College for Creative Studies  
2017-2018  

Student Handbook

| Property of: | ________________________________ |
| Address:     | __________________________________ |
| Phone #:     | __________________________________ |
| In case of emergency, please notify: | __________________________________ |
| Name         | ___________________________ Phone #: |
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.
## ACADEMIC CALENDAR – FALL 2017/ WINTER 2018/ SUMMER 2018

### FALL 2017 (09/05/17 – 12/16/17)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
</table>
| April 5    | FALL 2017 Registration begins:  
Seniors, Graduate Students—04/05/17  
Sophomores—04/17/17  
Freshmen—04/24/17  
All outstanding balances must be paid in full, and all holds removed prior to registering. |
| April 24 - September 13 | Open registration for FALL 2017  
International Student housing move-in  
International Student Orientation  
New Student housing move-in  
English Placement Exercise  
New Student Orientation  
TUITION / HOUSING PAYMENT DUE (total balance)  
FALL 2017 accounts not paid in full by this date are assessed a $25 late fee |
| September 1 | Returning Student housing move-in  
FALL 2017 classes begin  
LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO FALL 2017 SCHEDULE  
LAST DAY to register for classes  
Last day for 100% refund/credit for dropped credits  
Last day to adjust meal plan  
Last day to get refunded—International health insurance  
Last day for 80% refund/credit for dropped credits (grade of W)  
Last day for 60% refund/credit for dropped credits (grade of V)  
FALL 2017 accounts not paid in full by this date are assessed an additional $25 late fee  
Applications for December 2017 graduation due ($100.00 fee for Undergraduate Students, $175.00 for Graduate Students)  
After this date the $25.00 late fee applies  
Last day for 40% refund/credit for dropped credits (grade of V)  
FULL CHARGES APPLY—no refunds (grade of W/V begins)  
Faculty: Midterm grades are due through WebAdvisor  
Students: Midterm grades are available through WebAdvisor |
October 31  
Final deadline to apply for December 2017 graduation ($125 fee)  
($125.00 fee for Undergraduate Students, $200.00 for Graduate Students)  
No applications for December 2017 Graduation accepted after this date  
FALL 2017 accounts not paid in full by this date are assessed a $75 delinquency  
fee (in addition to $25 late fee as they apply)  

November 1  
WINTER 2018 registration begins:  
Seniors, Graduate Students – 11/01/17  
Juniors – 11/06/17  
Sophomores – 11/13/17  
Freshman – 11/20/17  
All outstanding balances must be paid in full, all holds removed prior to  
registering  

November 3  
Last day to drop DAS 313, DAS 314, DAS 315 11-week course(s)  

November 23 - 25  
NO CLASSES - Thanksgiving Break  

November 27 (Monday)  
Classes resume  
LAST DAY TO WITHDRAW FROM FALL 2017 CLASSES  
ABSOLUTELY NO WITHDRAWALS AFTER THIS DATE  
Must have 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 20 – January 17  
Open registration for WINTER 2018  
All outstanding balances must be paid in full, all holds removed in order to  
register  

December 13  
© DECEMBER COMMENCEMENT CEREMONY ©  

December 16  
Last day of FALL 2017 semester  

December 18  
Faculty: Final grades are due through WebAdvisor  

December 20  
Students: Final grades are available through WebAdvisor (to students without  
holds on their account or student records)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>NEW STUDENT housing move-in</td>
</tr>
<tr>
<td></td>
<td>TUITION / HOUSING PAYMENT DUE (total balance) WINTER 2018 accounts not paid in full by this date are assessed a $25 late fee</td>
</tr>
<tr>
<td>January 4</td>
<td>English Placement Exercise</td>
</tr>
<tr>
<td></td>
<td>International New Student Orientation</td>
</tr>
<tr>
<td>January 5</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>January 7</td>
<td>Returning Student housing move-in</td>
</tr>
<tr>
<td>January 8</td>
<td>WINTER 2018 classes begin</td>
</tr>
<tr>
<td>January 15</td>
<td>NO CLASSES - Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>January 17</td>
<td>LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO WINTER 2018 SCHEDULE</td>
</tr>
<tr>
<td></td>
<td>LAST DAY to register for classes</td>
</tr>
<tr>
<td></td>
<td>Last day for 100% refund/credit for dropped credits</td>
</tr>
<tr>
<td></td>
<td>Last day to adjust meal plan</td>
</tr>
<tr>
<td></td>
<td>Last day to get refunded — international health insurance</td>
</tr>
<tr>
<td>January 22</td>
<td>Last day for 80% refund/credit for dropped credits (grade of W)</td>
</tr>
<tr>
<td>January 29</td>
<td>Last day for 60% refund/credit for dropped credits (grade of W)</td>
</tr>
<tr>
<td>February 2</td>
<td>Applications for May 2018 graduation due ($100.00 fee for Undergraduate Students, $175.00 for Graduate Students) After this date the $25 late fee applies</td>
</tr>
<tr>
<td></td>
<td>WINTER 2018 accounts not paid in full by this date are assessed an additional $25 late fee</td>
</tr>
<tr>
<td>February 6</td>
<td>Last day for 40% refund/credit for dropped credits (grade of W)</td>
</tr>
<tr>
<td>February 6</td>
<td>FULL CHARGES APPLY — no refunds (grade of W begins)</td>
</tr>
<tr>
<td>February 26</td>
<td>Faculty: Midterm grades are due through WebAdvisor</td>
</tr>
<tr>
<td>February 28</td>
<td>Final deadline to apply for May 2018 graduation ($125.00 fee for Undergraduate Students, $200.00 for Graduate Students) No applications for May 2018 Graduation accepted after this date</td>
</tr>
<tr>
<td></td>
<td>Students: Midterm grades are available through WebAdvisor</td>
</tr>
<tr>
<td>March 5 - 10</td>
<td>NO CLASSES - Spring Break</td>
</tr>
<tr>
<td>March 12 (Monday)</td>
<td>Classes resume</td>
</tr>
<tr>
<td>March</td>
<td>SUMMER 2018 registration begins</td>
</tr>
<tr>
<td></td>
<td>All outstanding balances must be paid in full, all holds removed prior to registering</td>
</tr>
<tr>
<td>March 2</td>
<td>WINTER 2018 accounts not paid in full by this date are assessed a $75 delinquency fee (in addition to $25 late fees as they apply)</td>
</tr>
</tbody>
</table>
March 16  Last day to drop DAS 313, DAS 314, DAS 315 11-week course(s)

April 4  FALL 2016 registration begins:
Graduate Students, Seniors - 4/4/18  Juniors - 4/6/18
Sophomores - 4/10/18  Freshmen - 4/23/18
All outstanding balances must be paid in full, all holds removed prior to registering

April 6  LAST DAY TO WITHDRAW FROM WINTER 2016 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.

April 28  Classes end – Mandatory review week for all students in April 30 - May 5

April 30 – May 5  Review Week

May 5  Last day of WINTER 2016 semester

May 7  Faculty: Final grades are due through WebAdvisor

May 9  Students: Final grades are available through WebAdvisor (to students without holds on their accounts or student records)

May 10  © MAY COMMENCEMENT CEREMONY ©

May 11  Student Exhibition Opening
SUMMER 2018 – Eight Weeks (06/04/18 – 07/30/18)

May 25
TUITION/FEES DUE (100% of balance)
Summer 2018 Accounts not paid in full by this date are assessed a $25 late fee

June 4
SUMMER classes begin

June 11
LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO SUMMER SCHEDULE
Last day to register for SUMMER 2018 classes
Last day for 100% refund for SUMMER 2018

June 12-18
Grade of W applied to dropped classes

June 18
Accounts not paid in full by this date are assessed a $25 late fee
Last day for 50% refund for SUMMER 2018

June 29
SUMMER 2018 Application for Graduation deadline
($160.00 fee for Undergraduate Students, $175.00 for Graduate Students)
After this date the $25 late fee applies

June 19-July 13
Grade of VN applied to dropped classes

July 4
NO CLASSES – Independence Day

July 20
Last/Final deadline – SUMMER 2018 Application for Graduation
($125.00 fee for Undergraduate Students, $200.00 for Graduate Students)
No SUMMER 2018 Applications for Graduation accepted after this date

July 27
SUMMER 2018 accounts not paid in full by this date are assessed a $25 delinquency fee (in addition to $25 late fees as they apply)
FALL courses will be dropped if SUMMER tuition/fees are not paid in full

July 30
Last day of SUMMER classes

July 31
Faculty: Final grades are due through WebAdvisor

August 2
Students: Final grades are available through WebAdvisor (to students without holds on their account or student records)
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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 Midtown and New Center neighborhoods. 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, Museum of Contemporary Art Detroit, 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

Vacant
Dean of Graduate Studies
Vince Carducci, Ph.D.
Dean of Undergraduate Studies
Daniel Long
Dean of Students

ACADEMIC DEPARTMENT CHAIRS

Mark Zapico
Advertising: Design
Advertising: Copywriting

Nancy Lausch, Ph.D.
Art Education

Sally Erickson Wilson
Color and Materials, MFA

Tom Madden
Crafts

Tim Flattery
Entertainment Arts

Aki Choklat
Fashion Accessories Design

Tim VanLaar
Fine Arts

Doug Malone
Foundation

Susan Laporte
Graphic Design

Don Kilpatrick
Illustration

Paul Pangaro
Interaction Design, MFA

Maria Luisa Rossi
Integrated Design; M.F.A.

Sandra Olave
Interior Design

Lisa Catani, Ph.D.
Liberal Arts

Bruce Feldman
Photography

Vincenzo Iavicoli
Product Design

Paul Snyder
Transportation Design; BFA and MFA
POLICIES AND PROCEDURES

ACADEMIC POLICIES AND PROCEDURES
Complete academic policies related to student expectations, grading guidelines, course registration, class level, and similar policies can be found in the undergraduate and graduate College Catalogs. The College Catalogs can be found on BlackBoard in the Academic Advising and Registration section of the Campus Offices tab. Questions regarding academic policies and standards should be directed to the Office of Academic Affairs.

FREEDOM OF EXPRESSION
The mission of the College for Creative Studies asserts that we embrace excellence, ethical action, and social responsibility in all aspects in the practice of art, design, and scholarship. To adequately support this mission, CCS must preserve freedom of expression in all its forms. Freedom of expression is essential to basic human dignity. It ensures that members of the CCS community (students, faculty, staff and guests invited by the College) are at liberty to develop their creative abilities to the fullest extent.

CCS supports the rights of its community members to research and create using all forms of expression. It supports the right to express one’s views publicly as well as privately at venues and in activities both on and off campus.

The CCS community recognizes that creative expression by its very nature may be provocative. To encourage healthy debate, members of the CCS community and guests must demonstrate respect for the right of others to express views which they find disagreeable or offensive. Likewise members of the CCS community must be sensitive to the various audiences who may encounter their work.

That being said, CCS also notes that this freedom is not absolute. In certain circumstances, the institution may restrict expression, for example, that violates the law, is harassing or defamatory, invades substantial privacy or confidentiality interests, or does not meet curatorial standards. Moreover, the institution may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the College.

EXHIBITION POLICY
As an educational institution dedicated to nurturing the highest levels of creativity both inside the classroom and out, College for Creative Studies (CCS) wholeheartedly supports the ability of students, faculty, staff, and invited guests to display their work on campus and at other venues as may be appropriate. This policy provides guidelines for the review, display, oversight, and other considerations of work exhibited under the College’s auspices to ensure, among other things, safety, security, suitability, and the right to freedom of expression.

SCOPE
The CCS Exhibition Policy is administered by the Faculty Advisory Committee of the Office of Exhibitions and Public Programs in consultation with the College administration. It is guided by the College’s Statement on Freedom of Expression, which holds that the free exploration, display, and exchange of ideas is fundamental to a democratic society, even, and perhaps especially, those that are considered controversial. At the same time, it recognizes that the right to free expression requires an ethical responsibility on the part of those who create these works, and their educators (as applicable), to consider where they may be displayed and with respect for the audiences who may encounter them. This exhibition policy specifically addresses those venues dedicated for the display of creative work, both on campus and off, sanctioned by the College. It does not bind CCS to sanction expressions carried out in situations beyond its control.

GUIDING PRINCIPLES
The presentation of creative work is fundamental to the educational mission of the College in fostering and promoting research, development, creation, and promulgation of knowledge in the arts and culture among its various and diverse audiences. The specific method and process by which work comes to be displayed under the auspices of College may differ, depending on the
venue and the function. However, all work presented to the public under the College’s auspices is curated, which is to say that it undergoes a process overseen by the appropriate staff (i.e., full-time faculty, gallery directors, and/or other staff with the requisite authority) to ensure its suitability for display. The specific procedures and responsibilities for the various exhibition spaces and presentation activities are detailed in the “Venues” section that follows. The College retains the authority to make the final determination on which works are displayed, how they are displayed, and where they are displayed at College-sanctioned venues and special exhibitions.

VENUES AND PROGRAMS

The College has many spaces where creative work may be displayed. These include formally curated spaces as well as those that are improvised, temporary, or less deliberate. In each case, the purpose of the work being displayed and the audience that may encounter it must be taken into account.

OFFICE OF EXHIBITIONS AND PUBLIC PROGRAMS

CCS has a number of venues and programs organized under the Office of Exhibitions and Public Programs. Below are the specific spaces and programs administered by the Office, as well as the procedures and responsibilities for each:

CCS Center Galleries: A curated space that presents a range of changing, high-quality exhibitions of local, regional, and international contemporary art and design, as well as public programs. The gallery accepts proposals from the CCS community and other constituents. Exhibitions are selected and scheduled by the Director of the Office of Exhibitions and Public Programs in consultation with the Faculty Advisory Committee. Located in the Manoogian Visual Resources Center.

Alumni and Faculty Hall: Devoted to exhibitions featuring CCS alumni, faculty, and staff, who may propose them or be invited by the Director of the Office of Exhibitions and Public Programs. Exhibitions are selected and scheduled by the Director of the Office of Exhibitions and Public Programs in consultation with the Faculty Advisory Committee. Located in the MVRC in the hallway next to CCS Center Galleries.

Permanent Collection Gallery (also known as the Student Showcase): Dedicated to exhibitions of the College’s permanent collection. Located in the hallway off the rear entrance to MVRC.

Permanent Student Exhibition: Rotating exhibition of work by current CCS students from all undergraduate departments. Work is selected by the Department Chairs. Located in the MVRC near the front entrance.

U245 Student Gallery: A student-run exhibition space dedicated to the display of current CCS student work from all departments. Work is selected from a call for proposals by the student gallery manager in consultation with the U245 Faculty Advisor. Located on the first floor of the Art Centre Building.

The Valade Family Gallery: A venue for art in all of its multitudinous forms intended to foster dialogue among students, faculty, staff, alumni, and the community at large on a variety of issues of contemporary art and design. This space is particularly dedicated to supporting the educational mission of the College’s academic departments and offers a combination of curated and proposed exhibitions as determined by the Office of Exhibitions and Public Programs in consultation with the Faculty Advisory Committee. Located on the first floor of the A. Alfred Taubman Center for Design Education (TC)

Garfield Windows: Highlights a range of work by CCS students and alumni in reproduction form for the benefit of the public to help raise awareness of the College and promote its activities. Installation of work is overseen by the Director of the Office of Exhibitions and Public Programs and the Marketing Department. The windows are located on the first floor of the Garfield Building on Woodward Avenue.

Woodward Lecture Series: This visiting speaker series has attracted over 100 renowned artists, critics, and scholars to Detroit since 1998. In addition to public lectures, Woodward Lecturers directly engage with CCS students through critiques and roundtable discussions, fostering a greater understanding of and appreciation for contemporary art and culture. Lecturers are curated by the Office of Exhibitions and Public Programs in collaboration with the Faculty Advisory Committee.
OFFICE OF ACADEMIC AFFAIRS:
The Office of Academic Affairs oversees a number of activities to support its pedagogical mission for the benefit of students, faculty, staff, and, where appropriate, the public.

Classrooms/Studios: The College recognizes classrooms and studios as laboratories for investigation of a broad range of issues to further students’ creative development. Ideas presented in these spaces may be in the process of formation and subject to critique by peers, faculty, and other advisors. As such, work in process may find expression in these spaces that might need to be refined or discussed prior to being presented to the broader public. The College recognizes the right and the need for students to conduct investigations that may make some uncomfortable. At the same time, the College calls upon all concerned to exhibit respect for one another in their presentation and discussion of this work.

Hubs/Hallways: CCS has a number of spaces outside of classrooms that are thresholds between areas devoted to instruction and experimentation and those where the public has access and therefore may encounter the work of students in progress. The chair and faculty of each department select the work that is displayed in these areas. Judgment should be used on what to display in these areas for any period of time.

Toyota Lecture Series: Established through an endowment gift from Toyota Motor Company, the series brings prominent designers, critics, entrepreneurs, and scholars in all fields of design to speak at CCS. In addition to public lectures, the Toyota Lecture Series directly engages with CCS students through critiques, roundtable discussions, and workshops. Speakers are selected through a call for nominations, which are reviewed and approved by the Office of Academic Affairs.

Special lectures, workshops, and residencies: From time to time, special lectures and workshops presented by visiting artists and designers and other onsite activities may take place where work is presented and discussed. These activities may be in a single department or include multiple departments and may or may not be open to the public depending on the specific circumstance. These activities are approved by the Department Chair(s).

SPECIAL EXHIBITIONS:
The College regularly presents a variety of special exhibitions of student work in support of its educational mission, as well to showcase that work for the benefit of the public. Faculty and staff also exhibit their work at various venues on campus and off as part of their professional practice.

Annual CCS Student Exhibition: Opening the day after Spring Commencement, the Annual Student Exhibition showcases work by undergraduate and graduate students in all majors, including Foundation and Liberal Arts. The chair and faculty of each department are responsible for determining all work that is to be included in the Student Exhibition in that department’s section and oversee its installation. See the Appendix: CCS Annual Student Exhibition Jury Procedures by Department for specific department guidelines. The exhibition is located at the Taubman Center, floors 8-11.

Winter Commencement Student Exhibition: All students graduating in December are given the opportunity to exhibit in the Annual CCS Student Exhibition. However, they are also given an opportunity to exhibit a more limited sampling of their work on the evening of December Commencement. Seniors wishing to exhibit in the Winter Commencement Exhibition must apply to the Department Chair by the due date and follow the procedures as set forth in the Appendix. The exhibition is located at the Taubman Center, Knight Gallery.

North American International Auto Show: Each January, CCS sponsors a booth at the North American International Auto Show to showcase the work of students in the Transportation Design Department and raise awareness among industry peers, the general public, and prospective students of the College as a global leader in design education. Work for the display is chosen by the Department Chair, the Provost, and the President. Location: Cobo Hall.
Other (student, faculty, staff): From time to time, students, faculty, and staff participate in exhibitions, presentations, and other activities at a wide range of venues, including museums, galleries, symposia, and more. Some, such as the Fine Arts Department “One Night Stand,” are done under the College’s auspices whereas others, such as participation in a juried exhibition at a commercial gallery, are not. Presentations undertaken to represent the College are covered by this Exhibition Policy and the College’s Statement on the Freedom of Expression. Those undertaken independently are not. The College respects the right of students, faculty, and staff to put their creative expressions in the public domain, with the understanding that they may not reflect the views of the College, and CCS will not be held liable for their reception.

ENVIRONMENTAL CONCERNS AT CCS VENUES
Traffic Flow: No artwork is allowed to block access to exits or entrances in any way.
Physical Hazard: Any installation must be secured in such a way that no one can be injured. Nothing must be allowed to fall down, tip over, or spill. No work is allowed to hang from water or electrical pipes.
Air Quality: To protect members of the public have allergies, asthma, or are otherwise chemically sensitive. Displays should not give off dust, fumes, vapors, scents, etc., that maybe toxic or an irritant.
Electrical: Electrical wiring needs to be of an appropriate gauge. Equipment must be protected from overheating. Use only heavy duty extension cords, and do not string extension cords together.
Technology: Exhibitions incorporating technology must be approved by the Office of Exhibitions and Public Programs in consultation with the CCS Department of Academic Technology. In the case of the CCS Annual Student Exhibition, all requests for technological support must be submitted through the respective department and approved by the Office of Academic Technologies. Student are not allowed to provide their own technology without prior written approval.
Perishable Items, live plants, live animals, body fluids: Some items (perishable or not) may only be used within limited constraints and must be approved by the proper College authorities. Live animals may not be used. Situations that could breed disease, foul odors, or insects will not be allowed.
Fire Hazards: Flammable or combustible material must be protect from ignition.
Graffiti/Vandalism: CCS supports a broad range of opportunities for expression for students, faculty, and staff to express their creative vision through exhibitions, performances, and other programs that may engage the broader community on and off campus. While some forms of graffiti have gained recognition as a viable form of creative expression, the College considers defacement of public or private property to be vandalism, not artwork. Students, faculty, and staff are encouraged to seek the appropriate permission to create works of art in the public realm. Those who commit vandalism on or off campus are subject to disciplinary action, which can range from remediation of the site and/or paying for damages up to dismissal. In addition to discipline by the College, individuals committing acts of vandalism may be subject to civil legal action by property owners and criminal prosecution for their actions.

LIABILITY
The College assumes no responsibility for student work displayed in College venues or special exhibitions. Special exhibitions at CCS Center Galleries and the Valade Family Gallery and the CCS Permanent Collection may be covered by the College’s liability insurance policy. See the Director of the Office of Exhibitions and Public Programs for conditions that may apply.

DEPARTMENTAL POLICIES
Each department at CCS has established procedures for the display of work under their individual auspices. These procedures must be consistent with the principles and procedures detailed in this document. See the Appendix: CCS Annual Student Exhibition Jury Procedures by Department for specific department guidelines. The College retains the right to supersede departmental policies if it is deemed to be in its best interest to do so.
DECEMBER COMMENCEMENT EXHIBITION POLICY

Students graduating in December are required to show one piece of work (or a set of work that is hung together, such as a triptych), reviewed and approved by the appropriate Department Chair, in the December Commencement Exhibition. The December Commencement Exhibition Artwork Approval form is available through the Academic Advising and Registration Office and must be submitted by the due date offered on the form. December graduates must also show their work in the May Student Exhibition as a condition of graduation.

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, Business Services, 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 Foundation Department. In addition there are several computer labs, classrooms, Audio Visual Center, and the Wendell A. Anderson Jr. Auditorium.

The Manoogian Visual Resource Center houses the Center Galleries, Facilities, Ford Campus 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, Color & Materials Library, Imaging Center, Academic Technologies, 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/TC HOUSING REGULATIONS

Every ACB and TC Resident is required to show their ID when entering College Housing. 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 buildings.

PHOTOGRAPHY LABS

Open to photo majors, CE students, and students who have passed the required courses for access. 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 STUDIOS
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 and there must be a minimum of two people signed in to the same studio space.
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 at the Ford campus and ext. 1444 at the Taubman Center.
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

ATMs
Kresge Ford 1st floor B side and Taubman Center 1st floor near the Bookstore
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, 10:00am - 5:00pm
Except for exhibition opening days when the gallery is open later. Closed in August.
A curated space that presents a range of changing, high-quality exhibitions of local, regional, and international contemporary art and design, as well as public programs. The gallery accepts proposals from the CCS community and other constituents. Exhibitions are selected and scheduled by the Director of the Office of Exhibitions and Public Programs in consultation with the Faculty Advisory Committee.

Valade Family Gallery
Taubman Center, 1st floor
Hours: Wednesday – Saturday, 12:00pm – 5:00pm
A venue for art in all of its multitudinous forms intended to foster dialogue among students, faculty, staff, alumni, and the community at large on a variety of issues of contemporary art and design. This space is particularly dedicated to supporting the educational mission of the College’s academic departments and offers a combination of curated and proposed exhibitions as determined by the Office of Exhibitions and Public Programs in consultation with the Faculty Advisory Committee.

U-245 Student Gallery
Manoogian Visual Resource Center, 1st floor lobby*
Hours: various
A student-run exhibition space dedicated to the display of current CCS student work from all departments. Work is selected from a call for proposals by the student gallery manager in consultation with the U245 Faculty Advisor.
Alumni and Faculty Hall
Manoogian Visual Resource Center, 1st floor hall
Hours: various
Devoted to exhibitions featuring CCS alumni, faculty, and staff, who may propose them or
be invited by the Director of the Office of Exhibitions and Public Programs. Exhibitions are
selected and schedule by the Director of the Office of Exhibitions and Public Programs in
consultation with the Faculty Advisory Committee.

Permanent Collection Gallery (Student Showcase)
Manoogian Visual Resource Center, rear 1st Floor
Hours: various
Dedicated to exhibitions of the College’s permanent collections.

Permanent Student Exhibition
Manoogian Visual Resource Center, 1st floor lobby*
Hours: various
Rotating exhibition of work by current CCS students from all undergraduate departments.
Work is selected by the Academic Department Chairs.
*Location subject to change during the 2017-2018 academic year.

PARKING/VEHICLES ON CAMPUS
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. Structures are located on the Ford Campus and at the Taubman Center. 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.

**Parking for Visitors**

Parking is available for visitors to both campuses. Visitors are required to obtain a temporary hang tag for their vehicles from either the Ford Campus Safety Office or the Taubman Campus Safety Office. Visitors are required to be signed in by the CCS community member during their stay on campus.

**Non-Resident Amenities Fee**

Commuting students (those not residing in College Housing) are not able to park overnight in the CCS Structures without obtaining a Non-Resident Amenities Permit. The Non-Resident Amenities Fee allows for commuting students to have access to overnight parking, laundry facilities, and spray booth access in the Art Centre Building. The fee is $200 per semester and the form to complete this process is available in the Student Affairs Office.

**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, the Photography department, and the 6th floor of the Taubman Center. 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.

SmartMsg
SmartMsg 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 SmartMsg:
Log onto https://ccsalert.smartmsg.com In the red menu box click “SUBSCRIBE” 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 SMARTMSG 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. Exception: CCS does not currently provide wireless access in the Art Centre Building. Personal hubs are acceptable there, but care must be taken to configure them correctly. Please contact the technology helpdesk at 313-664-7818 or at http://helpdesk.collegeforcreativestudies.edu with questions.

MISSING STUDENT POLICY
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), as implemented by 34 C.F.R. § 668.46(h).

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. 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.

If the student is under the age of 18 and not emancipated, their parent or guardian will be notified, in addition to any additional contact person designated by the student. In addition, local law enforcement will be notified that the student is missing within 24 hours of a determination that the student is missing.
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 aforementioned 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.
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.

24. Desktop (non-portable) vaporizers are not permitted to be used inside CCS Academic Facilities or Residence Halls. Portable vaporizers are permitted to be used in common areas of the building provided that they do not create a distraction or nuisance to the educational environment or other CCS community members.

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.

b. 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. Written notice of the judicial charges and meeting time will be sent to the accused student. 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.

ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF
This policy outlines the College’s prevention, education and intervention efforts, and consequences that may be applied by both the College and external authorities for policy violations. This policy also provides information about possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.


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.
POLICY ON SEXUAL HARASSMENT AND SEXUAL ASSAULT

CCS prohibits discrimination on the basis of sex, including various forms of sexual misconduct. This policy provides information about how to report incidents of sexual misconduct, the College’s procedures to investigate such reports, and resources available for victims. Inquiries concerning the application of Title IX of the Education Amendments of 1972 to CCS may be referred to the College Title IX Coordinator or to the U.S. Department of Education Office for Civil Rights.


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 $65 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 TECHNOLOGIES

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

Both the Ford Campus and the Taubman Center have a 24-hour lab with Mac and PC computers, printers, and scanners. In addition, classroom labs at both locations 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.
  o Downloading illegal/pirated/pornographic files or software
  o Pilfering lab hardware/software
  o 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.

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 313-664-7818.

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.

(313) 664-1507
Monday-Thursday:  8:00am-10:00pm  
Friday:  8:00am-3:00pm

AUDIO VISUAL SERVICES
Audio Visual Services handles equipment rental for students and operates the Stage areas in the Walter B. Ford II building, the Studio areas in the Kresge/Ford Building and the Green Screen Studio in the Walter B. Ford II 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.

(313) 664-7647
Monday-Thursday:  8:00am-10:00pm  
Friday:  8:00am-5:00pm

STUDENT RESPONSIBILITIES
• Questions about learning how to use various software applications to complete your course work should be directed to your instructors. Students also have access to Lynda.com, a comprehensive library of video tutorials on software and design.

• 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:
  o 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.
  o 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 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 (on the desktop) on a lab computer will be permanently 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 of your work to different storage media (i.e. save to your home directory and to your USB drive).
- 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 or Studios
  - 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.

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 Thursday,** 9:00am – 8:00 p.m.;
- **Friday,** 9:00am – 5:00 p.m.;
- **Saturday and Sunday - Closed – open by appointment**

**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](http://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 instructors. From the catalog’s main menu you can access your patron record to see what books and DVDs you have checked out, what their due dates are, and if you have overdue books. Fines for overdue books are **20 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.
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 and selected course textbooks 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.

Graphic Novel Collection – This collection has its own stack next to the Reference section. These books are available for checkout for the normal borrowing period.

Periodicals: We subscribe to 229 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 next to the reference section, they are able to be checked out for the normal borrowing period.

Videos and DVDs: Students are allowed to check out DVD/videos for a period of three days. Certain DVDs are reserved for faculty and are not available for check out. Fines for overdue DVD/videos are one dollar ($1) per day.

ELECTRONIC RESOURCES

Only registered CCS students may use the computers. Our eight Macs and ten PCs are equipped with Internet access and word processing software. All computers also have Excel and PowerPoint as well as Adobe Creative Cloud.

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.

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, over 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 to Material ConneXion, WGSN, LS:N Global and Stylus electronic databases 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 Amy Seipke (aseipke@collegeforcreativestudies.edu) at 313.664.1638 with questions.

ADDITIONAL LIBRARY RESOURCES IN THE AREA

DETROIT 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.

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 Steffes (x7803) or Robert Hyde (x7642) for this service.
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. The Academic Advisors annually 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 students are registered by their Academic Advisor in their first semester. In the second semester and onward, students may register online via WebAdvisor or with their Academic Advisor. 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 will receive a username and password for access to the WebAdvisor 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: Monday – Friday, 9:00am- 4:00pm

Appointments:
Monday & Thursday, scheduled appointments 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, online services, Behance management, CCS 4 Year Career Plan, Online Job Book, Internship Program, Industry Day preparation, professional skills development workshops, and Perfect Interview Software.
CONTINUING EDUCATION

ADM Building, 3rd Floor
Hours: Monday – Friday, 8:30 A.M.- 4:30 P.M.
A variety of classes is offered though 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.

Additional information including financial aid eligibility requirements, aid distribution policies, work-study job postings and guidance for conducting outside scholarship searches can be found in the Financial Aid section of Blackboard, under the Campus Offices tab.

DRUG CONVICTIONS & FINANCIAL AID ELIGIBILITY

According to federal regulations, students convicted of a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Financial Aid may lose eligibility for Federal Aid.

Federal Aid includes:
- Federal Pell and SEOG Grants
- Federal Work Study
- Federal Subsidized & Unsubsidized Loan
- Federal PLUS Loan

If a student answers ‘Yes’ to question 31 on the FAFSA, they will be sent a worksheet by the federal processing center in order to determine if the conviction affects eligibility for aid. Should the Financial Aid Office be notified that a student has been convicted of sale or possession of illegal drugs, the financial assistance will be suspended immediately.

If a conviction was reversed, set aside, or removed from the student’s record it does not count. Convictions occurring during periods of non-enrollment do not count. In addition, any conviction received as a juvenile does not count, unless the student was tried as an adult.

The period of ineligibility is dependent upon the type of conviction (sale or possession) and if there were previous offenses.

Possession of Illegal Drugs
- 1st Offense – 1 year from date of conviction
- 2nd Offense – 2 years from date of conviction
- 3rd Offense – Indefinite period

Sale of Illegal Drugs
- 1st Offense – 2 years from date of conviction
- 2nd Offense – Indefinite period

If the student was convicted of both selling and possessing drugs they will be ineligible for the longer period.
REGAINING FINANCIAL AID ELIGIBILITY AFTER A DRUG CONVICTION

The student may regain eligibility:

• The day after the period of ineligibility ends,
• When they successfully complete a qualified drug rehabilitation program or,
• If the student passes two unannounced drug tests given by a qualified rehabilitation program

Additional drug convictions will make the student ineligible for federal aid again.

It is the student’s responsibility to certify to the school that they have successfully completed the rehabilitation program.

Students denied eligibility for an indefinite period can regain it after:

• Successfully completing a rehabilitation program as described below,
• Passing two unannounced drug tests from such a program, or
• If a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions determine when the student regains eligibility.

QUALIFIED DRUG REHABILITATION PROGRAMS

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

• Be qualified to receive funds directly from a federal, state or local government.
• Be qualified to receive payment directly or indirectly from a federal or state-licensed insurance company.
• Be administered or recognized by a federal, state, or local government agency or court.
• Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

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 hiring forms with your supervisor, which are submitted to the Financial Aid Office. In addition, students need to complete tax forms (available in the Human Resources Office) and provide documentation of their identity and citizenship status. Students should not begin working until all these documents are provided to the appropriate offices 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 bi-weekly pay checks. In order for your check to be processed for the following pay date, your time sheet must be submitted according to your supervisor’s stated schedule. Due to the tight schedule for payroll processing there may be very short time frames in which to submit your hours.

All work study students are encouraged to sign up for direct deposit. Direct deposit forms are available in the Financial Aid or Human Resources offices.
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.

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, student diversity and inclusion, 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.

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

The primary objective of the Office of Student Diversity and Inclusion (SDI) is student success. Serving as a “safety net” for academically at-risk students, the SDI 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 SDI 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 SDI 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 Student Diversity and Inclusion office include: academic advising, Saturday Drawing Clinics, tutoring referrals, and general assistance for students academically at-risk.
HOUSING
There are over 600 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, 7838 or 7412
counseling@collegeforcreativestudies.edu
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:
counseling@collegeforcreativestudies.edu
Or call the Office of Student Affairs at:
313-664-7879
STUDENT SUCCESS CENTER

Room C204 Kresge-Ford
313.664.7680
ssc@collegeforcreativestudies.edu
Monday through Thursday from 9AM to 6PM and Friday from 9AM to 5PM

Academic Support for ALL classes & Free for ALL

The Student Success Center (SSC) provides free academic support for all students. Staffed by higher education professionals and departmental peer tutors, the SSC offers students the possibility to improve both academic and artistic skills, develop different learning approaches, and find encouragement for expanding ideas.

Personalized Attention

SSC services primarily include one-on-one assistance for all CCS classes and are tailored to each individual’s academic needs. Students find the SSC can be an oasis in the midst of their increasingly overwhelming workload. Whether a student is given assistance with an assignment or, help with time management or encouragement to build confidence in their work, the SSC can be just the place for students to get a handle on their academic concerns.

Peer Tutors Help with ALL classes

In the SSC our peer “creatives” are juniors and seniors in their majors who assist students with the specifics of a puzzling project or give tips for tackling life as a CCS student. Peer creatives help with Foundation studios, software challenges, or just general questions about building successful work habits. Peer tutor schedules are posted on the SSC webpage and in the SSC each semester. Students can meet with a peer tutor on a walk-in basis.

Writing Made Right

One of the major areas of assistance in the SSC is writing support. Help is available for all types of materials from research papers, short stories and essays to artist statements, and resumes. During interactive sessions, students can brainstorm topic ideas, revise drafts and sharpen mechanics and grammar. A valuable extension of the SSC is the Writing Studio which brings CCS English faculty together with students during lunchtime 1130AM-1230PM. International students may also receive assistance specific to their needs as English Language Learners.

Time Management – Time for YOU!

Whether you are a first-year CCS student or a senior, some semesters can be more complicated than others and you may need some strategies to make it through more difficult times successfully. Taking time to organize a work plan can be extremely effective and actually save you time, balance your workload and allow you to sleep!

Workshops on the Go, Computers & Quiet Space

Lunchtime and pop-up workshops highlighting a variety of student-centered topics are also conducted throughout each semester. The SSC also serves as an alternate computer lab where students have access to software as well as printing capability. A separate quiet study room is available for students who need privacy to work or to take tests.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act in conjunction with section 504 of the Rehabilitation Act are Federal laws that protect people with disabilities, both life-long as well as short-term disabilities. Students identified as having any type of disability are entitled and encouraged to request academic accommodations.

Reasonable academic accommodations may 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. Students with a disability should provide CCS with documentation of their disability before any accommodations can be provided. The sooner CCS is notified of accommodation requests by a student, the sooner CCS can begin working to ensure all necessary academic accommodations are in place.
ADA REQUEST FOR ACADEMIC ACCOMMODATIONS PROCESS

Students should:
• Contact the Student Disability Advisor at 313-664-7858 to set up a meeting to discuss academic accommodations.
• Submit official documentation substantiating the disability. Regardless how obvious a disability may be, official documentation is needed.

CCS will then:
• Review requests for academic accommodations.
• 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 academic accommodations being requested. Disclosure will be determined on an individual 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 before the start of each term. Retroactive accommodations cannot be made for students disclosing after an assignment and/or exam.

Questions can be directed to the Disability Advisor at 313-664-7858.

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 appropriate academic Dean.
**CCS PHONE LIST**

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*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.*
COLLEGE FOR CREATIVE STUDIES FULL CAMPUS MAP.
A. ALFRED TAUBMAN CENTER FOR DESIGN EDUCATION
CAMPUS MAP.
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