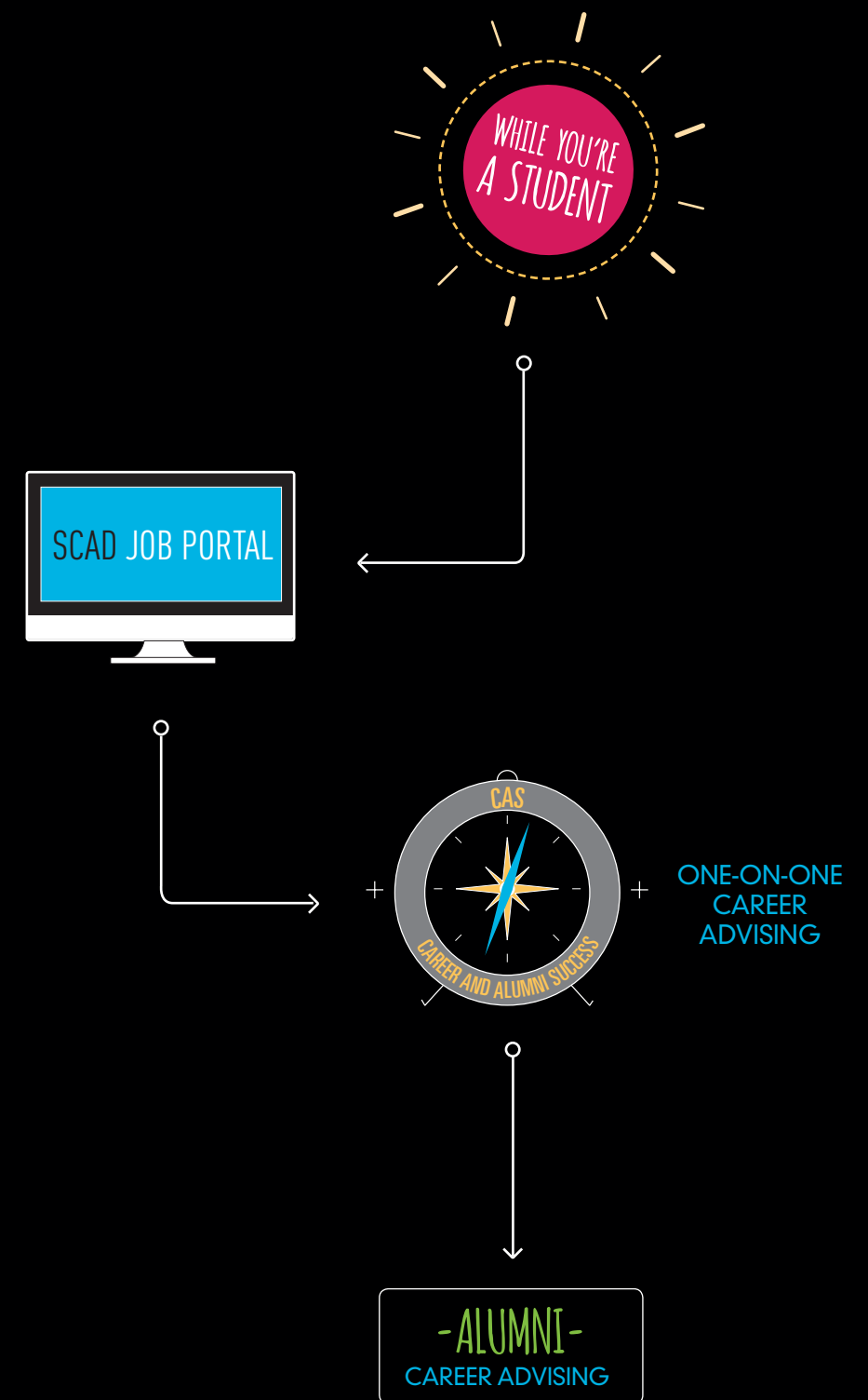
Complimentary parking is available in the SCAD Hong Kong parking lot. Space is limited and available on a first-come/first-served basis. Be sure to remove valuables and lock your doors before heading in to class.

You'll need to register your car with SCAD and get a parking permit. The permit is good for the academic year. Visit MySCAD for more information on parking permits and parking regulations.

CAREER PREP

Get where you want to be in your life and career by taking advantage of what SCAD has to offer beyond the classroom.

Delve into career prep with indispensable tools for researching the ever-changing job market. Career resources can provide you with exclusive information on career fairs, workshops and upcoming jobs, and help you understand trends in a given industry.



WHILE YOU'RE A STUDENT

As soon as you set foot at SCAD, you began discovering your interests and strengths. As you explore your talents, your adviser can help you hit your goals. You'll get guidance on choosing courses and a major, finding organizations you want to target, arranging internships and jobs, and much more.

CAREER ADVISER

While working toward obtaining your degree, a career adviser is available to offer individual career counseling for professional development and job search assistance.

To make an appointment with your career adviser, register at scad.mywconline.net.

WORKSHOPS

Create a knockout résumé, prep your portfolio and perfect your pitch. Workshops organized by the office for career and alumni success are full of topics, tips and tidbits that you can put into action.

EMPLOYER VISITS

Top companies, brands and organizations from around the world recruit at SCAD. Take advantage of these employer visits to gain insight into the field of your choice and get your foot in the door.



INTERVIEW DAY

When you're a graduating senior, you'll get the chance to connect with top local employers during Interview Day. Share your portfolio and speak with employers and you could wind up with that dream job or internship.

CAREER NEWS

Read the latest on employer visits, special events, career tips and available jobs and internships by subscribing to this email newsletter.

SCAD JOB PORTAL

Each quarter, employers post hundreds of job and internship opportunities on the SCAD Job Portal. Upload a résumé to avail yourself for recruitment.

CALLS FOR ENTRY

Get recognized for your artwork, designs and ideas by entering in national and international competitions publicized in CAS newsletters. You could be eligible for cash prizes, win widespread distribution of your work or become part of an exhibition.

SCAD
ALUMNI

GLOBAL NETWORK

7 CONTINENTS

MORE THAN
30,000 MEMBERS

75+ COUNTRIES

SCAD ALUMNI ASSOCIATION

Search for us on Facebook and LinkedIn
and connect with 30,000-plus alumni.

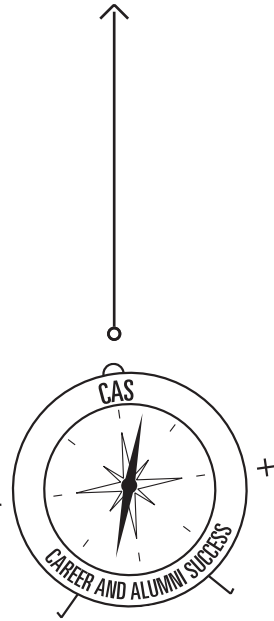
ONE-ON-ONE CAREER ADVISING

Make an appointment with your career adviser. Talk about your goals, learn how to overcome obstacles and stay on track for graduation. Get advice for your specific situation and concerns through face-to-face, phone or online appointments.



ALUMNI CAREER ADVISING

Individual career counseling is available to provide you with career development and professional job search assistance. As an alumnus, you can meet with a dedicated career adviser who knows the job market in your field of study and who can coach you on honing your interview skills, developing self-promotion techniques, making portfolio presentations and more.



DISCOVER
YOUR
CREATIVE
CAREER

NOW, IT'S YOUR TURN

You've discovered some of the powerful resources at your disposal and the people who will guide you throughout your journey.

Be curious.

Ask questions.

Explore beyond the bounds of your imagination.

This is your time, your experience, your chance to decide your future.

(We'll be here whenever you need us.)

QUICK CONTACT LIST

SCAD Hong Kong

292 Tai Po Road
Sham Shui Po
Kowloon, Hong Kong
852.2253.8000

Student Success and Advising

advise-hk@scad.edu

SCAD Card

scadcard@scad.edu

Residence Life and Housing

reslife-hk@scad.edu

SCAD Department of Public Safety

securityhk@scad.edu

Counseling and Student Support Services

counseling_hk@scad.edu
disability_hk@scad.edu

Registrar

registrar@scad.edu

Student Accounts

hkstudentaccounts@scad.edu

Financial Aid

financialaid@scad.edu

Career and Alumni Success

careers-hk@scad.edu

SCAD Libraries

ref_hk@scad.edu

Student Involvement

involve-hk@scad.edu

Ombudsman

ombuds@scad.edu

Visa Questions

visa-hk@scad.edu

SCAD

The University for Creative Careers