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Division of Student Affairs

RES URCE GUIDE

Office of the Vice President
Office of the Dean of Students
Career Development
Counseling Services
International Student Affairs and Programs
Learning Resources
Residential Education
Student Life
Student Success

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FALL 2021

Student Affairs staff are still here to support students. Though some staff have reduced on-campus availability due to COVID-19, Student Affairs staff are also available via phone, email, and Zoom.

ADMINISTRATION

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

The Division of Student Affairs maximizes the student experience. We foster transformative co-curricular learning and support students as they navigate challenges and transitions. We teach students the skills they need to be creative citizens who embody CCA values.

At the core of all Student Affairs work are the following guiding principles:

- ▶ We partner with faculty, staff, and the community to support and maximize the student learning experience.
- ▶ We engage students in co-curricular experiences that focus on educating the whole person.
- ▶ We encourage, enhance, and maintain a sense of interconnectedness and community, and we promote opportunities for collaboration.
- ▶ We use assessment data from institutional and national research projects to provide evidence-based student support and services.

DIVISION OF STUDENT AFFAIRS LEARNING OUTCOMES (based on *Learning Reconsidered 2*)

- ▶ Cognitive Complexity
- ▶ Knowledge Acquisition, Integration, and Application
- ▶ Humanitarianism
- ▶ Civic Engagement
- ▶ Interpersonal and Intrapersonal Competence
- ▶ Practical Competence
- ▶ Persistence and Academic Achievement

CONTACT US

GENERAL INFORMATION

portal.cca.edu/thriving/division-student-affairs
student-affairs@cca.edu P 510.594.3678 | 415.551.9265 F 415.551.9303

GENERAL INQUIRY APPOINTMENTS

Email student-affairs@cca.edu to request a phone or Zoom appointment.

VICE PRESIDENT FOR STUDENT AFFAIRS

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ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS

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SENIOR PROJECT MANAGER FOR STUDENT AFFAIRS

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STUDENT AFFAIRS ADMINISTRATIVE SPECIALIST

To be determined

OFFICE OF THE DEAN OF STUDENTS

Access • Advocacy • CANVAS • CCA Cares
Disability • Diversity • Inclusion • Student Conduct
Title IX • Unlawful Harassment

The Office of the Dean of Students provides assistance, intervention, prevention, and referral services to the college community. The office also serves as an advocate for students while challenging students to develop personal responsibility, practice ethical decision-making, and seek social justice as they grow into creative citizens.

- ▶ We address general student concerns and grievances by providing advocacy, support, and mediation.
- ▶ We engage students with the care and support needed during difficult and challenging personal and academic circumstances.
- ▶ We ensure students' rights, safety, and well-being through education and adjudication.
- ▶ We oversee all services for students with disabilities.
- ▶ We assist students with navigating health care access and insurance waiver information.
- ▶ We provide accommodations to enable full access to physical, curricular, or informational environments.

CONTACT US

GENERAL INFORMATION

portal.cca.edu/thriving/dean-students

CCA CARES

portal.cca.edu/thriving/dean-students/cca-cares

ACCESS/DISABILITY SERVICES

portal.cca.edu/thriving/dean-students/access-disability-services
access@cca.edu

HEALTH INSURANCE

portal.cca.edu/thriving/health-wellness
healthinsurance@cca.edu

ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS / DEAN OF STUDENTS

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ASSISTANT DEAN FOR ACCESS AND DISABILITY SERVICES

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ASSISTANT DEAN OF STUDENTS FOR CONDUCT AND CASE MANAGEMENT

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ASSISTANT DEAN OF STUDENTS FOR DIVERSITY, INCLUSION, AND COMMUNITY ENGAGEMENT

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Mike Benson
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COORDINATOR FOR DIVERSITY, INCLUSION, AND COMMUNITY ENGAGEMENT

Bethlehem Solomon
bethlehemsolomon@cca.edu

DEPARTMENTS

CAREER DEVELOPMENT

Online Career Coaching • Professional Networking
Interview Preparation • Internship Guidance
Career Goal Setting • Internships • Job Search Strategies
Résumés/CVs/Portfolios • Online Recruiting

Career Development prepares students to navigate the requirements for success in a rapidly shifting world of work by assisting them in defining their personal career success, acquiring the skills to remain competitive in an ever-evolving job market, building strong professional connections, and developing entrepreneurial strategies for developing their own business/practice. Our team provides online career coaching for students and alumni by appointment or pre-selected drop-in hours.

WHAT RESOURCES AND PROGRAMS CAN WE PROVIDE?

- ▶ One-on-one career coaching appointments
- ▶ Handshake student job board
- ▶ Employer conversations and online workshops
- ▶ Career Expos and job fairs
- ▶ Building an Artist's Life career symposium
- ▶ Résumé and portfolio reviews
- ▶ Online mock interviews
- ▶ Career goal-setting guidance
- ▶ Professional network and association connections

CONTACT US

GENERAL INFORMATION

portal.cca.edu/learning/career-development
careers@cca.edu
Instagram: @cca.careers

CCA HANDSHAKE STUDENT JOB BOARD

cca.joinhandshake.com

CAREER COACHING APPOINTMENT SCHEDULING

portal.cca.edu/learning/career-development/schedule-career-advising-appointment

DIRECTOR OF CAREER DEVELOPMENT

Diana Chávez, PhD
diana@cca.edu P 415.703.9575

ASSISTANT DIRECTOR FOR EMPLOYER RELATIONS

Josh Smothers
joshsmothers@cca.edu P 415.703.9596

ASSISTANT DIRECTOR OF CAREER DEVELOPMENT

To Be Determined

COUNSELING SERVICES

Creative Blocks • Critique Process • Anxiety • Homesickness
Transitions • Culture Shock • Overcoming Procrastination
Stress Management • Exploring Sexuality • Relationships
Roommate Issues • Depression • Drug/Alcohol Abuse
Eating Disorders • Grief • Crisis Intervention

CCA Counseling Services is committed to the personal development and professional advancement of students engaged in an arts-based educational environment fostering creativity, curiosity, and diversity. Counseling Services encourages student success and well-being by providing a broad spectrum of mental health services, including individual and couples therapy, crisis intervention, consultation, referral, workshops on mental health topics, and outreach.

WHAT RESOURCES AND PROGRAMS CAN WE PROVIDE?

- ▶ Individual, confidential, professional counseling appointments for students (up to 10 sessions per academic year are free of charge)
- ▶ Couples counseling
- ▶ Crisis intervention
- ▶ Referrals to community resources (including psychiatric resources)
- ▶ Presentations and workshops about mental health and wellness
- ▶ Consultations for faculty and staff regarding student support
- ▶ Referrals to other college resources

CONTACT US

GENERAL INFORMATION

portal.cca.edu/thriving/counseling

CCA MENTAL HEALTH CRISIS HOTLINE

For urgent, non-emergency mental health issues requiring immediate attention, call CCA's mental health crisis hotline:
P 510.594.5099

STUDENT APPOINTMENT SCHEDULING

Online appointments are available beginning Wednesday, September 1, 2021. For more information, please visit our tele-mental-health page:
portal.cca.edu/thriving/counseling/tele-mental-health-how-faq

SENIOR STAFF PSYCHOLOGIST

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STAFF PSYCHOLOGIST

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STAFF COUNSELOR

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STAFF COUNSELOR

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PRE-DOCTORAL INTERN

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INTERNATIONAL STUDENT AFFAIRS AND PROGRAMS

**Non-Immigrant Status • Employment Eligibility
ISAP Ambassador Program
Cultural Connections • Exhibition Opportunities
Intercultural Community Events**

International Student Affairs and Programs (ISAP) provides services to help international students understand federal immigration regulations, manage cultural transitions, and develop the international community at the college.

WHAT RESOURCES AND PROGRAMS CAN WE PROVIDE?

- ▶ One-on-one appointments with our professional staff
- ▶ Immigration advising
- ▶ Assistance with applications for benefits (e.g., employment authorization, Social Security numbers, etc.) for international students
- ▶ Support for cultural programming in collaboration with student clubs
- ▶ Online forms and resources
- ▶ International Education Week events
- ▶ Referrals to other college resources

CONTACT US

GENERAL INFORMATION

portal.cca.edu/thriving/international-student-affairs-and-programs
isap@cca.edu

DIRECTOR OF INTERNATIONAL STUDENT AFFAIRS AND PROGRAMS

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ASSISTANT DIRECTOR OF INTERNATIONAL STUDENT AFFAIRS AND PROGRAMS

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INTERNATIONAL STUDENT ADVISOR

Alex Marquez
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ADVISOR FOR CULTURAL ENGAGEMENT / INTERNATIONAL STUDENT SUCCESS

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LEARNING RESOURCES

Coaching/Tutoring • Writing • Math • Science
Academic Strategies
Study Skills • Time Management • Oral Presentations
Teaching and Learning Communities

Everyone learns differently. Learning Resources helps CCA students connect to the people, tools, and techniques that can help them learn best. Coaches provide individual attention and guided inquiry to help students enrich their knowledge and communicate their creative vision.

Our mission is to (1) generate and apply knowledge about curricular and co-curricular learning; (2) provide academic assistance while guiding students toward independence and self-advocacy; and (3) support faculty and staff as critically reflective educators.

WHAT RESOURCES AND PROGRAMS CAN WE PROVIDE?

- ▶ One-on-one academic coaching (tutoring)
- ▶ Peer mentoring for study groups
- ▶ Study skills and time management workshops
- ▶ Guidance on academic research and writing
- ▶ Support for community-engaged learning
- ▶ Consultations for faculty and staff
- ▶ Referrals to other college resources

CONTACT US

GENERAL INFORMATION

portal.cca.edu/learning/learning-resources
lrc@cca.edu

ACADEMIC STRATEGY AND WRITING COACHING APPOINTMENT SCHEDULING

portal.cca.edu/learning/learning-resources/make-appointment-coach-ACADEMIC

SCIENCE AND MATH COACHING APPOINTMENT SCHEDULING

portal.cca.edu/learning/learning-resources/make-appointment-coach-SCIENCE-MATH

DIRECTOR OF LEARNING RESOURCES

Brooke Hessler, PhD (On Leave: September 14 - December 6, 2021)
bhessler@cca.edu P 510.594.3756

INTERIM DIRECTOR OF LEARNING RESOURCES

Leonard Crosby
leonardcrosby@cca.edu P 510.594.3756

RESIDENTIAL EDUCATION

Student-Centered Supporters • Community Responsibility
Education / Co-Curricular Learning • Engagement
Diversity and Inclusion • Accountability • Communication
Global Community • Integrity • Sustainability • Fun/Balance
Student Leadership Opportunities

The mission of Residential Education at CCA is to support the college's and the Division of Student Affairs' missions by creating a vibrant living environment that encourages mutual respect, celebrates global diversity, fosters student connections within and outside of the department, and enhances the educational experience of our students by promoting personal growth and development of the creative citizen in our residential communities.

WHAT RESOURCES AND PROGRAMS CAN WE PROVIDE?

- ▶ Support and guidance from professional staff and trained student team members
- ▶ Three CCA-sponsored residential communities: Blattner Hall, Founders Hall, and Irwin Hall
- ▶ Opportunities to build global community, celebrate diversity, and develop life skills
- ▶ Residential curriculum
- ▶ Connection and community building
- ▶ Support for navigating successful relationships
- ▶ Activities and workshops sponsored by Residential Education staff
- ▶ Leadership opportunities
- ▶ Referrals to other college resources

CONTACT US

GENERAL INFORMATION

portal.cca.edu/thriving/housing-dining-resed/resed
resed@cca.edu

DIRECTOR OF RESIDENTIAL EDUCATION

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RESIDENTIAL EDUCATION COORDINATOR (FOUNDERS HALL)

Marcos Garcia
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RESIDENTIAL EDUCATION COORDINATOR (BLATTNER AND IRWIN HALLS)

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RESIDENTIAL EDUCATION COORDINATOR FOR CONDUCT AND DESK OPERATIONS

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HOUSING AND DINING ADMINISTRATION

GENERAL INFORMATION

portal.cca.edu/thriving/housing-dining-resed/important-information/get-in-touch

MAKERS CAFE AND CCA MEAL PLANS

portal.cca.edu/thriving/housing-dining-resed/makers-cafe
housingdining@cca.edu

STUDENT LIFE

Student Council • Graduate Student Alliance
Chimera Quest • Student Organizations
Arts and Crafts Fair • Resource Fairs
Leadership Training • Students of Color Coalition
Events and Workshops • Sophomore Summit
Chimera Cares • Crunch Week • Student Leadership Awards

The Office of Student Life fosters a culture in which students are the makers of their own learning experiences. We engage students to develop personally, socially, and intellectually to become creative citizens. In collaboration with students, the professional staff supports the students' academic journey through the following co-curricular programming: new student orientation, student activities, student organizations, leadership development, and commencement.

We value civic responsibility, community engagement, and creative collaborations.

WHAT RESOURCES AND PROGRAMS CAN WE PROVIDE?

- ▶ Events and opportunities focused on community building, mentorship, diversity, and sustainability
- ▶ Funding and support for student-initiated events
- ▶ Opportunities to sell artwork at the annual art and craft fair
- ▶ Events and activities that amplify the Creative Accord and promote self-care and wellness
- ▶ Resources to start student organizations and clubs
- ▶ Leadership opportunities through student organizations and clubs, Sophomore Advisory Group, Student Council (undergraduate), and Graduate Student Alliance
- ▶ Support and guidance from Student Life's professional staff

CONTACT US

GENERAL INFORMATION

portal.cca.edu/thriving/student-life
studentlife@cca.edu P 415.551.9265

STUDENT COUNCIL

studentcouncil@cca.edu

GRADUATE STUDENT ALLIANCE (GSA)

gsa@cca.edu

DIRECTOR OF STUDENT LIFE

Noki Seekao
noki@cca.edu P 415.703.9591

ASSOCIATE DIRECTOR OF STUDENT LIFE

Janeece Hayes
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STUDENT ACTIVITIES COORDINATOR

Nyssa Baca
nyssabaca@cca.edu P 415.703.9576

STUDENT ACTIVITIES COORDINATOR

To Be Determined

STUDENT SUCCESS

Academic Success Plans and Strategies
Resource and Community Connections
Information and Referrals • Campus Connections
Policies and Petition Process Guidance

The Student Success team provides students with guidance, individualized support, and academic strategies. We connect students with resources and opportunities for affirming and building on their strengths and assets, cultivating a creative practice, and promoting personal and professional development. Through our work together, students engage in self-reflection and meaningful learning, prioritize holistic wellness, and further define their goals and purpose.

The vision of the Office of Student Success is to work in collaboration with our community through outreach and engagement to help students activate their strengths and further develop their creative voice. We recognize and celebrate the unique experiences and talents every student brings to our community, and which is the foundation of their success.

WHAT RESOURCES AND PROGRAMS CAN WE PROVIDE?

- ▶ One-on-one individualized appointments
- ▶ Workshops, programming, and events
- ▶ Academic success tools and resources
- ▶ Outreach and support for academic probation and repeat course attempts
- ▶ Assistance with returning to CCA

CONTACT US

GENERAL INFORMATION

portal.cca.edu/learning/student-success
studentsuccess@cca.edu

STUDENT SUCCESS APPOINTMENT SCHEDULING

portal.cca.edu/learning/student-success/schedule-an-appointment

DIRECTOR OF STUDENT SUCCESS

Fonda Yoshimoto-Reed, MFA
fyoshimoto@cca.edu P 415.551.9310

ASSISTANT DIRECTOR OF STUDENT SUCCESS

Bukola Adesokan-Cobb, MA
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STUDENT SUCCESS ADVISOR

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STUDENT SUCCESS OUTREACH AND COACHING COORDINATOR

Sarah Kruse, PhD
skruse@cca.edu P 415.703.9572

PROGRAMS AND SERVICES

ACCESS/DISABILITY SERVICES

The mission of Access/Disability Services is to ensure that all students can access the learning environment at CCA. Access/Disability Services accomplish this by ensuring students with disabilities have equal access to educational opportunities at CCA and by providing all students access to disability support services and viable health insurance coverage to maintain their health.

portal.cca.edu/thriving/dean-students/access-disability-services
access@cca.edu

CANVAS (CCA'S ARTIST'S NETWORK VALUING ASPIRING SCHOLARS)

CANVAS is a scholars program which provides talented, historically under-represented incoming students of color leadership development and mentorship. It is an immersive full-year program that affords participants an advanced opportunity to engage with the people, departments and resources that will help them navigate their collegiate experience effectively and emerge as campus leaders.

portal.cca.edu/thriving/dean-students/diversity-and-inclusion/canvas-program
canvas@cca.edu

CCA CARES

The college is committed to improving our community through a supportive and collaborative approach. The mission of the CCA Cares program is to prevent, intervene, and manage challenging situations that arise for members of the community. We aim to identify underlying causes of such potential harm so that preventative action may benefit the students and the college community alike.

The CCA Cares form is overseen by the Assistant Dean of Students for Conduct & Case Management (ADoSCCM). The Assistant Dean of Students for Conduct & Case Management along with other members of the Dean of Students team, Student Affairs professionals, and other CCA campus partners (such as Academic Affairs professionals and members of the Public Safety department) collaboratively work together to address concerns reported via the form.

REPORTING A CONCERN:

Faculty, staff, students, and community members are encouraged to submit concerns via the CCA Cares Form:

portal.cca.edu/thriving/dean-students/cca-cares

COMMENCEMENT

Coordinated by the Commencement Planning Committee, CCA's annual commencement ceremony celebrates the accomplishments of our graduating students.

portal.cca.edu/thriving/student-life/commencement
commencement@cca.edu

EMERGENCY FOOD PANTRY

The donation-based Emergency Food Pantry service is designed to provide an emergency, short-term solution for CCA students who are experiencing food insecurity. The goal is to support students with quick access to food while connecting them to CCA resources that can help to achieve longer-term solutions to managing food security, such as local community food pantries and state assistance.

FALL 2021

The Emergency Food Pantry is temporarily closed. For assistance with food insecurity in the meantime, please refer to the resources on the Portal.

portal.cca.edu/thriving/division-student-affairs/resource-guide/emergency-food-pantry

LOCKER RENTALS

Student Affairs rents lockers for student use on both campuses. Lockers are available for the semester or for the full academic year. For updates about locker availability and rental procedures, please check the Portal or email Student Affairs.

portal.cca.edu/thriving/division-student-affairs/resource-guide/locker-rentals
student-affairs@cca.edu

ONLINE LEARNING RESOURCES

The Online Learning page on the Portal is students' gateway to information, resources, and support to help them succeed in an online learning environment. Topics include how to set up their online learning space; access available technologies and user support; connect remotely with student services such as advising, counseling, and financial aid; and policy changes and updates due to COVID-19. This page will be updated as additional information and resources become available.

portal.cca.edu/learning/online-learning

ORIENTATION

CCA welcomes new students each fall and spring with New Student Orientation, which is coordinated by the Orientation Planning Committee. Orientation features workshops and activities to support the academic and personal success of all new students.

portal.cca.edu/thriving/student-life/orientations
orientation@cca.edu P 415.551.9265

PARENT AND FAMILY RESOURCES

CCA partners with parents and families to help students thrive and attain success. Connect with the CCA community via social media, including the CCA Parents and Families Facebook Group, and stay informed with additional resources.

portal.cca.edu/thriving/division-student-affairs/parent-family-information

PRAYER, MEDITATION, AND REFLECTION SPACE

CCA's Prayer, Meditation, and Reflection space allows students and employees to experience a place of peace and sanctuary. The room was designed by LMNOP Design, a San Francisco-based firm that was founded by and consists of CCA Architecture alumni.

Location: Between W2 and the Student Lounge, Main Building, San Francisco

Hours: 7 a.m. - 8 p.m. Daily (For after hours access, contact Public Safety: 415.703.9510.)
student-affairs@cca.edu

PROPERTY AND RENTERS INSURANCE

CCA recognizes the importance of ensuring the safety of personal property. While CCA does not cover students' lost, stolen, or damaged property, we strongly urge all families to contact their insurance agents, check their homeowner's policies, and/or to consider purchasing renter's insurance.

CCA does not recommend or endorse any individual insurance company. However, please note that Arthur J. Gallagher & Co. provides information regarding personal property coverage.

collegestudentinsurance.com

STUDENT ANNOUNCEMENTS

Throughout the fall and spring semesters, the weekly CCA Student Affairs News & Announcements emails will provide helpful reminders, share useful tips, and highlight programs and services designed to help students succeed at CCA.

portal.cca.edu/thriving/division-student-affairs/student-affairs-news-and-announcements

STUDENT BEHAVIOR

CODE OF CONDUCT:

CCA expects its students to uphold the college's values of artistic and academic excellence, compassion, integrity, and global citizenship. Student Affairs oversees administrative procedures, community outreach, and educational programming regarding the Student Code of Conduct and related policies.

To report potential violations of the policies listed below, please submit a CCA Cares form:

portal.cca.edu/thriving/dean-students/cca-cares

Student Code of Conduct:

portal.cca.edu/thriving/student-handbook/student-code-conduct

Sexual Misconduct Policy (including additional reporting options):

portal.cca.edu/thriving/student-handbook/student-sexual-misconduct-policy

Policy Prohibiting Discrimination, Unlawful Harassment, and Retaliation:

portal.cca.edu/thriving/student-handbook/discrimination-policy

RESIDENTIAL COMMUNITY STANDARDS AND POLICIES:

CCA-provided housing carries with it the additional requirement all students conduct themselves as responsible members of the college residential community as well as the surrounding neighborhood community.

portal.cca.edu/thriving/housing-dining-resed/resed/cca-residential-community-standards-and-policies

ACADEMIC INTEGRITY CODE:

The Academic Integrity Code, overseen by Academic Affairs, is to be upheld and enforced by all CCA students and faculty members. Depending on the nature and severity of the incident, violations of this code may result in academic or disciplinary sanctions, or both, up to and including failure of the course and dismissal from the college.

portal.cca.edu/thriving/student-handbook/academic-policies/academic-integrity-code

STUDENT HEALTH INSURANCE

CCA student health insurance is through an Aetna PPO plan, giving students access to a network of doctors, hospitals, pharmacies, and specialists throughout the Bay Area and nationwide. Enrolled Aetna PPO students are strongly encouraged to sign up for the One Medical Membership to expand their healthcare network.

portal.cca.edu/thriving/health-wellness/cca-student-health-insurance-plan
healthinsurance@cca.edu

TRANSGENDER STUDENT RESOURCES

As a welcoming and inclusive college, CCA strives to provide transgender students information and resources that are relevant and useful.

portal.cca.edu/thriving/dean-students/diversity-and-inclusion/transgender-student-resources

UNDOCUMENTED STUDENT RESOURCES

As a welcoming and inclusive college, CCA strives to provide undocumented students information and resources that are relevant and useful.

portal.cca.edu/thriving/division-student-affairs/resource-guide/undocumented-students

WELLNESS

Student Affairs announces a variety of wellness-focused programming, resources, and special offers for CCA students (e.g., gym discounts) in the weekly Student Affairs News and Announcements. Wellness options include activities and events hosted by the Office of Student Life; sports and athletic activities organized by student groups; and programming sponsored by other offices. Interested students are encouraged to check their CCA email, campus flyers, and the CCA Portal for updates.

Student Affairs News and Announcements:

portal.cca.edu/thriving/division-student-affairs/student-affairs-news-and-announcements

Chimeras Go Outside!:

portal.cca.edu/thriving/division-student-affairs/student-affairs-news-announcements/chimeras-go-outside

Counseling Services:

portal.cca.edu/thriving/counseling

Health and Wellness (Dean of Students):

portal.cca.edu/thriving/health-wellness

Learning Resources:

portal.cca.edu/learning/learning-resources

Residential Education:

portal.cca.edu/thriving/housing-dining-resed/resed

Student Life:

portal.cca.edu/thriving/student-life

USEFUL LINKS AND REFERRALS

ACADEMIC ADVISING

Academic advisors partner with students to develop and achieve their creative, academic, personal, and professional goals. Connect with advisors for guidance in tracking your progress, accessing resources, and selecting courses for registration.

portal.cca.edu/learning/academic-advising

Appointments: portal.cca.edu/learning/academic-advising/undergraduate-advising/program-advising
academicadvising@cca.edu

ACADEMIC CALENDAR AND POLICIES

Review important dates on CCA's academic calendar, and learn about the college's grading and attendance policies.

Academic Calendar:

portal.cca.edu/calendar/2021-2022

Academic Policies:

portal.cca.edu/thriving/student-handbook/academic-policies

Grading Policies:

portal.cca.edu/thriving/student-handbook/academic-policies/grading-policies

Statement of Student Responsibility:

portal.cca.edu/learning/academic-advising/undergraduate-advising/#statement-of-student-responsibility

ASK@CCA.EDU

Ask@cca.edu is the one-stop to get specific questions answered about billing, academic advising, financial aid, registration and academic records, room assignments, meal plans, federal immigration regulations for international students, and anything else related to your academics, student finances, and housing!

ask@cca.edu P 415.915.2503 (call/text)

WeChat: ShirazCCA or Yuxi_CCA

LINE: shirazcca or Yuxi_CCA

Kakaotalk: ShirazCCA or Yuxi_CCA

CCA MERCHANDISE

CCA-branded merchandise (T-shirts, sweatshirts, hats, etc.) may be purchased from ARCH Art Supplies.

ARCH, a San Francisco fixture since 1978 and one of a handful of independent art supply stores remaining in the Bay Area, has been the go-to location for CCA students and faculty to purchase their supplies since they moved to Potrero Hill in 2001.

Check out their website for online ordering as well as delivery and curbside pick-up options, or visit their store on the first floor of CCA's Blattner Hall in San Francisco.

ARCH

shop.archsupplies.com/collections/california-college-of-the-arts-official-merchandise
1490 17th Street, San Francisco

CCA MISSION, VALUES, AND GOALS

California College of the Arts educates students to shape culture and society through the practice and critical study of art, architecture, design, and writing. Benefitting from its San Francisco Bay Area location, the college prepares students for lifelong creative work by cultivating innovation, community engagement, and social and environmental responsibility.

cca.edu/about/#section-mission

COMPUTER AND TECHNOLOGY REQUIREMENTS

Recognizing that digital literacy is essential to art and design education, CCA requires that incoming students own a laptop that meets the minimum system requirements for software used in the first year curriculum. This requirement will help ensure that all students have access to the college's digital resources at home or on campus. As collaboration is a foundation of our curriculum, owning a laptop will promote communication and research, as well as making, in and out of the classroom. If a student knows their intended major, they should check the recommended bundle for their academic program.

portal.cca.edu/learning/academic-technology/student-technology-requirements
helpdesk@cca.edu

CREATIVE ACCORD

CCA's Creative Accord is a cultural and ethical touchstone for all members of the CCA community. This collective agreement allows us to hold each other accountable and gives us something to aspire to as a creative community.

There are four principles that comprise the Creative Accord. These principles unite the CCA community by naming our shared values, helping us understand why we do what we do, discovering common goals in hard moments of misunderstanding, and creating opportunities for inclusion.

The four Creative Accord principles:

- **RADICAL RESPONSIBILITY:** We approach our craft with the understanding that we are interconnected and responsible creative-citizens.
- **THINK BEYOND:** We examine and apply critical curiosity to ourselves, others, and our craft.
- **CULTIVATE CREATIVE ACTION:** We utilize different tools to advocate for informed social change that impacts us, our making, and our community.
- **BECOME CHIMERAMADE:** We actively contribute to being part of a creative community.

Actions in the world require awareness of shared community values to catalyze collective action. CCA's Creative Accord provides a personal and collective roadmap to becoming good neighbors and global creative-citizens.

portal.cca.edu/essentials/exhibitions/creative-citizens-action/creative-accord

DIVERSITY, EQUITY, INCLUSION, AND BELONGING

CCA is committed to addressing structural inequities and promoting anti-racism, equity, inclusion, and belonging through ongoing, substantive change in our curriculum, in the classroom, and throughout our college.

Explore some of CCA's diversity, equity, and inclusion resources below, and read messages to our community outlining steps the college is taking to advance anti-racism and address structural inequities.

Diversity, Equity, Inclusion, and Belonging (DEIB):

portal.cca.edu/essentials/diversity-equity-inclusion

Action and Accountability: CCA's commitment to anti-racism, equity, and social justice:

cca.edu/about/action-accountability

Upholding Racial Justice and Equity: Messages to the CCA Community:

portal.cca.edu/essentials/diversity-equity-inclusion/upholding-racial-justice-equity-messages-cca-community

President's Diversity Steering Group (PDSG):

portal.cca.edu/essentials/office-president/presidents-diversity-steering-group

Diversity, Equity, Inclusion, and Belonging Task Force (DEIBTF):

portal.cca.edu/essentials/office-president/presidents-diversity-steering-group/diversity-and-inclusion-task-force

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Students who wish to grant a third party access to review their academic and/or financial records or authorize CCA staff to release information about them to a third party should review and submit the appropriate FERPA waiver request(s).

CCA's FERPA Policy:

portal.cca.edu/thriving/student-handbook/family-educational-rights-and-privacy-act

Authorizing a Third Party to Access Your Student Information:

portal.cca.edu/essentials/workday-student/authorizing-third-party-access-your-student-information

Additional FERPA Resources:

portal.cca.edu/thriving/division-student-affairs/parent-family-information/useful-links

MISSING STUDENT POLICY

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of California College of the Arts to actively investigate any report of a missing student who is enrolled at the college as either a full- or part-time student.

portal.cca.edu/thriving/student-handbook/missing-student-policy

PAYING FOR COLLEGE: FINANCIAL RESOURCES

CCA recognizes that some students and their families are experiencing financial hardship, including unexpected challenges due to the disruptions caused by COVID-19.

FINANCIAL AID OFFICE

For information about applying for financial aid or requesting funds related to COVID-19 relief, please contact Financial Aid:

General Information:

portal.cca.edu/essentials/financial-aid

Coronavirus (COVID-19) Information and Resources:

portal.cca.edu/essentials/financial-aid/coronavirus-covid-19-information-and-resources

Appointments:

ccafinancialaidappointments.youcanbook.me

STUDENT ACCOUNTS

For assistance with tuition payment plans and billing, please contact Student Accounts:

General Information:

portal.cca.edu/essentials/business-office-student-accounts/student-accounts

Billing:

portal.cca.edu/thriving/student-handbook/tuition-fees-student-handbook/billing

Payment Plans and Methods:

portal.cca.edu/thriving/student-handbook/tuition-fees-student-handbook/payment-plans-and-methods

Refunds and Credit:

portal.cca.edu/thriving/student-handbook/tuition-fees-student-handbook/refunds-and-credit

ask@cca.edu

CARES ACT FUNDING VS. CCA CARES?

CARES Act funding, which is distributed by CCA's Financial Aid office, is different from CCA Cares, which is managed by the Office of the Dean of Students. Students who are encountering additional challenges with completing their semester can be connected with the appropriate resources by completing a CCA Cares Form:

portal.cca.edu/thriving/dean-students/cca-cares

SAFETY AND SECURITY

CCA's Public Safety Department will work in concert with our diverse campus community to provide customer service and assistance with protection of our community and property.

Public Safety:

portal.cca.edu/essentials/public-safety

Emergency Response:

portal.cca.edu/essentials/public-safety/emergency-response

Injury, Accident, and Illness Protocol:

portal.cca.edu/essentials/public-safety/injury-accident-illness-protocol

RAVE: Emergency Notification System:

portal.cca.edu/essentials/public-safety/emergency-response/rave-emergency-notification-system

SHOPS AND STUDIOS

CCA's studios and making spaces are a collection of shared resources that support all departments, programs, and students. For more information and specifics regarding hours and access requirements, visit their Portal site:

portal.cca.edu/learning/shops

STUDENT RECORDS

Student Records provides services related to registration, transfer credit, degree progress, degree requirements, transcripts, graduation, diplomas, and academic policy. In addition, they administer CCA's participation in the Association of Independent Colleges of Art and Design (AICAD) Exchange program.

portal.cca.edu/essentials/student-records
studentrecords@cca.edu

TRANSPORTATION

CCA is a two-campus community, and some class choices may require traveling between the two campuses: Oakland and San Francisco. CCA encourages students, staff, and faculty to rely on public transportation options for their commuting needs. Transportation, commuting, and parking information is available on the Portal:

portal.cca.edu/essentials/transportation

VETERANS BENEFITS

California College of the Arts offers a welcoming community to United States Veterans and family members of veterans. The college is approved to use VA education benefits for the training of veterans and eligible persons under Title 38, U.S. Code.

cca.edu/essentials/student-records/veterans-benefits
studentrecords@cca.edu

YOUR RIGHT TO KNOW

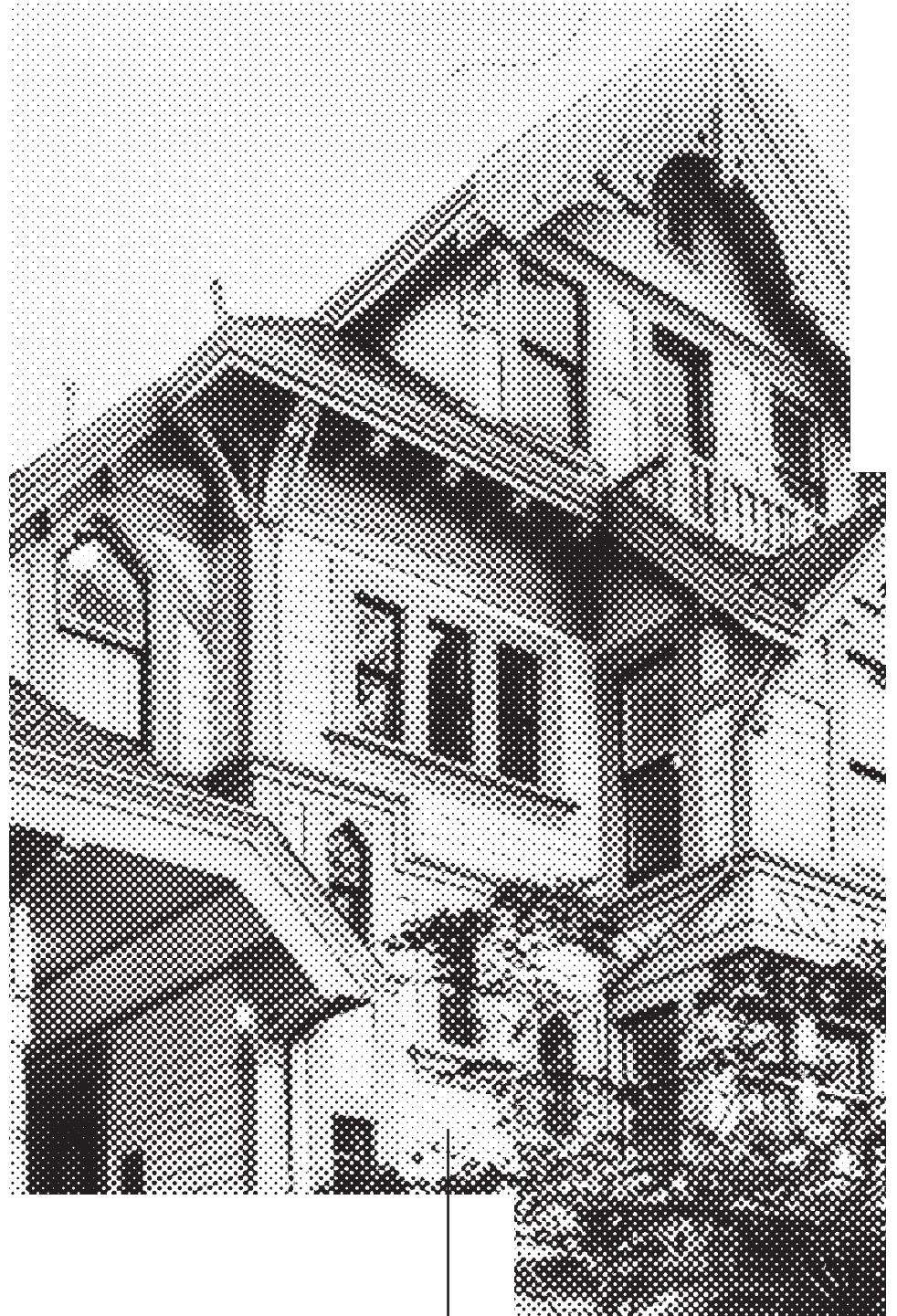
For an overview of the information California College of the Arts and other U.S. institutions of higher education are required to provide to current students and prospective students, please visit CCA's Your Right to Know page:

cca.edu/about/right-to-know

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Updated September 28, 2021

Division of Student Affairs

Promoting
student learning
through support
and engagement

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Oakland CA 94618



California College
of the Arts