Things you need to know

We hope that this handbook will serve as a resource for you as questions arise. If your question is not addressed within these pages, please contact our offices for help. The following information is organized alphabetically for easy reference.

Who to contact about what

If you can’t stop by the office, the best way to contact staff is by e-mail.

<table>
<thead>
<tr>
<th>Appointments</th>
<th>Main Office Receptionist</th>
<th>Bixby Hall, Room 1 935-6500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Record: -Four-year Advisor -Grades -Registration -Internships</td>
<td>Cris Baldwin Assistant Dean/Registrar</td>
<td><a href="mailto:crisb@samfox.wustl.edu">crisb@samfox.wustl.edu</a> 935-4761</td>
</tr>
<tr>
<td>Academic Record: -Grades -Registration -Building access</td>
<td>Aaron Akins Assistant Registrar</td>
<td><a href="mailto:aakins@samfox.wustl.edu">aakins@samfox.wustl.edu</a> 935-6205</td>
</tr>
<tr>
<td>-Freshman &amp; Transfer Student Advising -Second Major/Dual Degree</td>
<td>Georgia Binnington Associate Dean of Students</td>
<td><a href="mailto:georgiab@samfox.wustl.edu">georgiab@samfox.wustl.edu</a> 935-6532</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Belinda Lee Assistant Director of Special Programs</td>
<td><a href="mailto:lee@samfox.wustl.edu">lee@samfox.wustl.edu</a> 935-4643</td>
</tr>
<tr>
<td>Appointments with the Dean of Art</td>
<td>Becky Dale Administrative Assistant to the Dean</td>
<td><a href="mailto:dale@samfox.wustl.edu">dale@samfox.wustl.edu</a> 935-7497</td>
</tr>
<tr>
<td>Publications, Communications, Website</td>
<td>Melinda Compton Carter Director of Communications</td>
<td><a href="mailto:mcompton@wustl.edu">mcompton@wustl.edu</a> 935-6597</td>
</tr>
<tr>
<td>E-mail/Computer issues</td>
<td>Information Technology</td>
<td><a href="http://helpdesk.samfox.wustl.edu">http://helpdesk.samfox.wustl.edu</a></td>
</tr>
<tr>
<td>Career Services</td>
<td>Jen Meyer Assistant Director, Career Development—Art</td>
<td><a href="mailto:jennifer.meyer@wustl.edu">jennifer.meyer@wustl.edu</a> 935-9298</td>
</tr>
<tr>
<td>Emergencies, Safety, Security</td>
<td>Campus Police</td>
<td>police.wustl.edu 314-935-5555</td>
</tr>
</tbody>
</table>

ADVISING APPOINTMENTS

To schedule an appointment, go to asapps.artsci.wustl.edu/appts.

Calendar: Binnington, Georgia  Calendar: Baldwin, Cris
Password: Binnington [case sensitive] Password: Baldwin [case sensitive]

*Cover art by James O’Boyle – Bachelor of Fine Arts with a major in Communication Design, May 2012*
**ACADEMIC RECORD**

Your academic record is kept by the Assistant Dean/Registrar’s Office in Bixby Hall, Suite 1. Any credits from other institutions or Advanced Placement (AP) or International Baccalaureate (IB) credit should be reported to that office. Near the end of each semester, as registration time approaches, you will receive an Audit Sheet delineating your current credit status. This will be a guide for selecting courses for the next semester.

**ADDRESS AND CONTACT INFORMATION**

Has your address changed? Do you have a new phone number or cell phone number? Be sure that you log into WebSTAC and keep your contact information current.

**ADVANCED PLACEMENT**

Credits for Advanced Placement (AP) and International Baccalaureate (IB) exams are awarded upon receipt of official scores. In most cases, an AP score of 5 and an IB score of 6 or 7 earns immediate credit. AP scores of 3 or 4 may require you to successfully complete an upper-level course and earn a grade of “B” or better to receive credit. The maximum number of pre-matriculation credits that will be awarded is 15 units.

**ADVISING**

The Associate Dean of Students is the primary academic advisor for first-year students. The Assistant Dean/Registrar is your four-year advisor. Since your schedule has been completed, you will not need to meet with your advisor(s) immediately, but it is suggested that you make an appointment to speak to the Associate Dean of Students or Assistant Dean/Registrar within your first month at the College. Since you are in the College of Art and a candidate for the BFA degree, all your record keeping and basic advising will be done here. If you are a dual degree student—that is, if you plan to earn a second degree outside the College of Art—the College of Art is still considered your home or “prime” school. We expect that you will meet with your advisor(s) for academic questions, but you may also see them about any problems that arise.

**ATTENDANCE AND CLASS PARTICIPATION**

The College of Art has a clear and concise policy regarding attendance and class participation. Regular attendance in all studio and academic classes is expected and required. The dynamics of a class and your ability to learn are directly related to class participation, which requires regular attendance. Since classes in the College of Art have a variety of structures, the instructor will present the specific attendance/participation policy requirements of each class in writing on the first day of class. In most classes, the instructor will take attendance regularly and will indicate that class participation counts for a specific portion of the grade.

Notification in case of absence: Notify faculty in advance of a planned absence for a religious holiday. If you have an unplanned absence for medical or personal reasons, let faculty know as soon as you return. In the case of an extended absence for medical or personal reasons, contact the Associate Dean of Students or Assistant Dean/Registrar by e-mail or phone. They will notify appropriate faculty. Give the Associate Dean of Students or Assistant Dean/Registrar any official medical documents to be placed in your student record; copies will be distributed to faculty as appropriate.

**AWARDS AND RECOGNITION**
Dean’s List: In recognition of exceptional scholarship, first-year, sophomore, junior, and senior art students who have completed at least 14 credit hours under the letter grade option (excludes courses taken pass/fail or audit) with a grade point average of 3.5 or higher during a semester will be cited on the Dean’s List.

Latin Honors: Graduating students may be considered for Latin Honors (cum laude, magna cum laude, or summa cum laude) as determined by the College of Art.

Senior Honors: As an undergraduate art student, you may be named an Eliot Scholar if your academic performance has been outstanding, with a cumulative grade point average of 3.5 or higher through the final semester.

**BACHELOR OF FINE ARTS**

**Degree Requirements**
To receive the Bachelor of Fine Arts degree, you must meet the requirements of the College of Art and complete 48 credits of academic requirements in the College of Arts & Sciences.

Work in art can be combined with studies in architecture, business, humanities, natural and social sciences, and the other arts. Courses may be taken for educational and intellectual enrichment or in direct correlation with primary interests.

Course attributes, which correlate to the required areas of the curriculum, are listed in the "Course Listings" after the F. The specified number of credit units in each of the areas listed below is required for the BFA:

Art History [15 units]: Two one-semester introductory courses (L01 113 and L01 215), and three additional courses (or related courses with permission of the Associate Dean of Students or Assistant Dean/Registrar). Note: AP examination credit (score of 4 or 5 in Art History) is awarded upon completion of a 300- or 400-level course with a grade of "B" or better. (Look for: FAH).

Writing I (3 units): Writing I is required in the first year. To fulfill the writing requirement, you must earn a "C-" or better. Any student earning less than a "C-" is required to enroll in a second Composition/Writing course as recommended by the English Department. Note: AP examination credit (score of 5 on the Literature or Language Exam) is awarded as three (3) credits of academic elective upon completion of Writing I with a grade of "B" or better.

Literature [6 units]: Courses in English literature, comparative literature, classics, and literature courses in translation in the language departments. (Look for: FLIT).

Natural Sciences or Mathematics [6 units]: Courses in biology, chemistry, earth and planetary sciences, physics, and mathematics. (Look for: FNSM).

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<thead>
<tr>
<th>Academic Requirements</th>
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<tr>
<td>Writing I</td>
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<tr>
<td>Literature</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences/Math</td>
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</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Academic Electives</td>
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<tr>
<td>Art, Architecture, Design</td>
<td></td>
</tr>
<tr>
<td>History I &amp; II</td>
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</tr>
<tr>
<td>Art, Architecture, Design</td>
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<td>History Electives</td>
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<table>
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<tr>
<th>Art Requirements</th>
<th>Total Units</th>
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<tr>
<td>Drawing I &amp; II</td>
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<tr>
<td>Practices I &amp; II</td>
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</tr>
<tr>
<td>2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>3-D Design</td>
<td>3</td>
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<tr>
<td>Sam Fox Commons</td>
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<table>
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<tr>
<th>Major Area Requirements</th>
<th>Total Units</th>
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<tr>
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<td>Junior Studio</td>
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<tr>
<td>Senior Studio &amp; Capstone</td>
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<tr>
<td>Art Electives</td>
<td>9</td>
</tr>
<tr>
<td>Art/Academic Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

| Total Units | 128 |
Social Sciences or Philosophy (6 units): Courses in anthropology, economics, history, political science, psychology, philosophy, and women’s studies. (Look for: FSSP).

Academic Electives (12 units): Four additional electives chosen from any of the academic areas listed above and/or art history and foreign language studies.

You will take Drawing I & II and Practices in Architecture + Art + Design I & II courses required for all first-year students in the College of Art and College of Architecture. You will also take one semester each of 2-D and 3-DDesign. Throughout the four-year program, you will take additional studio courses and Sam Fox School Commons courses (see “Commons Courses”). During the second year, you will begin courses in one of the following major areas: Communication Design, Fashion Design, Painting, Photography, Printmaking, and Sculpture.

You may also pursue a second bachelor’s degree, major or minor from the College of Arts & Sciences, Olin Business School, and the School of Engineering & Applied Science. (See “Combined Studies.”)

**BUILDINGS ACCESS AND FACILITIES**

During the academic year, College of Art buildings are accessible to art students with a valid student ID card 24 hours a day. The buildings are locked from 5:00 p.m. to 8:00 a.m. on weekdays and all day on weekends and holidays. If you experience difficulty entering the buildings, see the Assistant Dean/Registrar in Bixby Hall.

**William K. Bixby Hall** houses two drawing studios, a 2-D studio, a 3-D studio and shop, studios for the Printmaking and Fashion Design majors, and the Student Services and Financial Services offices for the Sam Fox School. The offices, located on the lower level, are open from 8:30 a.m. to 5:00 p.m. (closed for lunch from 12:00-1:00 p.m.), Monday through Friday.

**Des Lee Gallery,** at 1627 Washington Avenue, provides Sam Fox School students and faculty a formal gallery space for presenting exhibitions. In addition to hosting student and faculty exhibitions, the gallery has earned a national reputation for showing work by local and internationally known contemporary artists. For more information, see desleegallery.com or call 314-621-8735.

**Forsyth House,** at 6214 Forsyth Boulevard, houses architecture faculty offices, the Sam Fox School Research Office, and Community Building and Fashion Textiles classrooms.

**Joseph B. Givens Hall** houses the offices of the deans, the Communications office, and Architecture studios and classrooms. The offices, located on the ground floor, are open from 8:30 a.m. to 5:00 p.m. (closed for lunch from 12:00-1:00 p.m.), Monday through Friday.

The **Mildred Lane Kemper Art Museum** features more than 18,000 square feet of exhibition space. The Department of Art History and Archaeology (Arts & Sciences), the Kenneth and Nancy Kranzberg Art & Architecture Library, the Whitaker Learning Lab, and the Information Technology offices are in the Kemper Art Museum building.

The **Lewis Center,** at 721 Kingsland Avenue, houses the Graduate School of Art studios and classrooms.

**Mark C. Steinberg Hall** houses Art and Architecture studios and classrooms, Steinberg Auditorium, Etta’s Café, Steinberg Hall Gallery, Weitman Gallery, the Career Services office, and studios for Communication Design and Photography majors. The hours for Etta’s Café will vary. See the Dining Services website [diningservices.wustl.edu] for up-to-date information about hours of operation and special events.
**Earl E. and Myrtle E. Walker Hall** houses studios for Painting and Sculpture majors, as well as the Nancy Spirtas Kranzberg Studio for the Illustrated Book.

**Additional Resources:**

Whitaker Learning Lab, Kemper Art Museum Building, Lower Level, Room 040
The Whitaker Learning Lab supports instruction and research initiatives of students and faculty across all areas of design and the visual arts. Students are exposed to and conversant in the vast array of the most current digital technologies used in their particular creative fields.

Nancy Spirtas Kranzberg Studio for the Illustrated Book, Walker Hall, Second Floor
The Kranzberg Book Studio is a working book and print production facility, including equipment for letterpress and intaglio printing, photopolymer plate, and silk-screen printing. A joint venture of the College of Art and University Libraries’ Special Collections division, this facility permits extensive, hands-on experience in printing and binding, providing both a philosophical and physical context for explorations into the many forms of the book.

3-D Woodshop, Bixby Hall, Second Floor, Room 200
The College of Art woodshop is open to students enrolled in a 3-D design class or those who have attended and successfully completed a safety and technical workshop. Safety is of utmost importance. There are monitored open shop hours.

**CAREER RESOURCES**

The Sam Fox School’s Career Services office helps to prepare BFA and MFA students for lifetime career management, with particular emphasis on skill building in all areas of professional practices.

Programs are designed to help students assess their interests, personality style, and skills, and to develop the tools to make career choices. They also help students learn more about a variety of professional opportunities, as well as make connections with alumni, visiting artists, and employers for internships and full-time positions. To assist with the development of these skills, the office offers workshops in career exploration, resume/CV writing, portfolio development, interviewing skills, finding internships, and developing strategies for pursuing jobs, graduate schools, transitional programs, fellowships, and residencies. The office works closely with faculty to collaborate on professional development programming specific to each major. Throughout the year, students have the opportunity to attend “road shows” held in various cities to visit studios, firms, and institutions and have a unique opportunity to network with renowned professionals in a variety of fields, including advertising, design, fashion, publishing, media and film, arts administration, and museums and other cultural institutions. In addition to special events and programming on campus, students can receive tailored advising in individual, 1:1 appointments.

Resources and services are available to students from the day they arrive on campus, throughout their academic career, and beyond. Students also receive professional guidance from faculty in individual majors. The Career Services office is located in Steinberg Hall, Room 005. For more information, e-mail Jen Meyer at jennifer.meyer@wustl.edu. To schedule an appointment, call the University Career Center’s main office at 314-935-5930.

**COMBINED STUDIES**

Students may pursue combined studies—dual degrees, second majors, and minors in other undergraduate divisions of the University. A dual degree allows a student to graduate with two separate degrees—a BFA plus an additional degree from the College of Arts & Sciences, Olin Business School, or the School of Engineering
& Applied Science. Degree requirements for both schools must be satisfied in order to complete a dual degree. On average, this course of study can be completed in five years if careful planning begins in the first year. Art students may earn a second major in the College of Arts & Sciences, Olin Business School, or the School of Engineering and Applied Science while completing the requirements for the BFA degree. Students who take advantage of this option will graduate with a BFA degree with two majors: one in art and one in another school. All of the degree requirements for the BFA and all of the requirements for the second major must be completed in order to earn a second major. The second major option can be completed within four years if careful planning begins during the first year. Students interested in this option should consult with the Associate Dean of Students or Assistant Dean/Registrar of the College of Art.

**COMMONS COURSES**

In your first year, you will take *Drawing I and II and Practices in Architecture + Art + Design I and II*, which are required for all students in Art and Architecture. Throughout the four-year program, you will take additional Sam Fox School Commons courses offered by Art and Architecture that provide opportunities to study “in between” art and architecture and expose you to different ways of thinking. These courses incorporate topics such as sustainability, public practice, and new technologies and will complement and enhance your chosen area of study.

**DIGITAL TECHNOLOGIES**

Technology plays a critical role in the educational experience. The College of Art is committed to the integration of relevant technology into the curriculum. As part of the curriculum for students in Art, faculty will provide instruction in digital technologies in the sophomore year.

Students entering the sophomore year will be required to purchase a computer and software through the College of Art’s Computer Purchase Program. This purchase serves as the technological foundation for all students, with the exception that supplemental purchases (monitors, scanners, tablets, etc.) may be necessary as students advance and declare majors.

For more information about the Computer Purchase Program, visit the Sam Fox School website at [www.samfoxschool.wustl.edu/node/6747](http://www.samfoxschool.wustl.edu/node/6747).

**E-MAIL**

All students are given a Washington University e-mail account. Official communication from the College of Art and University is sent via this account. It is important that you check it regularly.

**ENROLLMENT VERIFICATION**

Letters to verify enrollment for insurance or other purposes are available from the Assistant Dean/Registrar with 48 hours notice.

**EXHIBITIONS**

Each year, the College of Art hosts a number of student exhibitions. Typically held in the spring semester, these exhibitions include work by first-year students, departmental shows, the Bachelor of Fine Arts and Master of Fine Arts thesis exhibitions, and a Fashion Design show. The Des Lee Gallery is the primary exhibition space of the College of Art. See the calendar on the Sam Fox School website at [www.samfoxschool.wustl.edu/calendar](http://www.samfoxschool.wustl.edu/calendar) for more details.
GRADUATE PROGRAM

The Graduate School of Art offers a Master of Fine Arts in Visual Art degree. Graduate students may be assigned to undergraduate courses as teaching or technical assistants.

HOLDS

Student accounts with past due amounts of over $200 or who have not filed a medical history form will be placed on "hold" by Student Accounting. If your account is on hold, your registration privileges are revoked until the matter is resolved to the satisfaction of Student Accounting. Registration privileges include adding and dropping courses, changing grade options between pass/fail and credit, and registering for the upcoming semester.

INDEPENDENT STUDY
Independent Study courses are tutorial courses in which a student works with the instructor of his/her choice on a one-on-one basis on self-generated studio projects. To register for an Independent Study, students must confer with the faculty member and submit a signed “Independent Study Form” to the Assistant Dean/Registrar by the course “Add” deadline for that semester. The faculty member determines the number of credits to be awarded. Students may take only one Independent Study course per semester.

**INTERNSHIPS**

An internship is a structured and supervised professional experience related to a major area of study. Students in good academic standing are eligible to receive a maximum of three art elective credits for internships. One credit is awarded for every 50 contact hours. Grading is on a pass/fail basis.

To receive credit for an internship, you must have on file an approved “Internship Learning Agreement” before the internship begins and an “Internship Performance Report” and supporting documentation in the form of a daily journal, reflective essay, or portfolio within 30 days of completion. Forms, guidelines, and requirements are available online and in the Student Services Office, Bixby Hall, Suite 1.

Part of the learning experience of an internship is the process of locating and applying for positions. The College of Art has a variety of resources available to help you begin your search. You may wish to make an appointment with Jen Meyer, Assistant Director, Career Development—Art to discuss internship search strategies or look through the internship database.

**LEAVE OF ABSENCE**

A leave of absence from the College of Art may be requested for one semester at a time, up to one year. At the end of an approved leave, you may re-enroll without going through readmission procedures. In the case of a medical leave of absence, a letter of clearance is required from the Director of Student Health and Counseling Services before you will be permitted to return. A “Request for Leave of Absence Form,” available from the Student Services Office, Bixby Hall, Suite 1, must be completed before a leave of absence will be granted. Students should check eligibility for continued student health insurance coverage during a leave of absence at shs.wustl.edu/insurance.

**MAJOR**

During the second year, students will begin exploration of their area of focus in art. During the third and fourth years, the major accounts for approximately one-half of the credit units earned each semester; the remainder are taken in the art and academic areas most appropriate to professional goals and interests.

**MAJOR TRANSFER**

Once a student has declared a major in the College of Art, he/she must file for permission to change to another major within the College. “Major Transfer Request” forms are available in the Student Services Office, Bixby Hall, Suite 1, and must be filed before the add/drop deadlines of the semester in which the student plans to transfer. Students requesting a transfer of major must be in good academic standing. Credit transfers between majors are at the discretion of the faculty.

**MATERIAL FEES/SUPPLIES**

Fees are charged for consumable materials bought in bulk by the instructor. Students will often need to purchase additional materials for assignments on their own. If you withdraw from a course, fees are not
refundable after the fourth week. The University reserves the right to change the fees stated or to establish additional fees at any time without prior written notice. Whenever fee changes or additions are made, they become effective with the next payment due.

Supplies and materials can be purchased at:

<table>
<thead>
<tr>
<th>ArtMart</th>
<th>Campus Store</th>
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<tbody>
<tr>
<td>2355 South Hanley Road</td>
<td>Mallinckrodt Center, Box 1074</td>
</tr>
<tr>
<td>314-781-9999</td>
<td>Art/Engineering Merchandise,</td>
</tr>
<tr>
<td><a href="http://www.artmartstl.com">www.artmartstl.com</a></td>
<td>314-935-6003</td>
</tr>
<tr>
<td></td>
<td>General Information,</td>
</tr>
<tr>
<td></td>
<td>314-935-5500</td>
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<table>
<thead>
<tr>
<th>Home Depot</th>
<th>Dick Blick</th>
</tr>
</thead>
<tbody>
<tr>
<td>1603 South Hanley Road</td>
<td>6300 Delmar Boulevard</td>
</tr>
<tr>
<td>314-647-6050</td>
<td>314-862-6980</td>
</tr>
<tr>
<td><a href="http://www.homedepot.com">www.homedepot.com</a></td>
<td><a href="http://www.dickblick.com">www.dickblick.com</a></td>
</tr>
</tbody>
</table>

**PARKING**

First-year students are not permitted to have cars on campus.

**POLICIES**

Information about student-related policies, including the "Family Educational Rights and Privacy Act (FERPA), is available at [www.wustl.edu/policies/students.html](http://www.wustl.edu/policies/students.html).

**PROBATION AND SUSPENSION**

A student whose semester grade point average is below 2.0 (equal to a grade of "C") or who falls below a "pace" of 66 2/3% (number of credits earned divided by the number of credits attempted) will be placed on academic probation. If, after the following semester, the semester grade point average is still below 2.0 or the pace is below 66 2/3%, the student may be ineligible for normal advancement or may be suspended. Students must maintain a 2.0 minimum cumulative grade point average to graduate.

While the College of Art desires to give all students the opportunity to prove themselves, it is not in the best interest of either the student or the College to permit students to continue indefinitely in educational programs in which they are not producing satisfactory results.

**PUBLIC LECTURE SERIES**

All Sam Fox School students are encouraged to attend the Public Lecture Series. In some cases, faculty may require attendance at a lecture when the subject matter relates to a particular course. Each semester, the School hosts weekly lectures by nationally and internationally recognized artists, designers, architects, historians, and critics. These events—critical to both the undergraduate and graduate experience—are extensions of studio and classroom learning and bring to the campus new ideas in practice, theory, and technology in art, architecture, and design.
RECOMMENDATION LETTERS

Students who wish to request recommendation letters from College of Art faculty must do so by a request in writing (e-mail) at least 2 weeks in advance of the due date. Students must also provide: 1) a stamped, addressed envelope; 2) documentation explaining the opportunity for which the recommendation is to be written; and 3) a copy of the student’s resume.

REGISTRATION

Students register in November for the spring semester and in April for the upcoming fall semester via the University’s online registration system [WebSTAC]. Students will not be allowed to register if they have not met with an advisor or if their record is on hold. Students are reminded to check their record prior to registration to be sure they are not on hold due to an unpaid balance, missing paperwork, etc. Registration dates and times are based on the number of earned units completed prior to registration. [Courses in progress do not count.] Students may make changes to their registration in WebSTAC until the add/drop deadlines in the academic calendar.

RETTAKING COURSES

This policy applies only to credits earned at Washington University. Courses completed at institutions other than Washington University will not be considered as applicable under this policy.

When a student retakes a course in which “No Credit” has been received, both enrollments for the course appear on the transcript. If a passing grade is received in the second enrollment, the first enrollment may be changed to show an appropriate symbol indicating the re-enrollment upon request by the student and with departmental approval.

When a student retakes a course in which a passing grade has been received, both enrollments will show on the transcript. If the second grade is equivalent to or better than the first grade, the first grade may be changed to show an appropriate symbol indicating the re-enrollment upon the request of the student and with departmental approval. Credit toward degree fulfillment will be allowed for only one of the enrollments.

RETENTION OF STUDENT WORK

The College of Art holds reproduction rights of any work[s] executed in fulfillment of course requirements.
**SECURITY**

You are already registered to receive e-mails with important information in the event of a campus emergency through the Washington University Emergency Notification System (ENS). When you add your cell phone number to WebSTAC you will automatically be signed up for the emergency text message option. In order to keep current in the Washington University ENS, please be sure you keep your contact information updated in WebSTAC.

**Blue light emergency phone:** Blue light phones are available at over 100 locations on and surrounding the Washington University Danforth Campus. They are easily recognized at night by the bright blue light mounted above the phone. When the red button is pushed a connection is made directly to the University Police Dispatcher. The dispatcher knows the exact location of the phone and help will be sent automatically, even if the caller cannot speak. These phones may be used any time help is needed from the police department. Remember they are intended for emergencies.

**Bicycle registration and locks:** Free bicycle registration is available from the University Police Department. A decal and registration number are issued and provided for permanent attachment to each bicycle. Kryptonite locks are available through a lend-lease program. A $20 deposit is required when a lock is picked up and is refunded upon return of the lock to the University Police. If a person decides to keep the lock it is considered purchased.

**STUDENT BILLING**

Washington University supports a 100% paperless billing environment with instant online access. All students have the ability to view their bill online through their WebSTAC account. Students may designate an additional payer (such as a parent and/or spouse) access to view their bill online by adding them in their profile in WebSTAC/Billing Records/Pay-View My Bill/My Profile. Students and any additional payers will receive an e-mail each time a new bill is available.

**STUDENT ORGANIZATIONS**

Art Council is the official organization for College of Art students. As part of Student Union, Art Council works on collaborative projects and service and community programs for art students. Students are urged to join the council and make their voices heard.

Residential Area Real Art (RARA) is a student-run group that is closely affiliated with Art Council. The motivation behind RARA’s exhibits is to engage students outside the Sam Fox School with student art installed in campus spaces.

**STUDIO/BUILDING USE POLICY**

Third- and fourth-year students are assigned semi-private studio space with 24-hour access. Some studios and classrooms are staffed by monitors during evenings and on weekends. We are fortunate to have superb physical facilities that support the educational process. The College of Art will do its best to maintain the condition of these facilities and will not tolerate littering, smoking, vandalism, or other actions that deface or damage them.

**STUDY ABROAD**
See [www.samfoxschool.wustl.edu/node/4133](http://www.samfoxschool.wustl.edu/node/4133) for a list of study abroad opportunities offered by the Sam Fox School. For more information, contact Belinda Lee, Assistant Director of Special Programs, at lee@samfox.wustl.edu or 314- 935-4643.

**TRANSCRIPTS**

Official transcripts may be required to apply to study abroad programs, graduate programs, and for potential employment. In most cases, the transcript must be mailed from the University’s Office of Student Records directly to a designated person in another institution. Sometimes a transcript must be mailed along with an application. The Office of Student Records [Women’s Building] will either mail the transcript directly to the institution or to the student, depending upon the request. Transcripts can be requested online via WebSTAC. There is a $5 fee per transcript.

**TRANSFER CREDIT**

Students wishing to transfer credit for course work completed at another institution should bring a full catalog description of the course(s) to the Associate Dean of Students or Assistant Dean/Registrar for pre-approval. Upon receipt of an official transcript indicating a grade of “C” or better, courses will be considered for transfer. Grades for transfer courses will not appear on the student’s Washington University record and will not figure into the student’s GPA. College courses taken to earn credit for high school graduation will not be considered for transfer. Washington University does not transfer credits for courses taken online. Non-Washington University courses do not count toward the 48 units of academic credit required in Arts & Sciences.

**TRANSPORTATION**

Metro U-Pass: Washington University students may obtain a pass for the Metro system by accessing the Parking and Transportation Services website at [parking.wustl.edu](http://parking.wustl.edu). Students must always carry their WU ID along with their Metro pass.

In addition to providing access to the entire St. Louis metropolitan area, Metro provides service for three routes designed specifically for our community:

The Gold Line: Danforth Campus, Medical Campus, West Campus, the Galleria shopping center, and downtown Clayton.

The Red Line: Danforth Campus, the Galleria shopping center, North Campus, Schnucks [Olive], the DeMun neighborhood, Brentwood Square shopping area, and the Maplewood Commons shopping area.

The Green Line: Danforth Campus, The Village, Lewis Center, Greenway Apartments, 560 Music Building, and the Big Bend Metro Station.

There is also a Danforth/South 40 campus circulator that provides shuttle service from the MetroLink stations at Skinker and Forest Park Parkway, Big Bend and Forest Park Parkway, and locations around the Danforth Campus and the South 40.

For more information regarding bus schedules and routes, visit [parking.wustl.edu](http://parking.wustl.edu).

**WAITLIST**
When a student enrolls in a course that is full, he/she may be given the option to be placed on a waitlist for the course, section, or lab. The system will prompt with a message that says the course is full, and provide a number of students who are already on the waitlist. Once given a waitlist position, students can opt to add themselves to the waitlist. Not all courses offer the waitlist option. When on a waitlist, the student may be automatically registered once sufficient space opens. It is important to check WebSTAC often to determine if enrollment status has changed. It is the responsibility of the student to monitor the courses for which he/she is waitlisted to determine if the registration has been converted to actual enrollment. Students are encouraged to check for alternate sections before electing to be added to the waitlist for a course, as you cannot be on a waitlist for more than one section or lab of the same course. Students are also encouraged to drop courses as soon as they no longer wish to take the course. This allows other students on the waitlist to register.

**WEBSITES**

The Sam Fox School website is located at [www.samfoxschool.wustl.edu](http://www.samfoxschool.wustl.edu). The site contains an events calendar, academic calendar, and forms for a variety of needs.

The Washington University website is located at [www.wustl.edu](http://www.wustl.edu).

**WebSTAC**

Through WebSTAC, students can check their account balances/class schedules/academic record and change address and contact information, request official transcripts, and register.

**WITHDRAWALS AND REFUNDS**

Approval by the Associate Dean of Students is required to officially withdraw from the University. Tuition adjustments will be processed based on data received and according to the following refund schedule:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 1st or 2nd week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Within 3rd of 4th week of classes</td>
<td>80%</td>
</tr>
<tr>
<td>Within 5th or 6th week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>Within 7th or 8th week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Within 9th or 10th week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>After 10th week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

For a student whose medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the University will make a pro rata refund of tuition, as of the date of withdrawal when that date occurs prior to the 12th week, provided that the condition is verified by Student Health Services. The date of withdrawal may correspond to the date of hospitalization or the date on which the medical condition was determined. The Associate Dean of Students may authorize as much as a 100% refund based upon extenuating circumstances.

Federal student aid recipients receive refunds as determined by the Office of Student Financial Services per Federal Title IV regulations.

Material fees for College of Art courses will not be refunded after the 4th week of classes.
Charges for the Computer Purchase Program will be posted on June 15 [fall] and November 25 [spring]. In the event that the student changes majors or withdraws from the university after these dates, full payment for the computer and software still applies.

Students should check eligibility for continued student health insurance coverage during a leave of absence at shs.wustl.edu/Insurance.