College for Creative Studies
2014-2015
Dear CCS Students:

CCS is an exciting place that constantly hums with the creative energy of its enormously talented students. We’re glad you’re here.

The Student Handbook is an important tool to help you get the most out of your CCS experience. It contains vital information about CCS policies and services and useful guidance on life at CCS. It offers you many tips on how to reach your own goals at CCS, stay organized and to get the assistance you need to do so. It also describes the rules and expectations that help us all to work together in mutual respect, harmony and safety in the pursuit of excellence.

We urge you to read the handbook thoroughly. We also urge you to seek out CCS personnel, both faculty and staff, when you can use some advice or assistance. We want your experience at CCS to be rewarding, and we are available when you need us.

FALL 2014 (09/02/14 – 12/13/14)

April 2 - April 21
FALL 2014 Registration begins for:
Seniors, Graduate Students – 04/02/14
Juniors – 04/07/14
Sophomores – 04/14/14
Freshmen – 04/21/14
All outstanding balances must be paid in full, and all holds removed prior to registering.
$100 Commitment Fee due at the time of Registration

April 21 - September 10
Open registration for FALL 2014

August 18-23
International Student Orientation

August 24
New Student housing move-in

August 25
English Placement Exercise

August 26 – August 27
New Student Orientation

August 29
RETURNING STUDENT housing move-in

September 2
FALL 2014 classes begin

September 10
LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO FALL 2014 SCHEDULE
LAST DAY to register for classes
Last day for 100% refund/credit for dropped credits
Last day to adjust meal plan

September 15
Last day for 80% refund/credit for dropped credits (grade of W)

September 22
Last day for 60% refund/credit for dropped credits (grade of W)

September 29
Last day for 40% refund/credit for dropped credits (grade of W)

September 30
TUITION / HOUSING PAYMENT DUE (total balance)
FALL 2014 accounts not paid in full by this date are assessed a $25 late fee
Applications for December 2014 graduation due
($100.00 fee for Undergraduate Students, $150.00 for Graduate Students)
After this date the $25.00 late fee applies.

September 30
FULL CHARGES APPLY – no refunds (grade of WN begins)

October 22
Mid-term grades available through WebAdvisor

October 31
FALL 2014 accounts not paid in full by this date are assessed an additional $25 late fee

November
WINTER 2015 registration begins
Seniors, Graduate Students – 10/29/14
Juniors – 11/03/14
Sophomores – 11/10/14
Freshmen – 11/17/14
All outstanding balances must be paid in full, all holds removed prior to registering
$100 Commitment Fee due at the time of Registration

October 31
Final deadline to apply for December 2014 graduation ($125 fee)
No applications for December 2014 Graduation accepted after this date
November 26  
FALL 2014 accounts not paid in full by this date are assessed a $75 delinquency fee (in addition to $25 late fees as they apply)

November 27 - 29  
NO CLASSES - Thanksgiving Break

December 1 (Monday)  
Classes resume
LAST DAY To Withdraw From FALL 2014 classes
ABSOLUTELY NO WITHDRAWALS AFTER THIS DATE
Must have staff advisor’s signature on blue Drop/Add Form
A, B, C, D (including + and -), F or I are the only grades that can be assigned to students who remain enrolled in classes after this date

November 17 - January 21  
Open registration for WINTER 2015
All outstanding balances must be paid in full, all holds removed in order to register

December 10  
J DECEMBER COMMENCEMENT CEREMONY J

December 13  
Last day of FALL 2014 semester

December 15  
Faculty – final grades are due through WebAdvisor

December 17  
Students - Final grades available through WebAdvisor (to students without holds on their account or student records)

**WINTER 2015 (01/12/15 – 05/09/15)**

January 7  
NEW STUDENT housing move-in

January 8  
English Placement Exercise
International New Student Orientation

January 9  
New Student Orientation

January 11  
RETURNING STUDENT housing move-in

**January 12**  
WINTER 2015 classes begin

January 19  
NO CLASSES - Martin Luther King Jr. Day

January 21  
LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO WINTER 2015 SCHEDULE
LAST DAY to register for classes
Last day for 100% refund/credit for dropped credits
Last day to adjust meal plan

January 26  
Last day for 80% refund/credit for dropped credits (grade of W)

January 30  
TUITION / HOUSING PAYMENT DUE (total balance)
WINTER 2015 accounts not paid in full by this date are assessed a $25 late fee
Applications for May 2015 graduation due
($100.00 fee for Undergraduate Students, $150.00 for Graduate Students)
After this date the $25 late fee applies

February 2  
Last day for 60% refund/credit for dropped credits (grade of W)

February 9  
Last day for 40% refund/credit for dropped credits (grade of W)

February 10  
FULL CHARGES APPLY – no refunds (grade of WN begins)
February 27  
WINTER 2015 accounts not paid in full by this date are assessed an additional $25 late fee  
Final deadline to apply for May 2015 graduation  
($125.00 fee for Undergraduate Students, $175.00 for Graduate Students)  
No applications for May 2015 Graduation accepted after this date

March 4  
Mid-term grades available through WebAdvisor

March 9 - 14  
NO CLASSES - Spring Break

March 16 (Monday)  
Classes resume

March 16  
SUMMER 2015 registration begins  
$100 Commitment Fee due at the time of Registration  
All outstanding balances must be paid in full, all holds removed prior to registering

March 31  
WINTER 2015 accounts not paid in full by this date are assessed a $75 delinquency fee (in addition to $25 late fees as they apply)

April 1  
FALL 2015 registration begins:  
Seniors - 4/01/15  
Juniors - 4/06/15  
Sophomores - 4/13/15  
Freshmen - 4/20/15  
All outstanding balances must be paid in full, all holds removed prior to registering  
$100 Commitment Fee due at the time of Registration

April 10  
LAST DAY TO WITHDRAW FROM WINTER 2015 CLASSES  
ABSOLUTELY NO WITHDRAWALS AFTER THIS DATE  
Must have a staff advisor’s signature on blue Drop/Add Form  
A, B, C, D (including + and -), F or I grades are the only grades that can be assigned to students who remain enrolled in classes after this date.

May 4 – May 9  
Review Week

May 9  
Last day of WINTER 2015 semester

May 11  
Faculty – final grades are due through WebAdvisor

May 13  
Students - Final grades available through WebAdvisor (to students without holds on their accounts or student records)

May 14  
J MAY COMMENCEMENT CEREMONY J

May 15  
Student Exhibition Opening
SUMMER 2015 – SIX WEEKS (06/15/15 – 07/27/15)

June 15  SUMMER classes begin  
$100 Commitment Fee due at the time of Registration  

June 22  LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO SUMMER SCHEDULE  
LAST DAY to register for SUMMER 2015 classes  
Last day for 100% refund for SUMMER 2015  

June 23-29  Grade of W applied to dropped classes  
June 29  Last day for 50% refund for SUMMER 2015  
Tuition/Fees due (100% of balance)  
Accounts not paid in full by this date are assessed a $25 late fee  

June 30-July 13  Grade of WN applied to dropped classes  
June 26  SUMMER 2015 Application for Graduation deadline ($100 fee)  
After this date the $25 late fee applies  
July 1  Accounts not paid in full by this date are assessed a $25 late fee  
July 3-4  NO CLASSES – Independence Day  
July 13  LAST DAY TO WITHDRAW FROM SUMMER classes  
July 17  Late/Final deadline – SUMMER 2015 Application for Graduation ($125.00 fee)  
No SUMMER 2015 Applications for Graduation accepted after this date  

July 27  Last day of SUMMER classes SUMMER 2015 accounts not paid in full by this date are assessed a $75 delinquency fee (in addition to $25 late fees as they apply)  

July 29  Final grades available through WebAdvisor (to students without holds on their account or student records)  
FALL courses will be dropped if SUMMER tuition/fees are not paid in full
null
Career Services .............................................46
Individual Career Counseling ...................46
Online Services ........................................46
Internships................................................46
BFA Program Requirements .......................46
MFA Program Requirements .......................47
Industry Professionals Visit CCS ...............47
Third Thursdays..........................................47
Professional Topic Series .........................47
Career Resources......................................47
Perfect Interview.....................................47
Continuing Education .................................47
Financial Aid............................................47
Types of Financial Aid ...............................48
Scholarships............................................48
Eligibility for Need-Based Aid ....................48
Applying for Need-Based Aid .....................48
Changes in Financial Need/
    Special Circumstances .........................49
Financial Aid Notification &
    Federal Direct Loans (Stafford).............49
Supplemental Loans.................................49
Refunds.................................................50
Summer Aid............................................50
Pro-Ration and Complete Withdrawals .....50
Work-Study Program...............................51
International Student Services ...................51
Multicultural Affairs...............................51
Student Affairs.....................................52
Housing...............................................52
Meal Plans..........................................52
Student Ombudsman................................52
Student Programs and Activities ..............53
Student Organizations.............................53
Student Government...............................53
Wellness + Counseling Services ..............53
Student Success Center.........................54
Students with Disabilities .......................54
Americans with Disabilities Act ...............54
Accepted Students with Disabilities ..........54
ADA Request for Accommodations Process...55
Student Accident Insurance.....................55
In Case of an Accident............................55
Medical Insurance..................................55
Optional Student Sickness Insurance ...........56
Finding a Doctor....................................56
Safety in Studio Areas.............................56
CCS Phone List.....................................57
Time Management Worksheet...................58
Project Planner....................................59
20 Time Management Techniques .............60
Tips for Good Class Presentations ..........60
Campus Maps........................................61
MISSION STATEMENT

The College for Creative Studies nurtures the creativity that is vital to the enrichment of modern culture. The College educates visual artists and designers, knowledgeable in varied fields, who will be leaders in creative professions that shape society and advance economic growth. The College fosters students’ resolve to pursue excellence, act ethically, embrace their responsibilities as citizens of diverse local and global communities, and learn throughout their lives. The College engages in community service by offering opportunities for artistic development and opening career pathways to talented individuals of all ages.

HISTORY OF CCS

It was 1906, the dawn of a powerful industrial era in the city of Detroit. Inspired by the English Arts and Crafts movement, a group of prominent local citizens responded by founding the Detroit Society of Arts and Crafts to “encourage good and beautiful work as it applied to useful service.” From this Society, formed to revive the ideals of craftsmanship and artistry in a new, machine-driven world, the College for Creative Studies evolved.

Nine years later, the Society opened the Art School at its Watson Street headquarters. From its inception the school sought outstanding faculty, bringing in noted painters, sculptors and craftspeople from around the world.

The Art School’s emphasis on fine arts and crafts began to shift in the pragmatic 1930s, as industrial design and commercial art gained prominence. Yet the school’s leaders never wavered from their strong commitment to the fine arts, and their conviction that commercial artists also need a solid background in the fine arts disciplines remains an underpinning of the CCS philosophy today.

In the decades that followed, the Art School of the Society of Arts and Crafts prospered and diversified. By 1970, all departments at the school included a liberal arts curriculum and were authorized to grant bachelor of fine arts degrees. Five years later the school changed its name to the Center for Creative Studies - College of Art and Design and finally in 2001 the name was changed to the College for Creative Studies.

To the founders of the Detroit Society of Arts and Crafts, all the arts disciplines were interactive. They envisioned an institution that respected the arts and allowed them to nourish and sustain each other. Today, CCS continues to derive its strength from that legacy.

LOCATION

CCS is located in Detroit’s University Cultural Center and in Detroit’s New Center Area. Populated with students, artists, musicians and educators, the areas have a cosmopolitan and slightly bohemian feel. Perhaps no place in the metropolitan area has such a diverse gathering of cultures and backgrounds.

The Detroit Institute of Arts (DIA), one of the world’s most renowned fine arts museums, is in our neighborhood. The DIA is a constant source of reference, instruction and inspiration for students and teachers alike. Also within close walking distance of the CCS campus are the Detroit Historical Museum, Detroit Public Library, Museum of African American History, Detroit Science Center, Scarab Club, the International Institute, Fisher Theater, Cadillac Place and the Amtrak Station.
ADMINISTRATION

EXECUTIVE OFFICERS

Richard L. Rogers
President

Sooshin Choi
Provost and Vice President for Academic Affairs
Professor of Design

Anne D. Beck
Vice President for Administration and Finance

Julie Hingelberg
Vice President for Enrollment and Student Services

Nina Holden
Vice President for Institutional Advancement

DEANS

Joanne Healy
Dean of Graduate Studies

Vince Carducci
Dean of Undergraduate Studies

Daniel Long
Dean of Students

ACADEMIC DEPARTMENT CHAIRS

Mark Zapico
Advertising Design

Nancy Lausch
Art Education

Vacant
Color and Materials, MFA

Tom Madden
Crafts

Maria Luisa Rossi
Design; M.F.A.

Josh Harrell
Interim Entertainment Arts

Tim VanLaar
Fine Arts

Robert Schefman
Foundation

Doug Kisor
Graphic Design

Don Kilpatrick
Illustration

Vacant
Interaction Design, MFA

Sandra Olave
Interior Design

Lisa Catani
Liberal Arts

Bruce Feldman
Photography

Vincenzo Iavicoli
Product Design

Thomas Roney
Interim Transportation Design; BFA

Alexander Klatt
Transportation Design; MFA
ACADEMIC RECOGNITION
Each semester CCS publishes a Dean’s List to recognize the outstanding academic achievement of full-time undergraduate students who obtain a grade point average of 3.5 or better. Additionally, CCS published the President’s List to recognize those full-time undergraduate students that have achieved a grade point average of 3.8 and above.

STUDENT LEVEL
Student level is based on the number of credits completed as follows:
Freshmen 1-29.5 credits
Sophomores 30-62.5 credits
Juniors* 63-92.5 credits
Seniors 93 credits or more

The above levels are used for determining academic levels in all areas, including Federal Loans.

Students are required to complete all 18 credits of Foundation courses and 15 credits of 100/200 level Liberal Arts courses before they can begin their junior level departmental studio courses. Each department decides which departmental courses students must complete before progressing to junior level department courses. Students who place into ELS 107 are not subject to the same Junior Status Policy requirements.

Foundation courses required:
DFN 101 or DFN 140, DFN 102 or DFN 141, DFN 116, DFN 117, DFN 118, DFN 119

Liberal Arts courses required:
DFS 100, DEN 108, DEN 239, DAH 200, DAH 201, DAS 213

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS AND ACADEMIC WARNING
To be considered as making Satisfactory Academic Progress (SAP) toward a degree, a student must maintain a minimum grade point average and a minimum course completion rate.

GRADE POINT AVERAGE (GPA)
At the end of each semester, a student’s cumulative grade point average is calculated. He or she must have a minimum cumulative grade point average of 2.0 to achieve SAP.

If a student has less than a cumulative 2.0 GPA, he or she is placed on academic warning for a period of one semester. If the student fails to achieve a 2.0 cumulative grade point average at the end of the academic warning semester, or is placed on academic warning for any other reason, he or she is suspended from the College. During the academic warning semester, a student can receive financial aid.

REQUIRED COURSE COMPLETION RATE
Required course completion rate also determines SAP. Students must progress toward completion of their degree within a specified time frame. To meet this requirement, students must successfully complete, with a grade of D- or better, at least two-thirds of attempted cumulative credit hours. Examples are as follows:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>66</td>
<td>44</td>
</tr>
<tr>
<td>100</td>
<td>66</td>
</tr>
<tr>
<td>126</td>
<td>84</td>
</tr>
</tbody>
</table>
Please note that certain courses must be passed with a minimum grade of C. Grades of F and W are not included in the calculation of credits completed.

If a student does not complete two-thirds of the cumulative credit hours attempted to date, he or she will be placed on academic warning for a period of one semester. If the student fails to raise the completion rate to two-thirds at the end of the academic warning semester, or is placed on academic warning for any other reason, he or she is suspended from the College. During the academic warning semester, a student can receive financial aid.

**ACADEMIC WARNING STATUS**

Students who fail to (1) meet the 2.0 cumulative grade point average requirement or (2) meet the SAP requirement are placed on academic warning for one semester. Students on academic warning will be restricted to 12 credit hours of course load and will be required to follow an academic success plan. Students who do not exit academic warning status at the end of the subsequent semester will be suspended. Students suspended from the College may apply for readmission after completing the equivalent of one full-time semester (12 credits) with a minimum C (2.0) grade in each class at another accredited college. The student should contact a staff advisor in the Academic Advising and Registration Office (AARO) regarding recommendations for transfer credits. The applicant must submit an official transcript and a new portfolio to the Office of Admissions to be considered for readmission.

**ATTENDANCE POLICY**

Each meeting of a class is considered a session. Attendance is taken at the beginning of each class session. Students arriving 5 to 20 minutes late for any class session are considered tardy. Three tardies equal one unexcused absence.

Arriving more than 20 minutes late or missing an entire class session is considered an absence. This applies to all classes, regardless of class length, whether they are a 1.5 hour, 3 hour or 6 hour session.

Students who do not return to class after break or who leave early without instructor permission may be counted absent.

Three unexcused absences may result in the reduction of one whole grade from the earned grade. Four unexcused absences may equal failure in the course.

An absence may be excused if there is a medical reason, family emergency or extenuating circumstances beyond the student’s control. Students seeking an excused absence may take their documentation to the Academic Advising and Registration. Academic Advising and Registration will send a written notice to the student’s instructor(s) and department administrator notifying them that the documentation is on file. The final determination of whether an absence(s) will be excused is left to the discretion of the student’s instructor(s).

**DEPARTMENTAL REVIEW ATTENDANCE POLICY**

The academic programs at CCS are designed to challenge students, prepare them for a career in the visual arts, and provide them with opportunities to express their ideas through visual and verbal presentations. At least once each academic year, students are expected to participate in a departmental review. If a student does not attend the review at the scheduled date and time, and the circumstances are beyond the student’s control, he or she should immediately contact the department. Documentation regarding the circumstances may be required from the student. The department will reschedule the review at a time convenient for the department and student.

Students who do not attend their scheduled review and do not make arrangements with the department to reschedule are ineligible to register for the next semester. If a student has registered, he or she will be removed from the registered courses. A departmental hold will be placed on the student’s record until the student resolves the matter with the department.
INCOMPLETES
An incomplete or grade of “I” may be given to a student when a minimal number of course assignments have not been completed due to unavoidable and legitimate circumstances. Students have one semester to finish any work necessary to complete the course within the allotted amount of time or it will result in a failing grade (“F”). The Incomplete Grade Verification Form must identify the reason for the incomplete grade and outstanding assignment(s). The instructor, student and department chairperson must sign the form. The instructor must submit the completed form to the Academic Advising and Registration Office at the time of grading. The final assigned grade will be calculated into the student’s cumulative GPA and SAP.

REPETITIONS
When a course is repeated, the higher grade will be used in the calculation of the cumulative grade point average. Any course, or its equivalent transfer course, may be applied only once toward fulfillment of any and all degree requirements, including elective credit. Students who wish to repeat a course must complete the Repeat Course Request form and submit it to the Academic Advising and Registration Office.

GRADE CHANGES
Any grade dispute must be addressed with the instructor that issued the grade. Should the instructor agree to change the grade, he or she must complete the Grade Change Form. If the dispute is not resolved, the student may initiate the Grade Appeal Process. Grade changes must occur within 60 days of the last day of the semester in which the student was enrolled in the course. The Office of Academic Affairs must approve all grade changes beyond a 60-day period.

GRADE APPEAL PROCESS
Students may appeal a grade up to 60 days after the last day of the semester in which the student was enrolled in the course. Appealing students should submit a written request to the Office of Academic Affairs identifying the course, instructor, and an explanation of the circumstances and reason for the request. The request will be reviewed and decided upon by the Committee on Academic Performance.

ACADEMIC HONESTY (PLAGIARISM)
Plagiarism and cheating are serious offenses that erode the academic environment. The College condones no form of plagiarism—defined as the use of another’s words, ideas, visual or verbal material as one’s own without proper permission or citation. Students should make sure they have a clear understanding of this important issue and how it applies to both Liberal Arts and studio classes.

Students who violate the standards of academic honesty face serious disciplinary consequences, including letters documenting the incident in their permanent record, immediate course failure and/or dismissal from the College.

DELETION/DESTRUCTION/VANDALISM OF STUDENT WORK
The deletion or destruction of digital files, another student’s artwork or college property is considered a serious offense. All students must refrain from altering work that does not belong to them, regardless of the date the piece was created or location. Students who violate this policy face serious disciplinary consequences up to and including dismissal from the institution.

DISMISSAL
The College reserves the right to dismiss a student at any time for academic dishonesty or improper behavior. Improper behavior is defined as, but not limited to, actions by an individual that may be detrimental to the student, other students or the College, or damaging to College property. It also includes violations of civil, state or federal law. See the Code of Student Conduct on Blackboard (http://bb.collegeforcreativestudies.edu) for further details.
LEAVE OF ABSENCE
A student in good academic standing may take a leave of absence of not more than four semesters and return to the College without reapplying. Students who meet this criterion must contact the Academic Advising and Registration Office to schedule an appointment with an advisor. After a break of more than four semesters, students must reapply through the Office of Admissions. Students are cautioned that they must satisfy the course requirements in effect at the time of their readmission; previous credits may not apply.

AUDIT POLICY
Students, graduates and visitors may audit a class on a space-available basis. No academic credit is awarded for audited courses. Those wishing to audit a course may register by adhering to the policy and following the procedures and guidelines listed below:

1. Matriculating (B.F.A. & M.F.A.) and nonmatriculating (e.g., visitors, CCS graduates) students who wish to audit a class must elect to do so at the time of registration by submitting a completed Audit Registration form, available in the Academic Advising and Registration Office.

2. Students electing to audit a class may not register for that class until the first week of class for the semester. Students may not register for a class after the first week of any semester.

3. Once the election has been made to audit a class, the student may not change the registration to receive credit for the class.

4. Audited courses carry no credit and do not satisfy degree requirements. Upon completion of the course, the audit grade of X will appear on the student’s transcript. (The grade of X is not used in the calculation of cumulative grade point average or course completion rate.)

5. Regular tuition rates are charged for audited courses. The refund policy for audited and credit courses is the same and is outlined in the Course Schedule.

6. Matriculating (B.F.A. & M.F.A.) students are permitted to audit one course each semester during their tenure at CCS, with a staff advisor’s approval.

7. Nonmatriculating students (visitors, CCS graduates) are limited to three classes per semester.

GRADUATION
The CCS Commencement ceremony is held at the end of each Winter semester, in mid-May. In order to participate in the graduation ceremony, students must have completed all academic requirements for graduation, filed a graduation application, and pay the $100 fee ($150 for graduate students) by the respective deadlines posted on campus. The cost of the cap and gown purchase is included in the graduation fee. Students who complete graduation requirements during the prior Fall or Summer semesters are invited to participate in the following May ceremony.

Graduation Requirements
To be certified for graduation, students must:

1. Fulfill all departmental and academic course requirements for graduation in his/her major as outlined in the College catalog. Students have the option of electing the requirements listed in the catalog that was in effect at the time of their most recent admission to the college or those in the catalog that is in effect at the time of their final course completion.

2. Receive departmental permission to graduate based on a final review and exhibition of their work, unless waived by the department. Departmental permission to graduate is good for one year. Students who fail to complete their degree requirements within one year of being approved to graduate must be re-approved and have their portfolio re-reviewed prior to receiving their degree.

3. Have a cumulative grade point average of at least 2.0 (C).

4. Have all official transcripts from other schools on file in the Academic Advising and Registration Office no later than the last day of the drop/add period of the semester in which graduation is to occur.

5. Be enrolled at the College for Creative Studies at the time that their degree is awarded.

6. File an Application for Graduation with the Academic Advising and Registration Office no later than the end of the fourth week of the semester in which they anticipate graduating. Early applications are appreciated.
RESIDENCY REQUIREMENT
Students must be enrolled at the College for Creative Studies during the semester in which they plan to graduate. If extenuating circumstances exist that would prevent a student from enrolling and he or she has 6 or fewer credits of Liberal Arts or elective credit to complete, the student may have this residency requirement waived for up to one year. After that time, students must formally appeal for a waiver of this requirement and must have their studio work re-reviewed by their department.

GRADING AND RECORDS
Grading
Grading is based on work performed, growth in ability, attendance and attitude. A continuous record of all students’ classes is kept in the Academic Advising and Registration Office. Grade reports are mailed to each student’s permanent address the week after classes end. CCS uses the following grading system:

A grade point is a value assigned to a letter grade used in determining GPA.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 grade point</td>
</tr>
<tr>
<td>A-</td>
<td>3.7 grade point</td>
</tr>
<tr>
<td>B+</td>
<td>3.3 grade point</td>
</tr>
<tr>
<td>B</td>
<td>3.0 grade point</td>
</tr>
<tr>
<td>B-</td>
<td>2.7 grade point</td>
</tr>
<tr>
<td>C+</td>
<td>2.3 grade point</td>
</tr>
<tr>
<td>C</td>
<td>2.0 grade point</td>
</tr>
<tr>
<td>C-</td>
<td>1.7 grade point</td>
</tr>
<tr>
<td>D+</td>
<td>1.3 grade point</td>
</tr>
<tr>
<td>D</td>
<td>1.0 grade point</td>
</tr>
<tr>
<td>D-</td>
<td>0.7 grade point</td>
</tr>
<tr>
<td>F</td>
<td>0.0 grade point</td>
</tr>
<tr>
<td>P</td>
<td>0.0 grade point</td>
</tr>
</tbody>
</table>

“W” Withdrawal
During the second through fourth week of the semester. This withdrawal does not affect a student’s academic standing. Students must obtain their advisor’s signature prior to dropping any classes.

“WN” Withdrawal
During the fourth through eighth week of the semester. A withdrawal during this time does not affect GPA; however, it does affect Satisfactory Academic Progress requirements in regard to course completion. Students must check with their advisor prior to dropping any classes. Students must obtain their advisor’s signature prior to dropping any classes.

“I” Incomplete
This grade is initiated by student request to the teacher when a small portion of work has not been completed due to serious health problems or comparable extenuating circumstances. It is subject to instructor approval and must be made up prior to the end of the following semester. If not made up by the last day of the subsequent semester, the grade will revert to an F. I grades do not affect GPA or course completion rate.

Withdrawal from All Classes
All students are advised to seriously consider the consequences of withdrawing from class. Withdrawing from class results in a loss of effort in course completion, loss of tuition if done after the refund period and possible loss of good academic standing and financial aid. Students must begin the complete withdrawal process by meeting with an academic advisor in the Academic Advising and Registration Office. Students must subsequently meet with a financial aid counselor.

Records
All student records are governed by the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA was enacted to protect a student’s right to inspect his/her records and keep his/her records confidential from outside inquiries. In accordance with this act, students have the right to inspect their permanent record in the Academic Advising and Registration Office upon written request.
CCS requires written consent of the student to release information or send copies of official records to any individual (including parents), agency or organization. Exceptions to this policy include other school officials who have a legitimate educational interest, government officials described in the FERPA and accrediting organizations carrying out their accrediting functions. Information can be released and discussed with others if the student files an Information Release form each semester with the appropriate office pertaining to the information to be released.

REGISTERING FOR CLASSES

STEPS TO COMPLETE REGISTRATION IN PERSON:

1. Pick up a goldenrod Registration Form from the Academic Advising and Registration Office (AARO).

2. Complete the Registration Form, including your name, all addresses, course selections (including alternate courses) and bring the form to the Academic Advising and Registration Office at your scheduled time, or after, as listed above, but no later than the deadline to register.

   a. Restricted courses. Students who intend to register for a course that is restricted to a particular major or class level (for example, Crafts only or juniors only) and who are not in that department or at the required class level must have the department chair or administrator complete and sign the pink Registration Permission Form and submit it with the Registration Form.

   b. Internships or Independent Study. Students who intend to register for an Internship or Independent Study must submit those completed and signed forms along with the registration form by the deadline to register for the semester. Late registration for Internships or Independent Study is not permitted and will not be accepted. See Independent Study guidelines following registration steps. Internships must be approved and set up through Career Services for registration/credit. Contact Career Services for guidelines or visit Blackboard to view the Career Services page.

   c. Mobility or Study Abroad. Students pursuing the Mobility program may contact the Academic Advising and Registration Office for assistance for details. CCS encourages all students to participate in study abroad and offers several opportunities through relationships it has with foreign institutions, and it is actively developing more such relationships. Faculty led summer programs are available to all students and students may also enroll in other institutions’ study-abroad programs. Students interested in pursuing these opportunities should be advised to meet with Jennifer Dickey, the Director of International Student Services, 2nd floor of the Yamasaki. A student must have a 3.0 GPA to qualify for study abroad and be a junior for all semester and academic year programs. Faculty led, summer programs are available to freshmen and sophomore students as well.

Mobility students must pay the $100 commitment fee and register for Mobility by taking the gold Registration Form to the Academic Advising and Registration Office by the deadline to register for the semester. Please see your departmental course listings for the correct course code (for example, DFA 505).

STEPS TO COMPLETE REGISTRATION ONLINE

1. If you do not already have one, obtain a user id and password from Information Technology Services, located on the lower level of the Yamasaki building or from Academic Technology in rooms W-002 or T-616. You will need a photo ID to receive this information.

2. Go to blackboard through your internet browser: http://bb.collegeforcreativestudies.edu. To access WebAdvisor for registration, look on the My CCS homepage under “Quick Links”.

3. You may be required to login again. If so, login and then click on “Students”. A new page will appear with options for registration. Under “Registration” select “Register for Sections” to view and select courses for the semester.DO NOT SELECT “Register and Pay for CE classes”, unless you are a non-degree seeking student registering for non-credit classes.
4. Click box agreeing to the Policies and Information, then hit “Proceed”.

5. You will be given the option to use Express Registration or the Search and Register feature. We recommend using the express registration feature. You may want to view the schedule of classes online from the PDF file first (or do a general search), write everything down, and then register using express registration.

6. **EXPRESS REGISTRATION** should be used when you have already arranged the days/times you want for each class. Enter the subject, course number, section letter and term for all classes at once. Click Submit to select the courses you wish to register for, creating a wish list.

7. **The SEARCH and REGISTER** feature is used when you do not know the course or section number. To review and select courses for your schedule as you go along, enter a subject to scan through course offerings for the current term entered for your search. After you determine the days/times you want for each class, mark the check box of that section to select the courses you wish to register for, creating a wish list.

8. After you select classes through either Express Registration or the Search & Register feature, you will be directed to the “Register and Drop Sections” page. Here you will finalize your course selections for the semester.

9. The top portion of the screen (“Preferred Sections”) shows all the courses on your wish list (preselected). The bottom portion (“Current Registrations”) shows everything you’re actually registered for. To finalize your registration and move courses from the wish list to Current Registrations you must select an “action”.

10. To finalize your registration for all courses listed in the “Preferred Sections”/wish list, go to the top of the page and choose “RG – Register”, then click submit. (Select “RM – Remove” only if you need to remove all items you have selected). *see sample A*
11. If you DO NOT wish to register for all courses in the “Preferred Sections” and wish to remove certain courses from your wish list, select individual “actions” for each course, then click submit. see sample B

12. Barring any complications (hold on account or pre-requisite problems, etc...), you should be taken to a results screen that shows you as registered for the class. If there were problems with the registration, it will display error messages in the ‘Status’ column in the top portion of the screen.

13. Once your schedule is complete you will receive an email confirmation that you are registered for classes. To view your current schedule, click on the “Students Menu” and under “Academic Profile” select “My Class Schedule”. ALWAYS CHECK TO MAKE SURE YOUR COURSES WERE SCHEDULED CORRECTLY.

14. If you can’t get past the login page for WebAdvisor or you are getting an error message that reads “For DMI request type of MNRQ, an application must be specified”, you may need to reset your cookies on your browser. Follow the directions below for your specific browser.

**Internet Explorer**
Select Tools
Select Internet Options
Select either Security or Privacy

If Security is selected
Select Custom Level
Scroll to find Cookies
Select “Enable”

If Privacy is selected
Select Advanced…
Accept First-Party Cookies
Accept Third Party Cookies

**For Firefox**
Select Tools
Select Options
Select Privacy
Check Accept Cookies From Sites and Accept Third Party Cookies
MAKING SCHEDULE CHANGES

1. Once you have registered you may change your schedule on-line up until the first day of classes.

2. Students may not change or drop courses online once classes start. Once classes begin you must visit the Academic Advising and Registration office to drop a class.

3. TO DROP COURSES ONLINE you will need to repeat steps 1-5 (of the online Registration Steps) to access the WebAdvisor module. After you click “Register for Sections”, you will need to select “DROP SECTIONS”.

4. Mark the check box of any courses you wish to remove from the current registrations section and click submit. (If you need to search and register for additional courses, other options within Register for Sections, will allow you to drop courses in the process as well).

5. TO DROP COURSES OR CHANGE YOUR SCHEDULE IN THE AARO (Academic Advising & Registration Office) during open registration or after classes have started, all students must complete the Blue Drop/Add Form. A staff advisor in the AARO must sign your Drop/Add Form if you are dropping after classes have started for the semester.

6. No additions or section changes to your schedule will be allowed after the last day to add a class. Please consult the academic calendar for the date of the last day to add and drop a class.

AICAD MOBILITY PROGRAM

Students who have completed 51 credit hours and have a G.P.A. of 2.7 or better can enroll for one semester at one of the participating AICAD Mobility colleges across the country. Two of the AICAD colleges have programs abroad, in England and France. Students can obtain information about this program in the Academic Advising and Registration Office. The application deadlines are March 26th for the following Fall semester and October 20th the following Winter semester. No exceptions are possible.

ACADEMIC EVALUATION

Students should review their academic evaluation at the end of each semester. A copy of the academic evaluation may be obtained through WebAdvisor or the Academic Advising and Registration Office. The academic evaluation identifies academic progress made toward a degree. Courses are identified by alpha letters indicating progress: a letter “C” next to a course indicates course completion, “I” indicates a course in progress, “N” is a course not started, and “P” is a course pending completion of unfinished activity.

Academic advisors routinely review academic evaluations to ensure progress is being made. Students with questions should contact the Academic Advising and Registration Office.
FACILITIES POLICIES AND PROCEDURES

GENERAL INFORMATION
The college campus totals 15 acres with approximately 850,000 square feet of space. The Kresge-Ford Building houses the Fine Arts Department, Crafts Department, Photography Department, Art Education Department, and Liberal Arts Department. Faculty offices, the 24 Hour Computer Lab and the Student Success Center are located 2nd floor of the building. The Arts and Crafts Café is located on the 1st floor of the building.

The Yamasaki Building houses Financial Aid, Academic Advising and Registration, Multicultural Affairs, Student Affairs, Ford Campus Bookstore, Career Services, International Student Services, Human Resources, and Information Technology Services.

The Art Centre Building provides convenient, spacious student housing. It also houses the Mailroom and fitness room.

The historic ADM Building on Ferry Street houses the Admissions Office and the Executive Offices.

The Walter B. Ford II Building houses the Entertainment Arts department, Illustration Department and Foundations Department. In addition there are several computer labs, classrooms, and the Wendell A. Anderson Jr. Auditorium.

The Manoogian Visual Resource Center houses the Center Galleries, Facilities, Library, and computer labs.

The Fritz Building houses Institutional Advancement.

The A. Alfred Taubman Center for Design Education houses the following departments: Advertising Design, Graphic Design, Interior Design, Product Design and Transportation Design as well as the Master’s degree program and Academic Affairs. In addition, this facility also houses CCS student housing, 24 hour computer lab, gallery space, full service cafeteria, Tim Horton's and commuter lounge. This facility is also the location of the Henry Ford Academy: School for Creative Studies.

BUILDING REGULATIONS

ACB Regulations
Every ACB Resident is required to show their ID when entering the ACB.

Guests must have a valid government issued photo ID and sign in at the front desk. Residents must either be accompanying the guest or come down to the lobby to escort them into the building.

Photography Labs
Open to photo majors, CE students, and students who have passed the Materials & Processes-Photography course.

Labs are not available for general use during scheduled class times. Check the posted schedule, outside the chairs office, for open lab hours.

A current CCS ID is required to check out equipment. CE students may use a valid drivers license or other official identification to borrow equipment. All borrowed equipment must be returned the same day.

Senior Studies
No sofas, lounge chairs, mattresses or oversized chairs are allowed in studios.

No sleeping in studios.

After 11:00 PM, for safety reasons, you must sign in with Campus Safety.

Must wear CCS ID on outermost garment for identification purposes.

No hazardous materials can be stored in studios.
All Shops
Two persons in shop at all times.
All shops are closed on College holidays.
Mandatory safety glasses to be worn at all times while working in any shops (This is to improve personal safety and maintain within guidelines of MIOSHA). For better hygiene, we suggest purchasing your own pair. Glasses may be purchased at the CCS Bookstore.
Respirators must be used and worn in any of the spray-booths or other marked areas on campus. You must supply your own respirator.

Hours for student access will be posted near the doors before the start of each semester and will reflect hourly changes associated with holidays and breaks.

Shop staff can work the following hours:
Mon. – Fri. 6:00 AM – 2:00 AM
Sat. 6:00 AM – 2:00 AM
Sun. 6:00 AM – 2:00 AM

Work Study students are only allowed to work the following times:
Mon. – Fri. 8:00 AM – 12:00 Midnight
Sat. 9:00 AM – 12:00 Midnight
Sun. 9:00 AM – 12:00 Midnight

Employees must pass test on equipment usage before after-hour access will be granted and their name added to approved list.
Only those employees on approved list are allowed in offices after building hours and for safety reasons they must check in and out with Campus Security.
Violation of policies or department rules will result in losing the privilege of using College equipment and facilities.

FIRE SAFETY
Fire safety is a serious issue due to the population density and the potential for injury and loss that could occur as a result of a fire. In order to reduce fire hazards and comply with state fire codes, CCS has established the following policies and procedures. Students are expected to know and follow these procedures. Violators may face disciplinary and/or criminal action.

Fire Drills and Evacuations
Each building will conduct periodic fire drills to familiarize students and staff with the proper evacuation procedures and escape routes. Evacuation procedures and routes are posted throughout the buildings. All students and staff should familiarize themselves with the evacuation procedures and know the location of all exits and how to reach them in case they need to evacuate in total darkness.
Each building is equipped with heat and smoke sensors, fire extinguishers and fire alarm pull stations. Students should familiarize themselves with the location of this equipment. Tampering with any fire protection equipment is prohibited. Intentional activation of alarm systems for any reason other than reporting a fire is strictly prohibited.

In Case of Fire
1. Notify campus by using the pull boxes.
2. Contact the Security Office, ext. 7444.

Fire Evacuation Procedures
In order to ensure the safety of all students, staff and visitors, the following guidelines must be adhered to:
1. When the alarm is sounded, prepare to go outside. Make sure to wear hard-soled shoes and appropriate clothing for the outside weather, as the time spent outside may be lengthy.
2. Close all windows.
3. Check room door before opening to see if it is hot. Smell for smoke. If there is no sign of heat or smoke, leave the building by the assigned exit according to the emergency evacuation plan.

4. If the door is hot, it should not be opened. The crack at the bottom of the door should be filled with wet towels or a rug. Individuals should then contact the Security Office (ext. 7444 for the Ford Campus or ext. 1444 for the Taubman Center) or the front desk of the Art Centre Building (ext. 0 on campus phone or 664.7400) to report that they are trapped. Give specific details as to your location and then go to the window to attract the attention of the fire department.

5. Do not use elevators.
   A- Vacate the building by the shortest, fastest route to the designated meeting area. Comply with instructions from CCS officials and members of the fire department.
   B- Keep all roadways clear so emergency vehicles can get through.

GENERAL AMENITIES

ATM Machine
Kresge Ford 1st floor B side and Taubman Center Lobby
Withdrawals in $20 increments may be made for a service fee of $1.50 (participating banks may also charge a fee). Most nationwide bankcards are accepted.

Arts and Crafts Cafe
Kresge-Ford Building
First Floor, Ext. 7684
Hours: To be posted each semester
The cafe offers breakfast, lunch and dinner service. It features a variety of ready made entrees and side dishes. The menu changes daily.

Cafeteria
A. Alfred Taubman Center
Second Floor
Hours: To be posted each semester
The cafeteria is open for breakfast, lunch and dinner service. It features a variety of freshly prepared entrees and side dishes. The menu changes daily. The A. Alfred Taubman Center will also house a quick-service grill on the ground floor.

Cashier
Yamasaki Building
First Floor, Ext. 7435
Monday-Friday, 9:00 A.M. - 4:00 P.M.
At the Cashier’s Window, students can make Tuition and Housing payments, rent lockers, purchase stamps, and pick up Work-Study paychecks.

Bookstore
1st floor Taubman Center
Hours: Monday-Thursday
8:15 A.M. - 7:00 P.M.
Friday 8:30 A.M. - 5:00 P.M.
Saturday 11:00 A.M. - 4:00 P.M.
1st floor Yamasaki
Hours: Monday-Friday
8:15 A.M. - 5:00 P.M.
The bookstore sells art supplies, textbooks, magazines, CCS merchandise, snacks, beverages and other materials that facilitate student life.
Mailroom
Art Centre Building, Ground Floor (near vending machines), Ext. 7646
Hours: To be posted each semester
The Mailroom offers students a variety of shipping services, including UPS, Federal Express, regular U.S. Post Office delivery and Priority mail. ACB residents also pick up their packages here.

Fitness Room
Art Centre Building, Ground Floor
Hours: 24-Hour Access
Free weights, fitness equipment and weight machines for CCS students, staff and faculty use. Important: CCS assumes no liability for any injuries resulting from the use of this equipment. Use at your own risk. Please report any equipment repair needs or suggestions to the Office of Student Affairs.

Commuter Lounge
A. Alfred Taubman Center
Sixth Floor
&
Kresge Ford
Second Floor
The Lounge features a billiards table as well as lounge furniture, television and work space.

GALLERIES
Center Galleries
Manoogian Visual Resource Center, Ext. 7800
Hours: Tuesday - Saturday, 10:00 A.M.- 5:00 P.M. Except for exhibition opening days when the gallery is open later. Closed in August.
Center Galleries reflects the diversity of CCS by featuring exhibitions by national and regional artists (including CCS faculty and alumni) who work in a variety of media and embrace a wide spectrum of aesthetics. The mission of the Center Galleries is to challenge convention and foster intellectual inquiry.

Valade Family Gallery
Taubman Center, 1st floor
Hours: various
The Valade Family Gallery is dedicated to showcasing alumni artwork and exhibitions sponsored by CCS academic departments.

U-245 Student Gallery
The U-245 Gallery offers exhibition space for degree-seeking students from all departments of the college. While exhibitions may be drawn from students in any department, the selection is competitive based on the submitted proposal and is juried by the Student Gallery Manager and Exhibition Committee (exhibition proposal forms are available in the gallery). The number of exhibitions per year varies from 10 to 14.
PARKING

Please keep in mind that driving and parking on campus is a privilege not a right. Failure to follow the below policies/guidelines will result in ticketing and excessive violations will result in the loss of on campus parking privileges. For the purpose of these guidelines the campus includes the CCS alley, Kirby Street and the bordering streets of Brush, Ferry, John R, and Frederick Douglass.

Driving On Campus

In order to provide a safe environment on campus when driving, please adhere to the following:

- Drive no faster than 10 mph
- Drive in a responsible and prudent manner
- Yield to pedestrians

Unloading On Campus

When it is necessary to park in a restricted area for the purpose of unloading:

- Put on your hazard lights
- Notify Campus Safety of your task and vehicle location
- Move your vehicle to a designated parking space within 20 minutes

In order to park on campus:

- All student vehicles must have a current school year parking sticker adhered to the inside, lower left corner of the windshield or a temporary parking hangtag on the inside rear view mirror to park on campus.
- All employee vehicles must display their authorized employee parking hangtag on the inside rear view mirror.
- All visitor vehicles must display a visitor parking hangtag on the inside rear view mirror. The department that the person is visiting or the Campus Safety Officer at the entrance of the parking structure will issue the individual a visitor parking hangtag.

When parking on campus everyone is expected to:

- Park in designated areas and between the lines
- Open vehicle doors carefully
- Report all accidents to the Campus Safety office
- Maintain valid vehicle license plates
- Remove their vehicle from campus after 2:00 a.m. (except ACB residents)

Do not park in illegal, unmarked or restricted areas on campus. This includes, but is not limited to, parking in fire lanes, the CCS alley, or places that result in another vehicle being blocked. The storing or repairing of motor vehicles on campus property is prohibited.

Parking Structures

Students, employees and visitors are welcome to park in either structure. Students and employees must use their CCS ID card to enter the parking structures. If you lose your ID, go to the Campus Safety Office for replacement at a cost of $20. Visitors must identify whom they are coming to visit when entering the parking structure and obtain a temporary parking tag from the officer in the entrance booth.

Only vehicles belonging to residents of CCS Housing that have a current school year Housing resident parking sticker can use the parking structures as their primary parking space. Thus, overnight parking in the parking structures is only permitted for residents of CCS housing.

Please note that vehicles parked in the parking structures after 2:00 a.m. that do not have a current school year Housing resident parking sticker will be ticketed for unauthorized parking.
Administration/Admissions Lot
The parking lot east of the ADM Building is for assigned employees and visitors to the building. Employees are to park in their assigned parking space and visitors in the designated visitor parking spaces. Students are not permitted to park in this parking lot. Visitors will be issued parking hangtags by the department they are visiting in the Administration building. Visitor hangtags must be displayed on the inside rear view mirror.

Walter B. Ford II Lot
The parking lot on the south side of the Walter B. Ford II Building is for employee, student and visitor parking. Vehicles using these lots must bear a current CCS parking sticker or hangtag. Overnight parking is prohibited in this lot.

Parking/Traffic Violation Sanctions
CCS tickets, which carry a $50 fine, will be issued to any vehicle violating the traffic/parking guidelines on campus. Fines will be posted to student accounts, and if unpaid, will result in both registration and grade holds. The Human Resources office will track tickets issued to employees and failure to pay will result in disciplinary action.

Ticket and Loss of Parking Privileges
Anyone receiving a CCS traffic/parking ticket who wishes to appeal the ticket can do so by submitting their appeal in writing to the Office of Student Affairs (students) or the Director of Human Resources (employees) within 14 days of the date the ticket was issued.

CCS SHUTTLES
CCS operates a shuttle service to transport students, faculty and staff between the Ford Campus and the Taubman Center. The shuttles also provide regular transportation to a shopping center in Allen Park on Sundays. Please contact Campus Safety with questions or concerns regarding the shuttle.

LOCKERS
CCS has locker rental availability. The locations of the lockers are in the Walter B. Ford building on the basement, 2nd and 3rd floors. There are also lockers located in the Photography department. The cost for a locker is $20.00 for the Fall and Winter semesters and $12.50 for the Summer semester. If you bring your lock back at the end of the semester you will get $5.00 back. Lockers may be rented at the Cashier’s Office. If you have any questions, please call 313-664-7435.

SCHOOL CLOSING
In the event it is necessary to close CCS because of severe weather conditions (or any other emergency), it is important that everyone is properly notified. You should also understand that it is CCS policy to keep the College open, if at all possible. Students have every expectation we will do so.

Codespear
Codespear is our Campus Alert System which will notify you of school closings and emergencies via the contact information you provided to the system, such as text messages and emails. Students can register not only their cell phone number and email address, but also those of their family members, all under the same account.
To register for Codespear:
Log onto www.alert.collegeforcreativestudies.edu
Click the Sign-Up Now button
Enter the necessary information as requested

Procedures for Emergency Closing For CCS
In rare cases, College for Creative Studies classes may be canceled due to severe weather conditions or other conditions. If this does occur, classes will be canceled for the remainder of the day.
Day Classes
When it becomes necessary to cancel classes, students, faculty, staff and visitors will be able to receive information in two ways:

Call 313-664-7400 after 7:00am. The recorded message will indicate that classes have been canceled for that day.

Listen to WJR (760AM) or WWJ (950AM) radio; Watch WJBK FOX2, WDIV4, WXYZ7 television. These stations will broadcast information on CCS closings.

Sign up for the campus Codespear service which will send you text message alert in the event of campus closures.

Evening Classes
If bad weather develops during the day, the decision to cancel evening classes will be made by 2:00pm. This will apply to all classes which begin at 4:00pm or later. CCS will attempt to communicate closing information to radio and TV stations, but we cannot guarantee their announcement. Students, faculty and staff will be able to learn of evening cancellations by calling 313-664-7400 after 2:00pm.

Continuing Education
The decision for Continuing Education satellite facilities to stay open or close is independent of the College campus. Continuing Education students and employees may be informed by radio and/or television of the decision made by that department to stay open or close. Students and employees may also call 313-664-7400 after 2:00pm.

LOST AND FOUND
Please turn in found items to the Campus Safety Office. Students seeking lost items should report the lost items to the Campus Safety Office and the Office of Student Affairs. Students are encouraged to label all belongings with their name, address and phone number.

SOLICITATION/POSTINGS
Authorization for canvassing, i.e., collecting donations, selling goods, subscriptions or conducting similar transactions, is given only to recognized CCS groups and organizations. Soliciting in CCS buildings is not permitted without the written permission of the Office of Student Affairs. No poster, leaflet or advertising of any kind is allowed on the walls of the school or residence halls without similar permission. The Office of Student Affairs grants permission for advertising.

PERSONAL PROPERTY
CCS cannot assume responsibility or liability for the loss of or damage to personal property. Students are encouraged to have their family insurance policy endorsed to cover valuable items while at school.

Further, CCS does not assume responsibility or liability for the loss of or damage to the artwork or articles of students stored or exhibited in any student or departmental shows, demonstrations or programs, including exhibitions in the U245 and Center Galleries. Your participation in such exhibitions assumes that you have agreed to exhibit your work at your own risk.

WIRELESS ACCESS
CCS provides wireless access throughout the Ford Campus and the Taubman Center. No one should create new wireless access points either through wireless hubs/routers or personal cellular devices.
MISSING STUDENT POLICY AND PROCEDURE

The College for Creative Studies (CCS) takes student safety seriously and has established the following policy if a currently enrolled student is reported missing. This plan is a good faith effort to comply with the August 14, 2009 Higher Education Opportunity Act, Section 485 (j).

A student will be deemed missing when it has been established that they have been absent from the College and have been reported by an individual to be missing for a period of 24 hours or more. Reports of students missing should be directed to the Office of Student Affairs or Campus Safety. After a missing student report has been made, the College will attempt to locate the student. If the student cannot be located, the emergency contact person will be notified. In the case of residential students, this emergency contact person is the person listed on the housing application. For all other students, the emergency contact person, if provided, is listed in the College’s database system. If the student is under the age of 18 or they have failed to provide specific emergency/missing student emergency contact information, their parent or guardian will be notified. In addition, local law enforcement will be notified that the student is missing within 24 hours of the initial report. Students also have the option to declare a separate emergency contact person to be used if they are reported missing, and can do so through the Office of Student Affairs.

PROCEDURE

Notification:

- Anyone who suspects a student may be missing should notify Campus Safety or the Office of Student Affairs immediately.
  - The following information will be collected:
    - Contact Information and relationship to the missing student
    - Name and vital information about the student reported to be out of contact.
    - The date, time, and location the missing student was last seen.
    - The general routine or habits of the suspected missing student (e.g. – visiting friends who live off-campus, working in a job away from campus) including any recent changes in behavior or demeanor.
    - The missing student’s cell phone number (if known).
  - Once a report has been made that a student is missing, Campus Safety and the Office of Student Affairs will work together to investigate the situation.
  - When a student is reported missing the two offices shall:
    - Initiate an investigation to determine the validity of the missing person report that may include:
      - Call the student’s cell phone number
      - Go to the student’s room
      - Talk to the student’s Resident Assistant, roommate, and floor mates to see if anyone can confirm the student’s whereabouts and/or confirm the date, time, and location the student was last seen.
      - Secure a picture of the student.
      - Call student at any other numbers on record.
      - Send the student an email.
      - Check all possible locations mentioned by reporting parties including, but not limited to: library, residence hall, fitness center, studios, classrooms, and cafeteria.
      - Contact any other known friends to see if student has made contact with them. This could also include social networking sites such as facebook, twitter, or myspace.
      - Contact instructors regarding recent class attendance/absences and any recent questionable behaviors.
      - Determine if the student has a car and if it is currently parked in the parking structure.
▪ Have security investigate if the ID has been used since the student was reported missing.
▪ Have facilities run a report on door access to the residence hall room if the student lives in the Taubman Center.
▪ Contact student’s emergency/missing student emergency contact to see if they have been in contact with the student
  ◦ Notify the emergency contact of the missing student within 24 hours of the initial report that the student is missing.
▪ If the student is under the age of 18 or has failed to provide specific emergency/missing student emergency contact information, notify the student’s guardian or parent as listed in the college’s records within 24 hours of the determination that the student is missing.
  ◦ Notify the Vice President for Enrollment and Student Services, the Vice President for Administration and Finance and the President.
  ▪ The Vice President for Enrollment and Student Services may initiate additional action as deemed appropriate under the circumstances and in the best interest of the missing student.
  ◦ Notify the Detroit Police Department within 24 hours after determining that the student is missing.

Student Contact Information:
▪ Residential students are asked to provide two emergency contact names each year as part of their housing application. This information is protected by FERPA and is accessible by The Office of Student Affairs and other appropriate officials in an emergency situation.
▪ Students are given the opportunity to designate two emergency contacts and a missing person contact under Emergency Contact Info on WebAdvisor. This information is considered to be an element of the academic record, and is protected by FERPA.
▪ Students may designate a specific person to notify in a missing person investigation, by visiting the Office of Student Affairs. This information would only be used if the student is deemed to be missing.

Student Notification of this Policy:
The CCS Missing Student Policy will be:
▪ Posted on the College’s website
▪ Posted on the College’s intranet – Blackboard
▪ Discussed during new student orientation sessions
▪ Discussed during the mandatory housing meetings in the beginning of the semester.
▪ Included in the housing handbook.
▪ Included in the College’s student handbook
▪ Sent to all students via CCS email.

MINORS ON CAMPUS
Faculty, staff and students are not to bring minors, whether dependents or not, into campus classrooms, studios, or CCS Housing facilities. The risk of injury in many of CCS’ facilities is too great to accommodate minors. Minors enrolled in College, Continuing Education, or Community Arts Partnership courses and programs are allowed to be in the facilities. Minors are allowed to be on campus during CCS sponsored special events.
DISCIPLINARY POLICIES AND PROCEDURES

CODE OF STUDENT CONDUCT

The Code of Student Conduct is in place to ensure students are aware of the behavior expected of them as members of the CCS community. The purpose of this Code is to create an environment that fosters civility, personal responsibility, and mutual respect of others and their differences.

Any student who commits a violation of the Code of Student Conduct is subject to disciplinary sanction, up to and including dismissal from CCS. The following actions/behaviors shall constitute violations of the Code of Student Conduct:

1. Violating published CCS policies, rules, or regulations including, but not limited to, the policies on nondiscrimination, sexual harassment, smoking, drugs/controlled substance and alcohol.

2. Violating federal, state or local laws on CCS premises or while in attendance at CCS sponsored, approved, or supervised events/programs or committing off-campus violations of federal, state or local law that adversely affect CCS, the pursuit of its objectives and/or a CCS community member (defined as, but not limited to: administrators, faculty, staff, students, guests, visitors, vendors or contractors).

3. Committing acts of sexual assault (stranger, date, or acquaintance rape), or other forms of coerced sexual activity.

4. Engaging in acts of physical abuse and/or actions that intimidate, harass, threaten, coerce, or otherwise endanger the health and safety of one’s self or another.

5. Engaging in disorderly conduct or fighting, which is defined to include, but is not limited to, behaviors which are viewed as intoxicated, lewd, indecent, obscene, slanderous or threatening to others.

6. Interrupting or disturbing the day-to-day academic and operational functions of CCS or committing intentional acts that obstruct, disrupt, or physically interfere with the use of CCS premises, buildings, or passages.

7. Possessing, duplicating, or using keys/IDs to any CCS building or facility without authorization by appropriate CCS officials or committing an act of unauthorized entry into or use of CCS buildings or facilities by use of key, ID card or force.

8. Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of CCS owned or leased property, equipment, computer programs, or materials, or that of any CCS community member.

9. Posting, affixing, or otherwise attaching unauthorized written or printed messages or materials, e.g. posters, signs, handbills, brochures, or pamphlets. Posting, affixing, or otherwise attaching authorized afore mentioned materials on or in unauthorized places including but not limited to trees, shrubbery, sidewalks, buildings, and lawn areas without permission from the appropriate CCS official.

10. Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances. Weapons, explosives, and other hazardous objects or substances covered by this regulation shall include, but not be limited to, the following:
   a. all handguns, rifles, and shotguns;
   b. all longbows, crossbows, and arrows;
   c. all knives having a blade length of three inches or more that are not solely used for the purpose of creating art or for the preparation and eating of meals;
   d. all BB guns, pellet guns, air/CO2 guns, blow guns, paint guns, splat balls and altered toy guns;
   e. all fireworks;
   f. all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;
g. any martial arts weapons, e.g., numb chucks and throwing stars;

h. any substance that is considered poisonous:

i. any item used as a weapon in the commission of a crime; and

j. any operative animal trap or other device that is used to ensnare animals.

11. Committing acts of arson, creating a fire hazard, or possessing or using, for purposes other than academic, inflammable materials or hazardous substances on CCS property, or failing to properly store, use, clean-up and dispose of hazardous substances that have been approved for academic use.

12. Committing acts that endanger the property of CCS (including but not limited to altering or misusing any firefighting equipment, safety equipment, or emergency device).

13. Making false reports of a fire, bomb threat, or other dangerous condition; failing to report a fire, or interfering with the response of CCS or municipal officials to emergency calls.

14. Failing to comply with the directions of CCS officials acting in the performance of their duties and/or failing to positively identify oneself to a CCS official when requested to do so. The preferred form of identification shall be a current, valid CCS identification card.

15. Aiding and abetting another person in committing an act that violates the Code of Student Conduct.

16. Committing acts of dishonesty including but not limited to the following:
   a. engaging or participating in cheating, plagiarism, or other forms of academic dishonesty (students committing acts of academic dishonesty are also subject to academic sanctions).
   b. furnishing false information to any CCS official/office or outside source regarding CCS or a CCS community member.
   c. forging, altering, or misusing any CCS document, record, or instrument of identification.
   d. tampering with the election of any CCS-recognized student organization.
   e. attempting to represent CCS, any recognized student organization, or any official CCS group without the explicit prior consent of the officials of that group.

17. Gambling on CCS property or engaging in unauthorized canvassing or solicitation.

18. Engaging in acts of theft, misuse or abuse of the CCS computer network, including but not limited to:
   a. unauthorized entry into a file, to use, read, or change its contents.
   b. unauthorized transfer, deletion or storage of a file(s).
   c. unauthorized use of another person’s login/password.
   d. use of computing facilities/networks to interfere with the work of another.
   e. use of computing facilities/networks to send inappropriate or obscene messages.
   f. use of computing facilities/networks to interfere with the normal operation of CCS.

19. Possessing, distributing or being under the influence of cannabis (marijuana) or any State or Federally controlled substance except as expressly permitted by law.

20. Possessing, distributing or being under the influence alcohol except as expressly permitted by law and CCS policy.

21. Engaging or participating in abuse of the campus judicial system, including but not limited to:
   a. falsifying or misrepresenting information before a CCS official.
   b. disrupting or interfering with the orderly conduct of a judicial proceeding.
   c. instituting a judicial complaint knowingly without cause.
   d. attempting to discourage an individual’s proper participation in, or use of, the judicial proceeding.
   e. attempting to influence the impartiality of a CCS official prior to, during, and/or after a judicial proceeding.
f. harassing (verbal or physical) and/or intimidating a CCS official prior to, during, and/or after a judicial proceeding.

g. failing to comply with the sanction(s) imposed under the Code of Student Conduct.

h. influencing or attempting to influence another person to commit an abuse of the campus judicial system.

22. Planning, directing, or committing acts of hazing, defined as any activity which willfully or recklessly endangers the physical or mental health of an individual or subjects an individual to ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, an officially or unofficially recognized group or organization.

23. Committing violations of rules and regulations duly established and promulgated by other CCS departments.

PURPOSE
CCS has established these regulations regarding standards of conduct in order to protect its educational mission, provide for the orderly conduct of its activities and safeguard the interests of the CCS community. These regulations are intended to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms. All students, regardless of their status in the CCS community, shall be afforded the rights and privileges of due process when accused of violations of this Code.

JUDICIAL OFFICERS
The Dean of Students retains the ultimate responsibility for the administration of this system. The Dean of Students or his/her designee expressly retains final authority to determine the following:

a. jurisdiction of any judicial meetings in any given case where ambiguity exists.

b. whether a violation of this Code shall be adjudicated by a judicial meeting.

c. whether a violation or serious criminal act, occurring off campus, shall be adjudicated by the CCS judicial system.

d. how violations of this Code are to be adjudicated at the end of the academic year and during the summer session.

The Dean of Students, or his/her designee, will review judicial complaints for violations that occur outside of student housing. If the potential sanction based on either the violation or the student’s current judicial standing warrants possibly being suspended or dismissed from the College the case will be adjudicated in conjunction with the Vice President for Enrollment and Student Services.

The Residence Life professional staff will review judicial complaints for violations that occur within student housing. If the potential sanction based on either the violation or the student’s current judicial standing warrants possibly being removed from student housing, the case will be referred to the Dean of Students.

Judicial officers are responsible for reviewing the information surrounding an alleged violation. This may include interviewing witnesses, the accused student(s), visiting the sight of the alleged violation and reviewing Campus Safety information.

General Provisions
CCS reserves the right to amend any provision herein at any time in accordance with established CCS procedures. Communication of any changes will be made to the CCS community in an appropriate and timely fashion.

This judicial system shall apply to conduct that occurs on CCS property (all land, buildings, facilities or other property in the possession of or owned, used or controlled by CCS, including adjacent streets and sidewalks) and to conduct that occurs elsewhere during the course of a CCS function. Actions not committed on CCS property may also be subject to judicial action if the offense adversely affects CCS and/or the pursuit of its objectives.
When behavior in classrooms is determined to be disruptive by instructors, the instructor can remove the student from the remainder of the class. The disruptive behavior is then to be reported to the Dean of Students for follow up. If the disruptive behavior continues, or is of a nature that warrants removal from the class, the student could be disciplinarily withdrawn from the class.

The actions of a student organization involved in CCS-related activities or CCS-sponsored activities that are in violation of CCS regulations may result in disciplinary action against the organization as well as the students involved.

Students may be accountable to both civil authorities and to CCS for acts that constitute violations of the law and the Code of Student Conduct. Disciplinary action at CCS will normally occur pending criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Inappropriate behavior that may have been influenced by a student’s mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her action.

Ultimately the judicial officer must decide if the student is responsible for the alleged violation. In cases where the evidence is not 100% clear, the judicial officer’s decision will fall in the direction in which there is a preponderance (51%) of evidence. Students being charged with a violation of the Code of Conduct will have the opportunity presented to them to speak on their behalf. In the event that a student fails to participate in the judicial process, the case may be heard in their absence. Efforts to accommodate class schedule and extenuating circumstances will be made by all CCS personnel.

Sanctions

In recommending or determining a sanction, a judicial officer shall consider all relevant factors, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, the student’s current demeanor and the student’s past disciplinary record, if any. Sanctions include, but are not limited to:

- Warning
- Disciplinary Probation
- Disciplinary Withdrawal from class(es)
- Suspension
- Dismissal
- Community Service Hours
- Removal from Student Housing if applicable
- Educational Project

Interim Sanctions

For alleged violations of this Code, interim sanctions may be imposed, however, only when there is reason to believe that the student poses a substantial threat in terms of harm to others, damaging CCS property or will disrupt the stability and continuance of normal CCS operations and functions. Interim sanctions are temporary actions that will be enforced only until such time as a formal judicial decision can be made. The required formal meeting shall be provided within a reasonable length of time, which, unless unusual circumstances are present, shall be held not later than 10 calendar days from the date the student was notified of the alleged violations and interim sanctions. Interim sanctions cannot be appealed prior to the required formal student judicial meeting.

Reports of Alleged Violations

If an alleged violation takes place, the report should be filed with the Office of Student Affairs. Any student, faculty member or staff member may report an alleged violation of a student or student group/organization to the Office of Student Affairs. Reports should be in writing.

CCS may file appropriate charges against students accused of violating the Code of Student Conduct. Such charges shall be filed no later than 4 months after the discovery of the alleged violation and the identity of the student(s) involved. If a student has withdrawn or withdraws
after the filing of such charges, either (1) a judicial hold will be placed on their student account which will restrict their ability to register for future classes and the student notified that disciplinary action may be required prior to the judicial hold being removed, or (2) CCS will proceed to take disciplinary action under the provisions of the Code.

**Judicial Meetings**

Upon the filing of charges, CCS may schedule a judicial meeting with the accused student(s) at which the nature of and the responsibility for the alleged offense are discussed. The judicial officer conducting the judicial meeting may withdraw any charge deemed to be without basis.

If an accused student fails to appear at a scheduled judicial meeting following proper written notification, the designated judicial officer may review the evidence in support of the charges and render a decision. Findings and sanctions, if applicable, will be based on the evidence and not on the accused student’s failure to appear.

**Appeal Process**

A student found in violation of the Code of Student Conduct may appeal the findings and/or sanctions. A letter of appeal must be submitted in writing to the judicial officer who handled their case within 3 calendar days from the date of the student’s receipt of the official decision. The judicial officer will forward the appeal letter to the next administrative level for review, with the exception of the Vice President for Enrollment and Student Services who serves as the highest ranking judicial officer. Failure to appeal within the allotted time will render the original decision final and conclusive.

The imposition of sanctions will be deferred pending appellate proceedings. The administrator reviewing the appeal will examine the judicial file, conduct interviews as deemed necessary and render a decision regarding the appeal within 7 calendar days in writing.

**Disciplinary Files and Records**

The Office of Student Affairs shall maintain disciplinary records for no longer than 5 years, except in cases of suspension and expulsion. Such information shall be maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be made available to judicial officers and other CCS officials as necessary.

Students may arrange to review their own disciplinary records by contacting the Office of Student Affairs. Disciplinary proceedings shall be confidential.

With the exception of cases involving suspension and dismissal, disciplinary records will be destroyed not later than 5 years after a student’s graduation or last recorded semester of attendance at CCS.

**SMOKING POLICY**

In the interest of providing a safe and healthy environment for all staff, faculty, students and visitors, and in accordance with the Michigan Clean Indoor Act and the City of Detroit Smoking Pollution Control Ordinance, smoking is prohibited in all CCS buildings and within 15 feet of all building entrances and air intakes.

**Enforcement of Policy**

The success of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. Students are encouraged to ask offending smokers to stop smoking. Any student smoking in a non-smoking area must immediately stop upon being requested to do so. Failure to do so will result in formal disciplinary action as outlined below.

**Complaints**

Complaints regarding the smoking of faculty and staff should be made to the Department Chair, the employee’s immediate supervisor or the Director of Human Resources. Complaints regarding students smoking should be made to the Director of Student Life.
Disciplinary Action
All student complaints should be made in writing to the Dean of Students. The Dean of Students will notify the student in writing that a complaint has been issued. A second offense will result in a $50 fine. A third offense will result in a $100 fine. Further violations will be subject to CCS disciplinary policies, up to and including expulsion.

Students wishing to contest the above may do so in writing to the Office of Student Affairs. Evidence of non-violation should be attached.

**DRUG/CONTROLLED SUBSTANCE AND ALCOHOL POLICY**
Under the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, the College for Creative Studies (CCS) must certify that it has adopted and implemented a program to prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on its property or as any part of its activities.

**PHILOSOPHY**
The unlawful use of drugs or alcohol is inconsistent with the behavior expected of members of the CCS community. CCS is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all students of the College. The College is committed to the further expansion of that system and the dissemination of drug awareness information to its students.

**SCOPE**
This policy applies to all students taking courses, both credit and non-credit courses, at the College for Creative Studies, including any and all programs located off sight.

**STUDENTS IN OVERSEAS PROGRAMS**
Students visiting foreign countries to attend academic programs overseas are reminded that they may be subject to arrest and legal sanctions for drug and alcohol offenses under the laws and regulations of that particular country or institution in addition to the judicial process of the College.

**DISTRIBUTION OF POLICY**
A copy of this policy statement shall be distributed annually to all students and employees in a solely devoted email, posted on the College’s website, published in the Student Handbook.

**STANDARDS OF CONDUCT: ALCOHOL POLICY**
Students, CCS employees and guests, regardless of age, are expected to refrain from the possession, consumption or transportation of alcoholic beverages while on any part of the campus or at College sponsored/supported events.

The use of alcoholic beverages will be permitted, for individuals 21 years of age or older, only within the approved designated area of events coordinated by the Office of Institutional Advancement or Executive Office.

Possession of an empty container of an alcoholic beverage will be dealt with as though the individual responsible for the empty container consumed the contents.

**STANDARDS OF CONDUCT: DRUG/CONTROLLED SUBSTANCE POLICY**
Students, CCS employees and guests are prohibited from using, possessing, transferring or selling any illegal drug, controlled substance, including over the counter substances, or related paraphernalia, including hookahs, while on any part of the campus or at College sponsored/supported events.

**GUESTS**
Guests, on campus or at College events, who are violating a College policy, may be asked to leave campus/the event and their CCS host will be held responsible for their guest’s actions.

**EXTERNAL SANCTIONS**
Unlawful possession, use, manufacture, or distribution of alcohol or illicit drugs may also lead to a referral to the appropriate local, state, and/or federal authorities for prosecution for a misdemeanor or felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment.
PENALTIES UNDER MICHIGAN LAW

The State of Michigan may impose a wide range of sanctions for alcohol-related offenses. For example, a first drunk driving offense may be punished by up to 90 days in jail, a fine of not less than $100 nor more than $500, suspended license for not less than six months nor more than two years, and up to 45 days of community service. Subsequent offenses can lead to significantly increased sanctions. The vehicle of a minor transporting alcohol may be impounded for up to 30 days. Furnishing or using fraudulent identification to obtain alcohol may be punished by up to 90 days in jail and a $100 fine.

On September 1, 1995, the Michigan Legislature expanded the law concerning minors and alcohol possession, consumption, and purchase. A minor is anyone under the age of 21. The minor may be required to submit to a preliminary chemical breath test and may be subject to suspension of his/her driver’s license even if he/she was not in an automobile at the time of the arrest. In addition, it is now a misdemeanor, not a civil infraction, for a minor to attempt to possess, consume, or purchase alcohol. If the underage person is less than 18 years of age, the agency charging him/her must notify the parents or guardian with 48 hours.

PENALTIES UNDER FEDERAL LAW

Conviction for possession of illicit drugs results in 1 to 3 years imprisonment and a minimum fine of $1,000, unless the offense involves cocaine base (crack) which may carry mandatory imprisonment for up to 5 to 20 years.

The severity of the sanctions imposed for both possession and distribution offenses depends on the type and quantity of drugs, prior convictions, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near College premises. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person’s right to purchase a firearm or receive federal benefits, such as student loans, grants, contracts, or professional or commercial licenses, may be revoked or denied as a result of a drug conviction. Additionally, federal law mandates that any student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period on the date of such conviction and ending after the interval specified.

HEALTH RISKS

The abuse of drugs and alcohol can lead to a variety of serious consequences including poor academic performance poor decision making poor morale work errors wasted time and materials damage to equipment fast tardiness absenteeism accident switch injure the drug abuser accidents which put employees in students at risk of injury and me bleed to display reaction prosecution illness and even death abusers of the substances experience depression isolation loss of memory loss of coordination impaired judgment reduced morale anxiety paranoia and loss of self-respect.

Outlined below is a listing of drugs of abuse and their health risks. For more information regarding health risks and effects of alcohol and other drugs, please visit the following websites:

- U.S. Drug Enforcement Administration
- Higher Education Center for Alcohol, Drug Abuse, and Violence Prevention
  www.higheredcenter.org

Alcohol

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.
Cannabis
Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.

Hallucinogens
Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

Inhalants
Inhalants (including amyl and butyl nitrate, nitrous oxide, and others) vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, and headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in methemoglobinemia, vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Narcotics
Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating.

Other Depressants
Other depressants (including GHB or liquid ecstasy, valium, xanax, ambien, and barbituates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants
Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical dependence and high risk for psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.
STUDENT ASSISTANCE PROGRAMS
All students are encouraged to seek early help if they feel they have a problem with drugs and/or alcohol, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or drug problem. The College offers the following drug and alcohol abuse services:

Information and Referral
All students are eligible to consult with the professional staff of the Wellness Center; personal counselors and/or health care professional, regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners.

Individual Counseling
Individuals are seen on a short-term basis for assistance with drug-related problems. However, it is likely that students will be referred out for alcohol and drug dependence. This service is available to students at no charge.

COMMUNITY RESOURCES
Narcotics Anonymous
www.na.org
Alcoholics Anonymous
www.aa.org
Al-anon
www.al-anon.alateen.org

For friends, relatives and domestic partners who are coping with a loved one’s alcohol or drug use.

Drug Free Detroit
www.drugfreedetroit.org

PENALTIES FOR VIOLATION OF THE POLICY/COLLEGE SANCTIONS
When a student is found responsible for violating the Drug Policy and/or Alcohol Policy of the College, their case will be evaluated and an appropriate sanction will be implemented. The sanctions described are minimum sanctions and do not limit the disciplinary power of the College in any matter involving Code of Conduct violations.

Disciplinary Probation is a formal written notice that a student is in poor judicial standing with the College.

Loss of College Housing Eligibility (if applicable) is the termination of a student’s admissibility to live in College housing.

Suspension is the termination of an individual’s status as a student, with the loss of all rights and privileges, for a specific time period.

Dismissal is the permanent termination of an individual’s status as a student, with the loss of all rights and privileges.

Community Service Hours is a required number of hours to be worked in unpaid College or public service within a specific period of time.

Educational Project is a project that is focused on educating the student about a particular issue.

Review of Policy, Program and Disciplinary Consistency
Biennially, the Student Affairs Office staff shall review this policy and its programs to:

• determine the effectiveness of the program and implement needed changes;
• determine number of drug and alcohol related violations and fatalities that occur and are reported to campus officials;
• determine number and type of sanctions imposed; and
• ensure consistency of sanction enforcement.

Results from each biennial review are recorded and available to the Department of Education and to the public upon request from the Dean of Students.
NONDISCRIMINATION POLICY

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions and educational practices. The College strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law, is strictly prohibited. This policy applies to the conduct of faculty, staff, and students - or others who may be in a working relationship with the College - while on College premises or away on College-sponsored activities. This policy also applies to decisions concerning admission, hiring, promotion, matriculation and any other decision affecting educational or employment opportunities.

A CCS employee or student who believes he/she has been subject to discrimination, harassment, or retaliation, or who is aware of such an incident involving another individual, must report the matter to the Director of Human Resources or the Director of Student Life. Complaints of harassment, discrimination or retaliation will be thoroughly and impartially investigated. Where warranted, appropriate remedial action will be taken and, depending on the circumstances, may include disciplinary action, including discharge or dismissal. All students, staff and faculty have a responsibility to cooperate fully in any investigation, and the College for Creative Studies prohibits retaliation against anyone who, in good faith, reports a violation of this policy or participates in an investigation of such reports.

HARASSMENT POLICY

Harassment

Harassment is unwelcome verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive environment, or has the purpose or effect of substantially interfering with an individual’s role as a student.

Sexual Harassment

Sexual harassment is a form of unlawful harassment and may include a range of subtle and not-so-subtle sexual behaviors involving individuals of the same or different gender. Sexual harassment involves unwelcome sexual behavior (1) that creates a hostile or offensive educational environment, or (2) submission to which becomes a factor in educational decisions concerning the student. Depending on the circumstances, sexual harassment may include sexual advances; sexual jokes and sexually suggestive objects or pictures; leering, touching, or commentary about a person’s body; or insulting or obscene comments, gestures or behavior of a sexual nature.

Any CCS student, who believes he or she has been harassed or discriminated against, or is aware of the occurrence of harassment or discrimination by another CCS community member, should immediately report the incident to the Dean of Students. Each report will be investigated promptly and appropriate action taken with the student’s consent.

In the event this policy is violated:

Students will be subject to disciplinary action up to and including expulsion. Educational sanctions and counseling may also be required to remain an active member of the CCS community.

CCS employees will be subject to disciplinary action up to and including termination.

OFFICIAL NOTICE

There is an official bulletin board in each department on which items of importance to students are posted. Please be aware that anything posted on these boards constitutes due notice for official purposes. No further notice needs to be given. You are strongly advised to check these boards regularly for all requirements or information posted there.
ACADEMIC AND STUDENT SERVICES

CCS SMART CARDS

The CCS SmArt Card will not only serve as your official identification, they will also provide you the ability to pay for meals on campus, access rooms on campus, charge items in the College Bookstore, gain access to the parking facilities and much more. The CCS SmArt Card also provides a number of discounts at local merchants like Byblos Café and Grill, Union Street Saloon, and Curl Up and Dye. Check out the main page of BlackBoard for a full list of discounts and benefits that your CCS ID provides.

CASHIER AND BUSINESS OFFICE

Yamasaki Building
First Floor, Ext. 7435
Monday - Friday, 9:00 A.M. - 4:00 P.M.

At the Cashier’s Window students can make tuition, housing and meal plan payments, rent lockers, purchase stamps, and pick up work-study paychecks.

TUITION PAYMENT PLAN OPTION

CCS has partnered with Tuition Management Systems (TMS) to offer families additional options in financing their education. TMS will be offering interest free payment plans for a $55 annual enrollment fee. These plans allow families to divide tuition and other expenses into ten smaller monthly payments, spread over the year. For additional information, please go online to afford.com/collegeforcreativestudies.

ACADEMIC TECHNOLOGY SERVICES INFORMATION

For complete information on Academic Technologies at CCS, students should consult the Student Lab Guide. The most current version is available on Blackboard through the Campus Offices tab > Academic Technologies, in the Imaging Center, in the Audio Visual Center, or in the 24 hour lab on either campus. Guides for the Imaging Center and how to be print ready and for Audio Visual Services are also available through Blackboard and in each service location.

COMPUTER LABS

Each campus has a 24-hour lab with Mac and PC computers, printers, and scanners. In addition, labs in the lower level of the Walter B. Ford II building are available during building hours if there is no class or special use scheduled for the room.

Items found in the labs will be turned over to the Campus Security Office located on each campus. The Academic Technologies Department is not responsible for lost items.

LAB POLICIES

- Have your student ID badge visible at all times.
- Deleting files from computers or network folders that do not belong to you is strictly prohibited. Students who do so may be subject to disciplinary action.
- Maintain overall cleanliness.
- Treat Academic Technologies proctors and lab equipment with respect; any failure to do so will result in a loss of lab privileges.
- Any detrimental use of lab computer equipment will not be tolerated.
  - Downloading illegal/pirated/pornographic files or software
  - Pilfering lab hardware/software
  - Willfully damaging equipment, jamming or ripping out connections
- Pay attention to signs and heed announcements as they are posted.
LOGIN INFORMATION
Every student is provided with a user name and password for email, Blackboard, and computer access. Your username and password should have been provided with your admissions information. If you lose your login information, please contact the Help Desk at extension 7818 or go to Information Technology Services in A001, on the lower level of the Yamasaki Building.

WIRELESS INTERNET ACCESS
CCS maintains a wireless internet connection at both the Ford Campus and in the Taubman Center. Instructions for accessing the network can be found on Blackboard by clicking on the Campus Offices tab > Information Technology Services. Questions or problems should be directed to the Help Desk.

HELP DESK
The Help Desk is an online feature where you may submit tickets detailing technology problems in the CCS labs. To submit a ticket go to the CCS Blackboard website and click on the Help Desk link. You may also call the Help Desk at extension 7818.

IMAGING CENTER
The Imaging Center offers a variety of print services for CCS students and faculty. It is located on the 6th floor of the Taubman Center. For more information about services, hours of operation, and contact information, pick up a brochure in the Imaging Center or click on the Imaging Center link under the “Campus Offices” tab on Blackboard.

AVC
The Audio-Visual Center handles equipment rental for students and operates the Stage areas in the Walter B. Ford II building and the Studio areas in the Kresge/Ford Building. Reservations can also be made for the sound studios and the editing suites in the AVC. The AVC is located in W109, on the first floor of the Walter B. Ford II building. For more information about services, hours of operation, and contact information pick up a brochure in the AVC or click on the AVC link under the “Campus Offices” tab on Blackboard.

STUDENT RESPONSIBILITIES
• Questions about learning how to use various software applications to complete your course work should be directed to your instructors.
• You are solely responsible for backing up your own files. CCS is not responsible for any lost work. Any files left on lab computers are publicly accessible to all CCS students and staff. Also note:
  ◦ Files may be deleted at the discretion of the Academic Technologies Department from the local computer and the network shared drive due to illegal, corruptive, or otherwise detrimental activity.
  ◦ Files may be deleted from network or other drives (except your home drive) when disk space gets low. Signs will be posted notifying students when this will take place.
  ◦ The contents of the file transfer folder will be deleted every Friday at 5:30 am. Backup your files before then.
  ◦ The contents of your Home folder will be deleted each year in the week following the opening of the Student Exhibition. Please watch your email and the information screens around campus for the exact date and information relating to files in your home drive.
• Any files saved outside of the ThawSpace drive (i.e. on the desktop) on a lab computer will be DELETED upon logout or reboot.

HELPFUL TIPS:
• Restart a computer before using it, or especially if it is behaving erratically.
• Save your files frequently while you are working.
• Make at least two recent backup copies to different storage media (i.e. save to your home directory and to your USB drive).
• The **file transfer** folder will be emptied every Friday at 5:30am! Backup all files that pertain to you before then.

• Do not delete files from computers or network folders that do not belong to you. Students who do so may be subject to disciplinary action.

• Maintain your network home directory by cleaning it out regularly, especially when you’re near your storage limit.

• Do not run or edit your files directly from a network drive, CD, a USB drive, or any other external media. Copy your files to the ThawSpace drive located on each computer; work on them, and re-save the files frequently back to your media. Otherwise, the file may run slower, crash the computer, be accidentally deleted, or become corrupted.

• Respect all technical equipment.

• Make any reservations early, whether you are:
  ◦ Checking out equipment,
  ◦ Reserving time slots in the Audio-Visual suites
  ◦ Rendering your files through the Renderfarm,
  ◦ Requesting services from the Imaging Center or Audio-Visual Center

• Submit a ticket via the Help Desk link found on Blackboard or call extension 7818 to report problems in a CCS Lab.

For additional information, please refer to the Student Lab Guide. Copies are available on Blackboard under the “Campus Offices” tab, in the Imaging Center, in the Audio Visual Center, or in either of the 24 hour labs.

**Web links**

CCS Home: [www.collegeforcreativestudies.edu](http://www.collegeforcreativestudies.edu)

Blackboard access: [www.bb.collegeforcreativestudies.edu](http://www.bb.collegeforcreativestudies.edu)

(Links to the CCS Help Desk and CCS Email can be found on Blackboard.)

**Imaging Center**

(313) 664-1507

Monday-Thursday: 8:00am-10:00pm

Friday: 8:00am-3:00pm

**Audio-Visual Center (AVC)**

(313) 664-7647

Monday-Thursday: 8:00am-10:00pm

Friday: 8:00am-5:00pm

**WB Studios**

Available by reservation only during the following hours:

Monday-Thursday: 8:00am-10:30pm

Friday: 8:00am-5:00pm

Saturday: 12:00pm-6:00pm

Sunday: 12:00pm-6:00pm

**Unauthorized File Sharing of Copyrighted Material**

This notice is provided in accordance with the Higher Education Opportunity Act of 2008. Unauthorized distribution of copyrighted material by any means (including peer-to-peer file sharing) may subject an individual to civil and criminal liabilities in addition to violating CCS internal policies.
SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

SUMMARY OF CCS PENALTIES FOR UNAUTHORIZED FILE SHARING OF COPYRIGHTED MATERIAL

Upon a first offense, individuals will receive a written warning. If by nature of technology used the individual cannot be located, Internet access for the computer used will be suspended until a warning can be delivered.

Upon a second offense, disconnection of Internet service will occur.

Upon a third or subsequent offense, sanctions can include disciplinary probation, removal from housing, and/or suspension from the College.

LEGAL SOURCES OF ONLINE CONTENT

EduCause maintains a list of legal sources of online content at www.educase.edu/legalcontent. Members of the CCS community are encouraged to check that site to ensure they are compliant with the law.

CCS LIBRARY

CCS has two libraries: The Main Library, located on the Ford campus in the Manoogian Visual Resource Center, and the Color & Materials Library (“C & M”), located at 925 in the A. Alfred Taubman Design Center (see separate info below).

During the academic year (September-April), the CCS Ford Campus Library is open:

Monday through Thursday; 8:00 a.m. – 10:00 p.m.
Friday, 8:30 a.m. – 4:30 p.m.;
Saturday, 10:00 a.m. – 5:00 p.m.
Sunday, 1:00 p.m. – 7:00 p.m.

During the academic year, the C & M Library is open:

Monday through Wednesday, 9:30 – 9:00 p.m.;
Thursday through Friday, 10:00 – 6:00 p.m.;
Saturday and Sunday - Closed

You must show a current CCS ID in order to check out library materials. The library’s online catalog is accessible on the Internet at www.lib.collegeforcreativestudies.edu. Access to the online catalog, as well as to the Library’s electronic databases, is also available through Blackboard, where students can search for books, periodicals, and materials placed on reserve by your instructors. From the catalog’s main menu you can access your patron record to see what books you have checked out, what their due dates are, and if you have overdue books.
Fines for overdue books are ten cents per book per day. Other materials have varying fines; please check at the circulation desk. All lost or unreturned items will be charged the replacement cost plus a $30.00 processing fee. Accounts must be paid in full in order to receive grades and transcripts.

**Cell phone use is prohibited in the library!** Please turn ringers on vibrate when entering the library. If you should receive a call while in the library, please take it out into the lobby.

**Visual Resources**

The College’s digital database *Luna*, is available for student use via the Internet. Please check with Library staff or Academic Technologies for training. Faculty may place digital images on Blackboard for students to review and study.

**Loan Periods**

**Books:** Two weeks. Books may be renewed (one time only) if no one has requested a hold be placed on them.

Closed Reserve Books: Closed Reserve books are permanently shelved behind the circulation desk; many photography books are on Closed Reserve. These items can only be used in the library.

**Course Reserves:** Materials placed on reserve by faculty for their classes are shelved behind the circulation desk. These items can only be used in the library.

**Open Reserve Books:** Open Reserve books are shelved on the row next to the reference desk and have red tape on the spine above the call number label. These materials are accessible in the general stack area, but can only be used in the library.

**Children’s Illustrated Books** – This collection is located at the end of the Reference Collection and includes all Caldecott Medal winners along with numerous award-winning illustrated books. These books are available for checkout for the normal borrowing period.

**Periodicals:** We subscribe to 275 publications. All periodicals, both current and back issues, are for library use only.

Vertical File Materials: Loan period - One week. Vertical File materials are housed in the filing cabinets toward the back of the Library. In general, these materials are filed alphabetically by the name of the artist and include brochures and small exhibition catalogues.

Reference Books: Reference books have yellow tape on the spine and may not be taken out of the library.

Oversized Books: Located by the rear scanner after the General Collection books, they are able to be checked out for the normal borrowing period.

Videos and DVDs: Students are not allowed to take movie videos or DVDs out of the library. However, four DVD/video stations located in the rear of the Library are available for student viewing, including Blu-Ray and PAL format decks.

**ELECTRoNIC RESoURCES**

Only registered CCS students may use the computers. Our eight Macs and ten NTs are equipped with Internet access and word processing software. The NTs are also programmed with Excel and PowerPoint; the Macs have various software loaded, such as Adobe CS5.

Our electronic databases can be accessed through Blackboard anywhere on campus and can also be accessed through the wireless portal. Remote access is also available via ez-proxy; authenticate through Blackboard.

Please see library staff for any problems or questions with Internet or database searching. We also have two book edge scanners attached to Mac computers for scanning materials that cannot leave the library.
ADDITIONAL LIBRARY RESOURCES IN THE AREA

DETOUR PUBLIC LIBRARY
You may get a free library card for DPL by presenting proof of residency in Detroit or attendance at a Detroit school (current registration schedule) and a government-issued photo ID (driver’s license). There is a replacement fee if you lose your card. The loan period is 3 weeks, after which you will be fined $.20 per day per book. Hours are 10:00 a.m. to 6:00 p.m. Thursday, Friday, and Saturday and noon to 8:00 p.m. Tuesday and Wednesday. The library is closed Sunday and Monday. The National Automotive Historical Collection has separate hours; their phone number is 313-833-1456.

WAYNE STATE UNIVERSITY LIBRARIES
You may use books in the library free of charge. Registered CCS students may check out a maximum of three books from Wayne State University libraries with an InfoPass. You must get this pass from the CCS reference librarians, and you must show your current CCS ID to get it. Otherwise, to obtain a WSU library card, present a picture student ID card and pay a $100.00 annual fee at their circulation desk. There is a replacement fee for lost library cards. Loan period is 28 days, after which you will be charged $.25 per day per book.

Hours for the Purdy-Kresge Library (which houses the majority of art and Liberal Arts books) during the academic year are 8:00 a.m. to 11:00 p.m. Monday through Thursday; 8:00 a.m. to 6:00 p.m. Friday; 9:00 a.m. to 5:00 p.m. Saturday; and 11:00 a.m. to 7:00 p.m. Sunday. The phone number for the Purdy-Kresge Library (humanities collection) is (313) 577-4042. Maps to Wayne State are available.

MichCard: The state of Michigan belongs to a consortium which allows participating libraries local borrowing privileges to all members’ collections. CCS library does not belong to this consortium (we reserve our collection for student use) but DPL and WSU libraries do belong. Wayne State libraries limit checkouts to ten items at a time. To take advantage of this privilege, you must contact your resident Michigan public library and request a Mich sticker to be applied to your local library card. Out of state and International students cannot participate in this program. Please see librarians Nancy Steffes or Robert Hyde for more information.

THE DETROIT INSTITUTE OF ARTS
CCS students are allowed access to the DIA Research Library. To view the library’s catalog, go to www.dia.org and click on “research.” Students must enter at the Kirby (north) door and show proper CCS ID. Appointments must be made prior to your visit by calling (313) 833-3460. See CCS library staff for access information.

INTERLIBRARY LOAN
Books and articles that are not available from our library, the Detroit Public Library or the Wayne State Library System can be borrowed from other libraries through Interlibrary Loan. Please contact Nancy or Robert for this service.
THE COLOR & MATERIALS LIBRARY

The Color & Materials Library is a unique resource that is a combination of a traditional library and a materials research lab.

The library collection includes over 75 periodicals, about 3000 books and approximately 3500 material samples. The collection of books and magazines focuses on product design, materials, graphic design, interior design, advertising, transportation design, architecture, fashion, and trends. The frequently updated materials collection consists of reference samples of textiles, metals, plastics, wood, bamboo, cork, glass, paper, and color swatches. The library subscribes annually to New York based Material Connexions’s electronic database and is available to all students and faculty. In addition, the library provides the full Pantone Color Reference Library.

The Color & Materials Library has a lab of four computer stations and two scanners for students to scan materials that are for library use only. The library houses a Gretag MACBETH Light Testing Box. The box is equipped with five selectable light sources designed to aid in color matching and evaluation.

The purpose of the materials library is to inspire creativity as well as to introduce students to both new and traditional materials and the companies that produce them. Students in all disciplines at the college are encouraged to use the library’s resources.

Contact Holly Tylenda (htylenda@collegeforcreativestudies.edu) at 313.664.1638 with questions.

ACADEMIC ADVISING AND REGISTRATION

Yamasaki Building, First Floor, Ext. 7672
Hours: Monday – Friday, 8:30 A.M.- 4:30 P.M.

The College for Creative Studies believes that academic advising is a developmental process that assists students in the clarification of life, education and career goals. The Academic Advisors assist students in the development of educational plans and provide direction to help them achieve their goals.

The Academic Advising and Registration Office provides a variety of services including assistance with course selection, student registration, guidance and assistance with registration forms and procedures, referrals to the Student Success Center, providing course equivalency guides for local colleges, resolution of transfer credit issues, documenting student absences, processing Mobility Program applications, etc. Students are strongly encouraged to meet with their assigned Academic Advisor each semester to ensure that they are taking the required courses for graduation as they strive to attain their personal and educational goals.

Academic Advisors are responsible for ensuring that students are making satisfactory progress toward their degree. Each semester, the Academic Advisors review the Academic Evaluations of all students. Students who are identified as not making satisfactory progress toward their degree will receive a letter from the Academic Advising and Registration Office indicating that an “advising hold” has been placed on their record and that they must make an appointment with their assigned advisor to address the issue(s). Students with an “advising hold” will not be allowed to register for the upcoming semester until the issue(s) have been resolved.

Incoming freshmen are sent advising packets from the Academic Advising and Registration Office. Incoming freshmen and returning students may opt to register in person at the Academic Advising and Registration Office or through WebAdvisor, the CCS online student registration system. WebAdvisor allows enrolled students to check grades, search for classes, register online, add/drop classes, and pay tuition online. Faculty can view advisees, check current class rosters, and view class schedules. Enrolled students must obtain a password from Information Technology Services before using this system.
ADMISSIONS

ADM Building, Ext. 7425
Hours: Monday – Friday, 8:30 A.M.- 4:30 P.M.,
The Admissions Office plans the recruitment and enrollment activities for prospective students of the College for Creative Studies. Former CCS students who wish to be readmitted to the College must reapply through the Admissions Office.

CAREER SERVICES

Yamasaki Building, Second Floor, Ext. 7466
Hours: 9:00am- 4:00pm
Monday & Thursday, by appointment only
Wednesday, walk-ins welcome.
The College for Creative Studies’ Career Services Office is dedicated to exposing students and alumni to professional development resources that will aid them in identifying and obtaining their personal career goals.

Career Services coordinates events and personalized on-campus recruiting throughout the year, in addition to providing the following services:

INDIVIDUAL CAREER COUNSELING
The Career Services’ staff is available for appointments with all current students. Please schedule an appointment – careerservices@collegeforcreativestudies.edu.

ONLINE SERVICES
Event information, Resume and Cover Letter Tips, Steps to Pursue an Internship and other online career resources are provided on the College’s intranet, Blackboard. Select the Campus Tab and Career Services.

Behance
Behance is an online portfolio platform for creative professionals. CCS has created a branded online gallery allowing students + alumni to share his or her Behance URL for internships, residencies, exhibitions, jobs and more. Be sure to update your job book profile with your Behance URL under the portfolio section. Every time you update your work on Behance, you automatically update your portfolio on job book!

CCS 4 Year Career Plan
Career Services has created a roadmap for career preparation. Review suggestions for each of your 4 years at CCS on Blackboard under the Campus Tab and Career Services.

Online Job Book
Employers can connect with creative talent at CCS through the CCS Online Job Book. Students and alumni have the opportunity to post their resumes and portfolios for employers to view as well as search for employment and internships. You must have your portfolio reviewed and approved by a full-time faculty member in order to view the internships on job book.

INTERNSHIPS
Students may take internships for credit or not-for-credit.
Internships for credit allow qualified students to earn academic credit while gaining first-hand experience in their chosen fields. In order to take an internship for credit, students must meet the following criteria:

BFA PROGRAM REQUIREMENTS:
Students with a junior or senior ranking, who have completed freshman and sophomore studios, are strongly encouraged to apply for internships. Students must maintain a minimum grade point average of 2.8 and have their portfolio reviewed and approved by a full-time faculty member in their department to apply for internships.
MFA PROGRAM REQUIREMENTS:
Students with Department Chair approval are encouraged to apply for internships after the completion of the 1st year of the MFA program. Submission deadlines vary so be sure to schedule an appointment with your Department Chair one semester prior to submission.

Students must register for both credit and non-credit internships. The internship site must be approved. Portfolio approval forms and internship site approval forms may be obtained in the Career Services Office or on the Career Services page on Blackboard. Students interested in taking an internship for credit are required to schedule an appointment with Career Services after they have completed the portfolio approval and internship site approval forms.

INDUSTRY PROFESSIONALS VISIT CCS
Career Services hosts many career events throughout the year, including: On Campus Recruiting, Panels and Roundtable Discussions, Professional Portfolio Reviews and Company Information Sessions.

THIRD THURSDAYS
Throughout the fall and winter semesters, Career Services hosts Third Thursdays, a series of lunchtime presentations that take place on the third Thursday of the month. The presentations include topics such as best practices for social media, resumes and cover letters, interviewing, securing internships.

PROFESSIONAL TOPIC SERIES
Now online!
Access workshops on Resumes, Interview Skills, Internships, Job Book and everything in between at your convenience. Visit Career Services’ Blackboard page today!

CAREER RESOURCES
Resources include job search sites, grant information, competitions, fellowships, copyright information, gallery listings, professional organizations, self-promotion, freelance jobs, and more.

PERFECT INTERVIEW
Real questions, real practice. Practice makes perfect.

This program allows students to participate in an online simulated interview. The interview, captured via web cam, can then be reviewed by the student to determine areas of strength and areas of improvement. Career Services has a private space dedicated to this system, but you can also access Perfect Interview from the privacy of your own home, with or without a web cam. Check out Blackboard for more information.

CONTINUING EDUCATION
ADM Building, 3rd Floor
Hours: Monday – Friday, 8:30 A.M.- 4:30 P.M.
A variety of classes is offered through the Community Education program and is available to students of the College. The classes are non-credit, not applicable to your degree and are often of a specialized nature.

FINANCIAL AID
With the increasing costs of higher education, funding can be one of the most important factors in a student’s life. The Financial Aid Office is open year around to provide students with advice and assistance in applying for and receiving all financial aid for which they are eligible. Many kinds of aid are available through a variety of sources. Never automatically assume you are ineligible for aid.

More detailed information, including work-study job postings and guidance for conducting outside scholarship searches can be found in the Financial Aid section of Blackboard, under the Campus tab.
TYPES OF FINANCIAL AID

- **Scholarships**: Merit based gift assistance (gift assistance requires no repayment) usually based solely on academic achievement or special talent.

- **Grants**: Need-based gift assistance.

- **Employment/Work-Study**: An on-campus job; a direct exchange of money for work performed.

- **Loans**: Funds which must be repaid with interest at a future date, usually following graduation, complete withdrawal from school or after a student ceases to be enrolled at least half-time (6 credits).

SCHOLARSHIPS

The amounts of CCS Scholarships and Awards are determined during the admissions process based strictly on merit. Students qualify for CCS Scholarships and Awards based on the strength of their portfolio and academic history at the time of admittance to the College. Scholarship and Award amounts do not change once the student is admitted to the school.

Students may also qualify for additional scholarships during their years of study. These scholarships are generally funded through gifts made by individuals or companies to CCS. Criteria for receiving these scholarships are determined by the donor. Depending on the criteria set forth by the donor, recipients may be selected based on GPA, faculty recommendation, participation in a sponsored project, or through competitions, such as the Alumni Scholarship competition. Financial need is often but not always a factor. The number and types of scholarships offered vary based on the funding available for the given year. Students should check the weekly email from Student Life for notification of competitive scholarship opportunities at CCS.

Students are also welcome and encouraged to conduct outside scholarship searches. Information and advice can be found in the Financial Aid section of Blackboard. The weekly email from Student Life will also provide notification of any current opportunities the school is notified of by outside companies and organizations.

ELIGIBILITY FOR NEED-BASED AID

Eligibility for need-based financial aid is determined by an analysis of family resources for the most recent calendar year. With the help of Financial Aid staff, adjustments to an application can be made because of major changes in circumstances, such as death, divorce or loss of employment or benefits.

To receive need-based financial assistance from CCS, students must:

- Demonstrate financial need
- Be enrolled in a degree program
- Attend CCS on at least a half-time basis (for most kinds of aid)
- Maintain Satisfactory Academic Progress
- Be a U.S. Citizen or eligible non-citizen
- Be registered for Selective Service (or be exempt)
- Not owe a refund on previous Title IV funds received or be in default on a federal loan

APPLYING FOR NEED-BASED AID

Students wishing to apply for need-based aid should complete the Free Application for Federal Student Aid (FAFSA). This is the sole application required to determine eligibility for need-based aid from the federal and state governments, and from CCS. The application and instructions can be found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). CCS’ Title IV School Code is 006771.

You must complete the FAFSA for each academic year you need to receive aid. It is recommended that you file your FAFSA by March 1st of each year, to ensure you receive the maximum amount of aid available. Though the majority of the information required to complete the FAFSA comes directly from your previous year’s tax return, you do not need to wait until your tax returns are completed. The FAFSA can be filed using estimated information and updated once the final numbers are available.

CCS strongly recommends that you file your FAFSA even if you are uncertain of your plans for the coming academic year. Filing will ensure you are prepared for any result.
Most students are considered a dependent of their parents for purposes of financial aid, and will be required to provide their parent’s financial information and signature on the FAFSA. To determine if you are considered a dependent of your parents for purposes of financial aid, visit www.fafsa.ed.gov.

In some cases additional documentation may be needed by the Financial Aid Office before your financial aid awards can be determined. Documentation requests are sent via email to the student’s CCS email address. If additional documentation is requested, it should be provided to Financial Aid as soon as possible but no later than two weeks before the end of the enrollment period.

**CHANGES IN FINANCIAL NEED/SPECIAL CIRCUMSTANCES**

In some cases a student and/or their family may experience a loss of income or a significant unavoidable expense that affects their ability to pay their balance or be approved for a loan. Some examples are job loss, disability, divorce, death of a parent or spouse, unusually high medical or dental expenses (not covered by insurance) or loss of untaxed income such as child support or workman’s compensation.

CCS will also take into consideration if a dependent student’s parents are paying for other children in the family to attend a private grade or high school or if the parent is enrolled at least half-time in a degree seeking program.

Students experiencing these types of financial strain should contact the financial aid office to discuss.

**FINANCIAL AID NOTIFICATION & FEDERAL DIRECT LOANS (STAFFORD)**

Once your FAFSA is completed and any additional documentation requested has been provided to the Financial Aid Office, you will receive a Financial Aid Notification letter detailing the amounts and types of aid you are eligible for. Incoming students receive a hard copy of their letter in the mail and are required to sign and return it to Financial Aid. Returning students receive email notification their package is complete and are able to view and accept their awards on WebAdvisor. Throughout the school year you will receive updated notices if any additional awards are received or adjustments are made to your original awards.

Aid is initially awarded based on full-time status and is adjusted for students enrolled less than full-time (less than 12 credits). See the Pro-ration section below for more information, or contact the Financial Aid Office if you would like an estimate of your costs and financial aid amounts at less than full-time enrollment.

As part of their financial aid package, most students will have the opportunity to receive federal Direct Subsidized/Unsubsidized loans (formerly called Stafford loans). These are low interest rate loans that are guaranteed by the federal government, so no co-signer or credit check is necessary. They do not begin repayment until after students graduate, leave school, or drop below half-time enrollment (6 credits). The amounts that can be received are limited and based on grade level.

Students must confirm if they accept or decline their Direct loans on WebAdvisor or by completing and returning a hard copy of their Financial Aid Notification letter. Students who initially decline their loans can later accept them as long as they are still enrolled at least half-time (at least 6 credits) and all necessary paper work is completed at least one week before the end of the enrollment period. First-time borrowers must complete a Subsidized/Unsubsidized Master Promissory Note and entrance counseling, per federal regulation. Information on completing these requirements is available on the Financial Aid section of Blackboard.

**SUPPLEMENTAL LOANS**

Many students require additional funds beyond what their grants, scholarships and Stafford loans can provide. If this is the case, you may want to consider applying for a supplemental loan to assist you in covering your remaining tuition balance and/or your costs for books & supplies or living expenses. Parents of dependent students can apply for federal Parent PLUS loans on behalf of their students. Students can apply for alternative, or private loans. Both PLUS and alternative loans are credit-based and most students will require a credit-worthy co-signer.

Additional information can be found on the Financial Aid section of Blackboard.
REFUNDS

Students who borrow or receive aid in excess of the charges owed to CCS will receive a refund check for the overage from the Business Services Office. These funds can and must be used only to pay indirect educational costs, including books & supplies, housing, food, transportation and childcare.

The date the refund checks are available each semester is based on the completion of the necessary paperwork and the grade level of the students. Students should plan accordingly that their check will not be available until 3-4 weeks into the semester.

SUMMER AID

In most cases, students use all financial aid eligibility during fall and winter semester. Understanding the financial limitations that students wishing to take classes will face, the College offers a reduced tuition rate for summer semester.

One exception is federal Pell grants. Pell grant funds may be available if students still have remaining eligibility in the academic year because they were enrolled part-time or only attended school one semester. The entire eligibility is used if students attend full-time during the fall and winter semesters.

Students may also be eligible to borrow additional PLUS or alternative loans funds. To borrow PLUS loan funds, students must be enrolled at least half-time. Some alternative loans also require half-time enrollment.

Financial aid from CCS and from the State of Michigan is not available during the summer.

PRO-RATATION AND COMPLETE WITHDRAWALS

Aid is initially awarded based on full-time enrollment. A few weeks before each semester begins aid is adjusted for students enrolled less than full-time (less than 12 credits). Aid continues to be adjusted as enrollment levels change through the date that 100% charges apply each semester (see the schedule book for exact dates). Scholarships from outside entities are not pro-rated unless required by the donor. Loans do not change unless requested by the student, the student is now exceeding the maximum budget for their enrollment level or the student drops to less than half-time enrollment (less than 6 credits) before the date that 100% charges apply.

11.5 – 9.0 credits = aid prorated to 75% of original award
8.5 – 6.0 credits = aid prorated 50% of original award
Less than 6.0 = most aid prorated to 0% of original award

If you are planning to attend less than full-time and would like an updated estimate of your tuition costs and pro-rated financial aid, please contact the Financial Aid Office.

Students must be enrolled at least 6 credits to receive most kinds of financial aid, including CCS Scholarships, Stafford and PLUS loans. Limited Pell grants and some private/alternative loans are available for students attending less than half-time. See the Financial Aid section of Blackboard to learn more.

Students doing a complete withdrawal from CCS may require adjustments to their federal aid (Pell grants, SEOG, Academic Competitiveness Grants, Stafford and PLUS loans) even after 100% charges apply each semester. Schools are required to perform a calculation up to the date that 60% of each semester is completed, to determine how much of their federal aid a student has earned. Unearned aid must be returned to the Department of Education and can result in a large balance being owed to CCS. If you are considering a Complete Withdrawal, please visit the Financial Aid Office for an estimate of your final balance.

CCS is required to review attendance records for students who fail all classes in a given semester to determine if they were an Unofficial Withdrawal. If it is determined the student stopped attending all classes before 60% of the semester was completed the calculation described above must be completed for any federal aid disbursed to that student and any unearned aid returned to the Department of Education. As noted above this can result in a large balance being owed to CCS. Students who are struggling or have already missed several class meetings are strongly encourage to notify their financial aid counselor or academic advisor for assistance and advice.
WORK-STUDY PROGRAM

Students wishing to do a work-study job on campus should first review the list of postings on Blackboard to determine if there are any jobs currently available they meet the qualifications for. Once an appropriate job is located, students can contact the supervisor listed to set up an interview. The interview is an important part of the process and should be taken seriously – supervisors will choose the student they feel is most suitable in terms of skills and demeanor.

Once you have secured a job, you will fill out an Authorization to Hire form with your supervisor, which should be returned to the Financial Aid Office. In addition, students need to complete tax forms (available in the Financial Aid Office) and provide documentation of their identity and citizenship status. Students should not begin working until all these documents are provided to Financial Aid and confirmation is received that they have been processed.

International students are eligible for work-study, but will need to go through the additional step of obtaining a Social Security number and card. Contact Dorin Campbell at (313) 664-7497 for more information.

Students are compensated for hours worked through twice monthly pay checks. Pay periods are the 1st – 15th and the 16th – last day of each month. Pay dates are the 15th and the last day of each month (if these date fall on a weekend, the check will be available the preceding Friday). In order for your check to be processed for the following pay date, your time sheet must be signed and turned in to your supervisor within 48 business hours of the last day of the pay period.

INTERNATIONAL STUDENT SERVICES

Yamasaki, Second Floor, Ext. 7428
Hours: Monday - Friday, 8:30 A.M.- 4:30 P.M.

International Student Services strives to meet the needs of our growing international student population. The ISSO is responsible for the recruitment of international students and the admission process, immigration documentation, maintenance of the Student and Exchange Visitor Information System (SEVIS), academic advising of international students, orientation for new and returning international students and study abroad programs. The goal of the ISSO is to help international students assimilate easily into the academic and creative environment at CCS through continued support beginning with the application process and continuing after completion of studies.

MULTICULTURAL AFFAIRS

Yamasaki Building, First Floor, Ext. 7403
Hours: Monday – Friday, 8:30 A.M.– 4:30 P.M.

The primary objective of the Multicultural Affairs (MA) Office is student success. Serving as a “safety net” for academically at-risk students, the MA office works closely with all areas of Student Services.

In an effort to establish CCS as a premier school for drawing, free figure drawing clinics are provided virtually every Saturday each term for all registered CCS students, faculty and alumni. To ensure a stress-free environment instruction is available, upon the student’s request, from the MA director or any other faculty member in attendance. Clinic attendees draw in their sketchbooks, complete class assignments or just work to improve their figure rendering skills.

Cultural identity, cultural awareness and inclusion are pivotal to student retention. These issues are particularly important for the retention of students of color. The MA Director serves as administrative advisor to the CCS student group Black Artists Researching Trends (BART). Founded in 1984, BART strives to help students of color adjust to college life and to appreciate the cultural richness of the CCS campus.

The student services offered by the Multicultural Affairs office include: academic advising, Saturday Drawing Clinics, tutoring referrals, and general assistance for students academically at-risk.
STUDENT AFFAIRS

Yamasaki, Second Floor, Ext. 7879
Hours: Monday – Friday, 8:30 A.M.- 4:30 P.M.

The Office of Student Affairs promotes the personal and academic welfare of all CCS students, individually and collectively. The Office of Student Affairs staff has a broad knowledge of CCS and the Detroit area. All questions and concerns, large or small, can be discussed freely and confidentially with the staff. The Office of Student Affairs includes on-campus housing, personal counseling, the student ombudsman, student activities, judicial services, orientation and commencement, Multicultural Affairs, campus nurse, and Dean of Students.

Occasionally you may feel that there is a breakdown in communication or a difference in point of view with another student, faculty member or staff member. If, after attempting to discuss the matter with the party involved, there is no resolution, or if there is a complaint or suggestion you wish to make, it is important to know where to go and to whom you can speak. In most cases your department chair or a member of the Office of Student Affairs can help. In any case, you should talk to someone so that your concerns can be made known and some response can be given.

HOUSING

There are over 400 students living in CCS student housing. The housing consists of apartment style units in the Art Centre Building and loft style units in the A. Alfred Taubman Center.

We have a dedicated and energetic staff of 10 resident assistants in the Art Centre Building and 8 resident assistants in the A. Alfred Taubman Center. The resident assistants are upper class students that assist residents and plan programs and activities. Programs and activities are designed to build great communities within the buildings and to provide those bonds that will last a life time.

In addition to the resident assistants, there are professional staff members who live in the ACB and in the A. Alfred Taubman Center.

All housing policies are listed in the Student Housing Information booklet that is handed out when students move in to housing. Students are responsible for reading and following these policies. If you have not received this booklet, please contact housing to receive one.

MEAL PLANS

CCS offers meal plans to all current students. Meal plans are required for residents of the Taubman Center. Students may enroll in a meal plan either through their housing application or through a form available in the Office of Student Affairs.

The meal plan options that are available are:
- 785 dining dollars for $725.00 per semester
- 1580 dining dollars for $1450.00 per semester

Meals on average can be purchased for roughly 6-8 dining dollars. Meal plans may be used at both the Taubman Center Cafeteria, Tim Horton’s, The Grill and the Arts and Crafts Cafe.

STUDENT OMBUDSMAN

The Student Ombudsman position was created to provide students a consistent, centralized point of contact for questions, concerns and/or problems they may be experiencing on campus. The position is not intended to eliminate standard office and academic procedures elsewhere on campus, more to provide a supplemental resource for students. The Student Ombudsman’s primary role is to ensure that policies are enforced fairly and that students are fully informed of what is being done and why. You can contact the Student Ombudsman either through phone at 313-664-7676 or email at mcoleman@collegeforcreativestudies.edu

The Student Ombudsman will:
- Assist students in accomplishing the expeditious resolution of their problems and concerns.
- Provide confidential and informal assistance to students.
- Advocate for fairness.
- Act as a source of information and referral.
STUDENT PROGRAMS AND ACTIVITIES
The Office of Student Affairs coordinates a number of student programs throughout the academic year, including film festivals, socials, music groups, guest speakers, educational programs, orientation, graduation and much more. For information on particular program schedules, check the bulletin boards or visit the Office of Student Affairs. If you have an idea for a student activity, please stop by the Office of Student Affairs and offer your suggestions.

STUDENT ORGANIZATIONS
A variety of activities are generated by interested groups of students in coordination with the Office of Student Affairs. Students are also encouraged to form new clubs and organizations. Check bulletin boards for information on student organization activities and meetings. Current student organizations range from academically related groups to social organizations to special interest groups.

Students who are interested in forming a new group are encouraged to do so. To start a group you need to fill out a Student Organization Registration form in the Office of Student Affairs. You need to have at least four members and an advisor. The advisor may either be a faculty member or an administrator who is familiar with the type of group created and its needs. Once the group is registered with the Office of Student Affairs, you will be able to reserve meeting space, request funding and gain other assistance from the Office of Student Affairs.

STUDENT GOVERNMENT
The purpose of Student Government is to provide a student voice on campus. Student Government seeks to effect positive change within the institution and to provide a platform for ideas, debate and change that reflect the student body. Student Government works to ensure that campus programs and resources are used properly and facilitate relations/communication between students and administrators. Another goal of Student Government is to develop a sense of community on campus. Student Government welcomes ideas and suggestions from all CCS students. Contact person: Director of Student Life, 313-664-7676.

WELLNESS + COUNSELING SERVICES
Yamasaki, Second Floor, Ext. 7852
Hours: 8:30am-4:30pm

Mission
The CCS Wellness Center is dedicated to promoting the well-being of the whole student and the whole campus through the use of innovative, creative, accessible and impactful wellness initiatives. The Wellness Center offers personal counseling, health services, group support, workshops and various student-oriented activities aimed at building and fostering community and inclusion.

Services
Counseling Services at the College for Creative Studies, staffed by graduate-degree, licensed clinicians, assists students in meeting their emotional, psychological, and mental health needs and contributes to a campus environment that facilitates the healthy growth and development of students. Both individual and group support services are available covering a variety of topics and presenting issues.

Health Services offered through the CCS Wellness Center are staffed by Board Certified Nurse Practitioners. Health Services can provide basic medical care for minor illness and injuries as well as referrals for more specialized or urgent care when needed.

Wellness Services are offered throughout the year to students and include yoga, various topic-specific workshops and student-oriented activities and programming.

All services provided by the Wellness Center are free and available to currently enrolled, full or part-time students during the academic year.

To make an appointment contact the Wellness Center at 313.664.7852 or the Office of Student Affairs at 313.664.7879

You can also email us at: counseling@collegeforcreativestudies.edu
STUDENT SUCCESS CENTER

Kresge-Ford Building, C204, Ext. 7680

Hours: To be posted each semester

The SSC provides:

• FREE services!
• Individualized skill building, including time-management, reading comprehension, study skills, note-taking, test-taking and more!
• One-on-one tutorials for virtually all classes – all majors, Liberal Arts, and Foundations – with the help of peer tutors (Junior and Senior experts in majors)
• Writing support for all types of materials from artist statements, reviews and resumes to research papers, short stories and essays
• In addition, the WRITING STUDIO with CCS English faculty available at lunchtime throughout the semester
• Advocacy and assistance for students with learning challenges
  ◦ Students meet with the director to develop plans to manage their new college responsibilities
• Computer lab with PCs and Macs loaded with software (Illustrator, Photoshop, Alias, Dreamweaver, and more!)

Appointments encouraged Monday through Friday 9 AM – 5 PM
Call either 313.664.7680 or 313.664.7860

STUDENTS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT
The American with Disabilities Act (ADA) was enacted to ensure that people with disabilities, both physical and cognitive, are not discriminated against and are granted the same rights and privileges that are available to any American.

ACCEPTED STUDENTS WITH DISABILITIES
Reasonable accommodations are required to be made for students with disabilities. It is the responsibility of each student with a disability to identify their disability and follow the appropriate procedures if they are making any requests for accommodations.

The sooner CCS is notified of an accommodation request by a student, the sooner appropriate steps can be taken by the Student Success Center to put accommodations in place on the student’s behalf.
ADA REQUEST FOR ACCOMMODATIONS PROCESS

Students are responsible to:

• Submit official documentation substantiating the disability. Regardless how obvious a disability may be, official documentation is required.
• Submit a written request detailing the specific accommodation requests.

CCS will then:

• Review requests for accommodations.
• Notify the student regarding the status of their requests.
• Take appropriate measures to make approved accommodations.

Information disclosed to CCS regarding disabilities will not be shared with anyone, except CCS personnel who need to know based on the accommodations being requested. Disclosure will be determined on a case by case basis and the student will be notified prior to the dissemination of any information. All students are encouraged to self disclose their disabilities which they feel may affect their academic work to their instructors before their first academic assignment. Retroactive accommodations cannot be made for students disclosing after an assignment and/or exam.

Questions can be directed to the Learning Specialist in the Student Success Center at 313-664-7858 or knaini@collegeforcreativestudies.edu.

STUDENT ACCIDENT INSURANCE

All registered degree students are automatically covered by a group accident insurance plan administered by Student Assurance Services, Inc., Stillwater, Minnesota. The plan functions as follows: When the insured requires treatment, because of accidental bodily injury incurred while the policy is in force, by a licensed physician or registered nurse or needs hospital care or ambulance service, the company will pay the expenses actually incurred to a maximum of $10,000. Benefits for dental injuries are limited to $500 for repair and/or replacement of sound and natural teeth. See the insurance brochure in the Office of Student Affairs for more detailed information regarding coverage and claim procedures.

IN CASE OF AN ACCIDENT

To receive treatment: Present your proof of insurance card to the emergency room or outpatient facility providing treatment.

To place claims: Pick up claim forms from the Office of Student Affairs or online through BlackBoard shortly after the accident/treatment. You must have a doctor’s report to submit with the claim. Instructions for filing claims are on the form. To check the status of your filed claim call the Claims Office at 1.800.328.2739.

If you get hurt while working as a work study student

1. Report the injury/accident to Campus Safety to fill out a report.
2. If medical attention is required, you must go to Concentra Medical Center located at 2151 E. Jefferson, Detroit, MI 48207 with an authorization form from Campus Safety.
3. All follow-up care must be done at Concentra Medical Center.
4. If injury is life threatening, call 911 or go to the nearest hospital.

MEDICAL INSURANCE

Medical costs in Michigan are extremely high. It is strongly encouraged that all students carry either their own private insurance, or purchase the sickness insurance policy that is available through CCS. Extended coverage beyond the group accident insurance is also available through Student Assurance Services, Inc. All on campus residents are required to have medical insurance.
OPTIONAL STUDENT SICKNESS INSURANCE

This optional insurance policy is administered by Student Assurance Services, Inc. (Stillwater, Minnesota). The cost of the policy is fairly inexpensive. For more information on this policy, contact the Office of Student Affairs.

FINDING A DOCTOR

It is very important that you have a doctor in the Detroit area both for regular check-ups and so that you have somewhere to go for medical treatment when you are sick. Unfortunately, many students wait until they become ill before seeking medical attention and end up having to go to the emergency room. This can be a very costly decision, since many insurance companies do not pay for emergency room visits unless it is a life or death situation.

Here are some suggestions for finding a doctor in the Detroit area:

1. Contact your health insurance company for a list of doctors in the Detroit area.
2. Call a physicians referral service, which will match you with a doctor by specialty, location, insurance coverage and your personal needs. Some referral services such as St. John Health System will even give you background information on the doctor. The following are some Detroit area physician referral services:
   - St. John Health System: 888.757.5463
   - Henry Ford Health System: 800.653.6568
   - Detroit Medical Center: 313.745.3000

Choose a doctor. Call to make sure the physician accepts your type of medical insurance. Also, make sure the doctor is board-certified by the American Medical Association.

The following are basic guidelines when obtaining medical services:

1. When you call for an appointment, explain your needs and ask about costs and insurance so that you are clear about what your obligations will be.
2. If you are unable to keep an appointment be sure to call within 24 hours of the appointment to cancel. In most cases you will be charged if a cancellation is not made 24 hours in advance. Remember, if you do not call, you not only get charged but you prevent someone else from using your appointment time.
3. Payment is expected at the time service is given. This may be true even if you have insurance. An insurance claim form should be filled out and submitted to your insurance company for reimbursement.
4. If you find you are having problems completing payments or have questions about the services rendered, please notify the Director of Student Life to discuss your options.
5. If you have already seen a doctor and find yourself with an emergency, you can call the doctor’s office and his/her answering service will be able to get in contact with him or her. In most emergencies, however, you will want to go the nearest emergency room.

SAFETY IN STUDIO AREAS

Toxic materials, toxic vapors and gasses and dangerous machinery are among the potential health hazards encountered by the studio artist. Students are urged to (1) familiarize themselves with possible health hazards in the areas in which they are working and (2) utilize all available techniques and equipment to minimize hazards. In some areas the use of respirators or safety goggles is required by CCS.

Pregnant women, persons with respiratory problems and persons placed under physical restrictions by their physicians must make their condition known to instructors as soon as courses begin or at the onset of their condition. If for some reason, you are having difficulties with an instructor regarding your health status, discuss the issue with your Department Chair or the Dean of Academic Affairs.
## CCS PHONE LIST*

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising and Registration</td>
<td>7672</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>1484</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>7436</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>7439</td>
</tr>
<tr>
<td>Admissions</td>
<td>7425</td>
</tr>
<tr>
<td>Advertising Design</td>
<td>1665</td>
</tr>
<tr>
<td>Alumni</td>
<td>7462</td>
</tr>
<tr>
<td>Art Education</td>
<td>7419</td>
</tr>
<tr>
<td>Audio Visual Center</td>
<td>7647</td>
</tr>
<tr>
<td>Bookstore</td>
<td>7443 (Yamasaki)</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>7444 (Ford Campus)</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>1444 (Taubman Center)</td>
</tr>
<tr>
<td>Career Services</td>
<td>7466</td>
</tr>
<tr>
<td>Cashier/Business Office</td>
<td>7435</td>
</tr>
<tr>
<td>Center Galleries</td>
<td>7800</td>
</tr>
<tr>
<td>Community Arts Partnership</td>
<td>1545</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>1532</td>
</tr>
<tr>
<td>Crafts</td>
<td>7446</td>
</tr>
<tr>
<td>Entertainment Arts</td>
<td>7698</td>
</tr>
<tr>
<td>Executive Office</td>
<td>7470</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>7495</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>7490</td>
</tr>
<tr>
<td>Foundation</td>
<td>7695</td>
</tr>
<tr>
<td>Glass Office</td>
<td>7447</td>
</tr>
<tr>
<td>Glass Studio</td>
<td>7451</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>1472</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>1645</td>
</tr>
<tr>
<td>Help Desk</td>
<td>7818</td>
</tr>
<tr>
<td>Human Resources</td>
<td>7651</td>
</tr>
<tr>
<td>Housing</td>
<td>7678</td>
</tr>
<tr>
<td>Imaging Center</td>
<td>1507</td>
</tr>
<tr>
<td>Institutional Advancement</td>
<td>7465</td>
</tr>
<tr>
<td>Interior Design</td>
<td>1620</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>7640</td>
</tr>
<tr>
<td>Library</td>
<td>7642</td>
</tr>
<tr>
<td>Maintenance</td>
<td>7477</td>
</tr>
<tr>
<td>Mail Room</td>
<td>7646</td>
</tr>
<tr>
<td>Metals Shop</td>
<td>5007</td>
</tr>
<tr>
<td>Multicultural Affairs</td>
<td>7403</td>
</tr>
<tr>
<td>Payroll</td>
<td>7652</td>
</tr>
<tr>
<td>Photography</td>
<td>7655</td>
</tr>
<tr>
<td>Product Design</td>
<td>1620</td>
</tr>
<tr>
<td>Registration</td>
<td>7670</td>
</tr>
<tr>
<td>Sculpture</td>
<td>7489</td>
</tr>
<tr>
<td>Silkscreening</td>
<td>7449</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>7879</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>7860</td>
</tr>
<tr>
<td>Transportation Design</td>
<td>1600</td>
</tr>
<tr>
<td>Weaving</td>
<td>7448</td>
</tr>
<tr>
<td>Welding/Foundry</td>
<td>5007</td>
</tr>
<tr>
<td>Woodshop</td>
<td>7682</td>
</tr>
<tr>
<td>Woodshop Floor</td>
<td>5018</td>
</tr>
</tbody>
</table>

*Please note that at the phone list may have changed after publication due to changes throughout the summer. Please consult BlackBoard, the Human Resources page under the Campus tab, for the most up-to-date phone numbers.
<table>
<thead>
<tr>
<th>Time</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:15am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>noon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:45pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:45pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>midnight</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project Planner

Break your project down into steps. Write the deadline for each step below it.

Project ____________________________

____________________________________
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

Project Due _________________________
20 TIME MANAGEMENT TECHNIQUES

1. Study difficult (or “boring”) subjects first
2. Be aware of YOUR best time of day – do your most important work then
3. Use waiting time – carry something with you that you need to be studying
4. Use a regular study area
5. Study where you’ll be alert
6. Use a library
7. Talk with roommates about studying and make it a priority
8. Get off the phone – put it on vibrate and out of sight
9. Learn to say no – don’t take on more that you can do
10. Hang a “Do Not Disturb” sign on your door
11. Get ready the night before – review the plan for the next day
12. Call ahead – ensure hard to find items are in stock or to get directions
13. Avoid noise distractions
14. Set goals
15. Break down your goals down into steps with realistic deadlines
16. Ask: Does it need to be perfect or does it just need to be done?
17. Try to accomplish one more thing at the end of each day
18. Make time for regular exercise, eating right and down time
19. Ask: Can I delegate this? Don’t take on too much of a group project
20. Ask: Am I willing to promise it? Commit to only what you can accomplish.

TIPS FOR GOOD CLASS PRESENTATIONS

Basic Presentation Outline

1. Introduce yourself
2. Briefly tell the class your topic and the main points
3. Cover the main points in detail (use visuals)
4. Summarize your presentation
5. Ask for questions

Use as many resources as possible to compile your presentation – the library, the Internet, interviews, professors, your personal and professional experiences, etc…

Reference your work – cite where the information in your presentation came from

Provide an error-free handout
Practice your presentation – be comfortable talking about your topic

Dress professionally
Start your presentation prepared – set up for your presentation before class and test run any needed equipment

Do not read your presentation – notes should be limited, allowing you to speak freely and make good eye contact with the entire class

Always use some type of visual
Speak loud and clear – they need to hear you in the back of the room too
Always ask if there are any questions at the end of a presentation

Relax!
A. ALFRED TAUBMAN CENTER FOR DESIGN EDUCATION
CAMPUS MAP