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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
Residential Education
Student Belonging and Inclusion
Student Life
Student Success

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SPRING 2023

Student Affairs staff are here to support students. With hybrid work modes, we are routinely available on campus during designated times as well as via phone, email, and Zoom. Connect with us using the information shared in this guide – we look forward to working with you!

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
portal.cca.edu/thriving/health-wellness
student-affairs@cca.edu P 415.551.9265

GENERAL INQUIRY APPOINTMENTS

Email student-affairs@cca.edu to request an in-person, phone, or Zoom appointment.

VICE PRESIDENT FOR STUDENT AFFAIRS

George Luis Sedano (he/him/él)
gsedano@cca.edu P 415.551.9279
Appointments: gsedano.youcanbook.me

ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS

Kayoko Wakamatsu (she/her/hers/herself)
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ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS / DEAN OF STUDENTS

Jeannine Szamreta (she/her/hers/herself)
jszamreta@cca.edu P 415.551.9336

SENIOR PROJECT MANAGER FOR STUDENT AFFAIRS

Vanessa Gorman (she/her/hers)
vgorman@cca.edu P 415.551.9334

STUDENT AFFAIRS ADMINISTRATIVE SPECIALIST

Persephone Hamilton (they/she)
Location: 80 Carolina, 2nd Floor, Reception Desk (Monday – Thursday)
persephonehamilton@cca.edu P 415.703.9570

OFFICE OF THE DEAN OF STUDENTS

Advocacy • CCA Cares
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.

CONTACT US

GENERAL INFORMATION

portal.cca.edu/thriving/dean-students

CCA CARES

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

ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS / DEAN OF STUDENTS

Jeannine Szamreta (she/her/hers/herself)
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ASSISTANT DEAN OF STUDENTS FOR CONDUCT AND CASE MANAGEMENT

Joren Plunkett (she/her/hers)
joren.plunkett@cca.edu P 415.551.9336

DEAN OF STUDENTS COORDINATOR

Mike Benson (he/him/his)
micheal.benson@cca.edu P 415.551.9336

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 P 415.703.9596
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 (she/her/ella/they)
diana@cca.edu P 415.703.9575

ASSOCIATE DIRECTOR FOR EMPLOYER RELATIONS

Josh Smothers (he/him/his)
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 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, as well as summer sessions for continuing students, are free of charge)
- ▶ Crisis intervention
- ▶ Referrals to community resources (including psychiatric resources)
- ▶ Presentations and workshops about mental health and wellness as well as support with developing and offering student-initiated mental health workshops
- ▶ Consultations for faculty and staff regarding student support
- ▶ Referrals to other college resources

CONTACT US

GENERAL INFORMATION

portal.cca.edu/thriving/counseling
P 415.551.9267

CCA MENTAL HEALTH CRISIS HOTLINE

For urgent, non-emergency mental health issues requiring immediate attention, call CCA's mental health crisis hotline:
P 415.551.9344

ONE TIME URGENT (OTU) APPOINTMENT SCHEDULING

We provide several OTU appointments throughout the week; students can book a same day OTU appointment when available. To schedule an OTU appointment, contact Persephone Hamilton (they/she):
P 415.703.9570 (Monday – Friday)
Location: 80 Carolina, 2nd Floor, Reception Desk (Monday – Thursday)

STUDENT APPOINTMENT SCHEDULING

For more information, including how to schedule regular appointments, please visit our Counseling Appointments page:
portal.cca.edu/thriving/counseling/counseling-appointments-

SENIOR STAFF PSYCHOLOGIST & COUNSELING CO-LEAD

Brigette Stump-Vernon, PsyD (she/her/hers)
bstump-vernon@cca.edu P 415.551.9328 x4

SENIOR STAFF PSYCHOLOGIST & COUNSELING CO-LEAD

Leah Oliver, PsyD (she/her/hers)
leah@cca.edu P 415.551.9328 x1

STAFF COUNSELOR

To Be Determined

STAFF COUNSELOR & POST-MASTER'S ASSOCIATE

Madhvi Trivedi-Pathak, AMFT (they/them/theirs)
madhvi@cca.edu P 415.551.9328 x2

STAFF COUNSELOR & PRE-DOCTORAL INTERN

Gabriela Sabater-Raffucci (she/her/hers)
gsabaterraffucci@cca.edu P 415.551.9328 x3

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
Location: 80 Carolina, 2nd Floor, Room 203
isap@cca.edu

SENIOR DIRECTOR OF INTERNATIONAL STUDENT AFFAIRS AND PROGRAMS

Jessica L. McMillan (she/her/hers)
jmcmillan@cca.edu P 415.551.9284
Appointments: meetme.so/jmcmillan

ASSOCIATE DIRECTOR OF INTERNATIONAL STUDENT AFFAIRS AND PROGRAMS

Emily Maloney (she/her/herself)
emaloney@cca.edu P 415.551.9280
Appointments: meetme.so/emaloney

INTERNATIONAL STUDENT ADVISOR

Jill Tolfra (she/her)
jtolfra@cca.edu P 415.551.9247
Appointments: meetme.so/jilltolfra

ADVISOR FOR CULTURAL ENGAGEMENT

Nancy Matsukawa (she/her/hers)
nmatsukawa@cca.edu P 415.551.9268
Appointments: meetme.so/nmatsukawa

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
- ▶ Two CCA-sponsored residential communities: Blattner Hall and Founders 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
housingdining@cca.edu P 415.551.9231

BLATTNER HALL FRONT DESK

P 415.703.9515

FOUNDERS HALL FRONT DESK

P 415.703.9511

DIRECTOR OF RESIDENTIAL EDUCATION

Jeremy Khuth (he/him/himself)

Location: Founders Hall

jkhuth@cca.edu P 415.551.9296

RESIDENTIAL EDUCATION COORDINATOR (FOUNDERS HALL)

Ang Banez (she/her/they/them)

Location: Founders Hall

banez@cca.edu P 415.703.9514

RESIDENTIAL EDUCATION COORDINATOR (BLATTNER AND IRWIN HALLS)

Genesis Palacios (she/they)

Location: Blattner Hall

genp371@cca.edu P 415.551.9271

RESIDENTIAL EDUCATION COORDINATOR FOR CONDUCT AND DESK OPERATIONS

Danielle Martinez (she/her/ella)

Location: Founders Hall

daniellem@cca.edu P 415.551.9272

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 BELONGING AND INCLUSION

Diversity • Equity • Inclusion • Belonging
Lavender Commencement Celebration
Multicultural Commencement Celebration
Multicultural Resource Center • Student Advocacy

The Office of Student Belonging and Inclusion works to create a community of care at CCA that cultivates an inclusive and vibrant campus experience that facilitates student engagement, social inclusion, intellectual curiosity, and personal exploration by working within our globally and culturally diverse college community. Through our initiatives and programs, we strive to advocate for and uplift voices of BIPOC students, women, LGBTQQIP2SAA students, first generation students, and other historically marginalized and/or underrepresented populations. We are here to support these students to develop and sustain a strong sense of belonging and connection within the CCA community.

We value civic responsibility, community engagement, creative collaborations, affirming multiple and intersecting identities, cultural competence, and modeling honesty, integrity, and social justice.

WHAT RESOURCES AND PROGRAMS CAN WE PROVIDE?

- ▶ New Student Orientation and Chimera Welcome Week
- ▶ Multicultural Resource Center
- ▶ Campus-wide DEIB-focused initiatives and events
- ▶ Opportunities to build community and celebrate diversity
- ▶ Support for affinity/identity-based student clubs/groups
- ▶ Support and guidance from professional staff
- ▶ Referrals to college and external community resources

CONTACT US

GENERAL INFORMATION

portal.cca.edu/thriving/student-belonging-inclusion

MULTICULTURAL RESOURCE CENTER (MRC)

Location: Main Building, 1st Floor, Room E3

NEW STUDENT ORIENTATION AND CHIMERA WELCOME WEEK

portal.cca.edu/thriving/new-student-orientation
orientation@cca.edu

DIRECTOR OF STUDENT BELONGING AND INCLUSION

Janeece M. Hayes (she/her/hers/herself)
janeece@cca.edu P 415.703.9571

COORDINATOR FOR STUDENT BELONGING AND INCLUSION

Mey Sok (she/her/hers/herself)
meysok@cca.edu P 415.551.9274

STUDENT LIFE

Student Council • Graduate Student Alliance
Chimerapalooza • Student Organizations
Arts and Crafts Fair • Resource Fairs
Leadership Training • Students of Color Coalition
Events and Workshops • Leadership Conference
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
Location: 80 Carolina, 2nd Floor
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 (he/him/his)
noki@cca.edu P 415.703.9591

COORDINATOR FOR STUDENT ACTIVITIES

Stephaine Villanova (she/her/ella/sie)
villsa@cca.edu P 415.551.9326

COORDINATOR FOR STUDENT LEADERSHIP DEVELOPMENT

Janrey Javier (he/him/his)
janreyjavier@cca.edu P 415.703.9576

STUDENT SUCCESS

Academic Success Support
Coaching/Tutoring in Writing, Math, & Science
Study/Presentation Skills • Access/Disability Services
Campus Connections • Petition Process Guidance

The Office of Student Success provides students with personalized guidance to connect with resources, community, and strategies to support their creative path. We explore and celebrate the unique experiences and talents each student brings to our community, which are the foundation of their success.

- ▶ **Student Success** supports students in developing and implementing academic success strategies and connects students to helpful resources throughout their time at CCA.
- ▶ **Learning Resources** connects students with Academic Coaching to help at any stage of writing or projects, including guidance on understanding assignments, working through ideas, and strategizing academic success.
- ▶ **Access/Disability Services** provides services to enrolled students who have documented permanent or temporary physical, psychological, or sensory disabilities that qualify them for academic accommodations under the law.

WHAT RESOURCES AND PROGRAMS CAN WE PROVIDE?

- ▶ One-on-one individualized appointments
- ▶ Workshops, events, and academic success resources
- ▶ Support for community-engaged learning and study groups
- ▶ Access and accommodations
- ▶ Support for academic probation, repeat course attempts, and assistance with returning to CCA
- ▶ Consultations for faculty and staff

CONTACT US

GENERAL INFORMATION

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

LEARNING RESOURCES

portal.cca.edu/learning/learning-resources
Location: Main Building, 2nd Floor, Room 206
lrc@cca.edu

ACCESS/DISABILITY SERVICES

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

STUDENT SUCCESS APPOINTMENT SCHEDULING

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

DIRECTOR OF STUDENT SUCCESS

Fonda Yoshimoto-Reed, MFA (she/her/hers/herself)
fyoshimoto@cca.edu P 415.551.9310

ASSOCIATE DIRECTOR OF STUDENT SUCCESS – LEARNING RESOURCES

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skruse@cca.edu P 415.703.9572

ASSOCIATE DIRECTOR OF STUDENT SUCCESS – DISABILITY SERVICES

Marcos Garcia, MEd (he/him; they/them)
marcos.garcia@cca.edu P 415.551.9236

ASSISTANT DIRECTOR OF STUDENT SUCCESS

Bianca Ramos, MEd (she/her/hers/herself)
bianca.ramos@cca.edu P 415.551.9341

ASSISTANT DIRECTOR OF STUDENT SUCCESS

Preston Arment, MEd (she/her/hers/herself)
parment@cca.edu P 415.551.9312

PROGRAMS AND SERVICES

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

LOCKER RENTALS

Student Affairs rents lockers for student use on campus. 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/programs--services/locker-rentals
student-affairs@cca.edu

ORIENTATION AND CHIMERA WELCOME WEEK

CCA welcomes new students each fall and spring with New Student Orientation and Chimera Welcome Week, which are coordinated by the Orientation Planning Committee. Featured workshops and activities support the academic and personal success of all new students.

portal.cca.edu/thriving/new-student-orientation
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: Main Building, 1st Floor, Between W2 and the Student Lounge

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 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 INSURANCE PLAN

CCA is committed to ensuring all students have the appropriate resources to uphold their physical health and wellness.

Per CCA policy, all students who are registered at full-time status (12 or more units per term for undergraduate students; 9 or more units per term for graduate students) are automatically charged for and enrolled in the CCA student insurance plan unless they submit an approved insurance waiver that meets all of CCA's minimum requirements by the established deadline (which typically aligns with the end of the Add/Drop period).

The CCA student insurance plan includes health insurance coverage; dental and vision insurance coverage; and a One Medical membership.

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

STUDENT NEWS AND 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/news--announcements

STUDENT SUCCESS – 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 accomplishes this by ensuring students with disabilities have equal access to educational opportunities at CCA and by providing all students access to disability support services.

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

STUDENT SUCCESS – LEARNING RESOURCES

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.

General Information:

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

Learning Resource Center (LRC):

Location: Main Building, 2nd Floor, Room 206

Academic Coaching Appointment Scheduling:

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

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/student-belonging-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/programs--services/undocumented-students

WELLNESS

CCA is committed to its community members' academic, professional, and artistic well-being. That includes focusing on mental health, physical health, social health, and spiritual health. Check CCA email (e.g., Student Affairs News & Announcements), campus flyers, and the CCA Portal for updates.

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



USEFUL LINKS AND REFERRALS

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/2022-2023-cca-academic-calendar

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/#statment-of-student-responsibility

ADVISING AND PLANNING

Program advisors work closely with students to navigate short- and long-term planning toward degree completion by developing strategic application of resources and understanding of policies. 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

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

Location:

80 Carolina, 1st Floor, Student Services
Monday – Friday, 10 a.m. – 4 p.m.

CAMPUS PEOPLE AND PLACES

CCA's Portal features tools to help navigate campus and stay informed about changes. The People Directory includes names and contact information for staff, faculty, and many students. To find class, office, shop, studio, and event locations, refer to CCA's campus and building maps – fall 2022 updates reflect summer renovations. Check out Campus Planning for unification updates about how the San Francisco campus is evolving and how CCA is honoring its legacy in Oakland. Since some Portal details are private to the CCA community, remember to log in using your CCA credentials for full access.

CCA People Directory:

portal.cca.edu/people

CCA Campus Maps:

portal.cca.edu/essentials/facilities/campus-maps

Campus Planning:

portal.cca.edu/campus-planning

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/student-belonging-inclusion/canvas-program

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

Location: 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

COVID-19 INFORMATION FOR THE CCA COMMUNITY

CCA continues closely monitoring the ongoing COVID-19 pandemic and follows the guidance and recommendations of public health agencies. Our top priority remains the health, safety, and well-being of our CCA community, as well as our neighbors and loved ones at home. For COVID-19-related protocols and updates, please visit the Portal.

portal.cca.edu/thriving/health-wellness/novel-coronavirus-covid19
COVIDresponse@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 REPONSIBILITY:** 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

DEIB Community Forum (Formerly known as the President's Diversity Steering Group (PDSG)):

portal.cca.edu/essentials/diversity-equity-inclusion/deib-community-forum

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

portal.cca.edu/essentials/diversity-equity-inclusion/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, please contact Financial Aid:

General Information:

portal.cca.edu/essentials/financial-aid

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

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's services include CCA IDs, security escorts, CCA's lost and found, and more.

For ALL CRIMINAL/LIFE THREATENING EMERGENCIES, please call 911, and then contact CCA Public Safety.

Public Safety:

portal.cca.edu/essentials/public-safety

P 415.703.9510 (desk; non-emergency)

P 415.726.2061 (SF patrol/after hours cell; non-emergency)

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

San Francisco is a cultural art and design playground, and accessible transportation is the key to exploring its opportunities. For tips about navigating the city, learn about the CCA Pass, public transit, biking, and more on the Portal:

portal.cca.edu/essentials/transportation

VETERANS BENEFITS

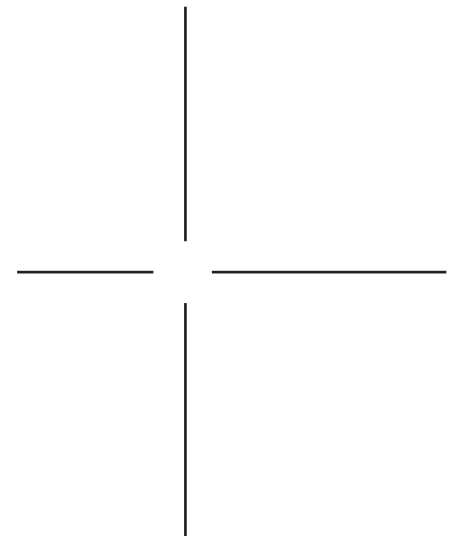
California College of the Arts offers a welcoming community to United States Veterans and family members of veterans. The college is approved to use VA education benefits for the training of veterans and eligible persons under Title 38, U.S. Code.

portal.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:

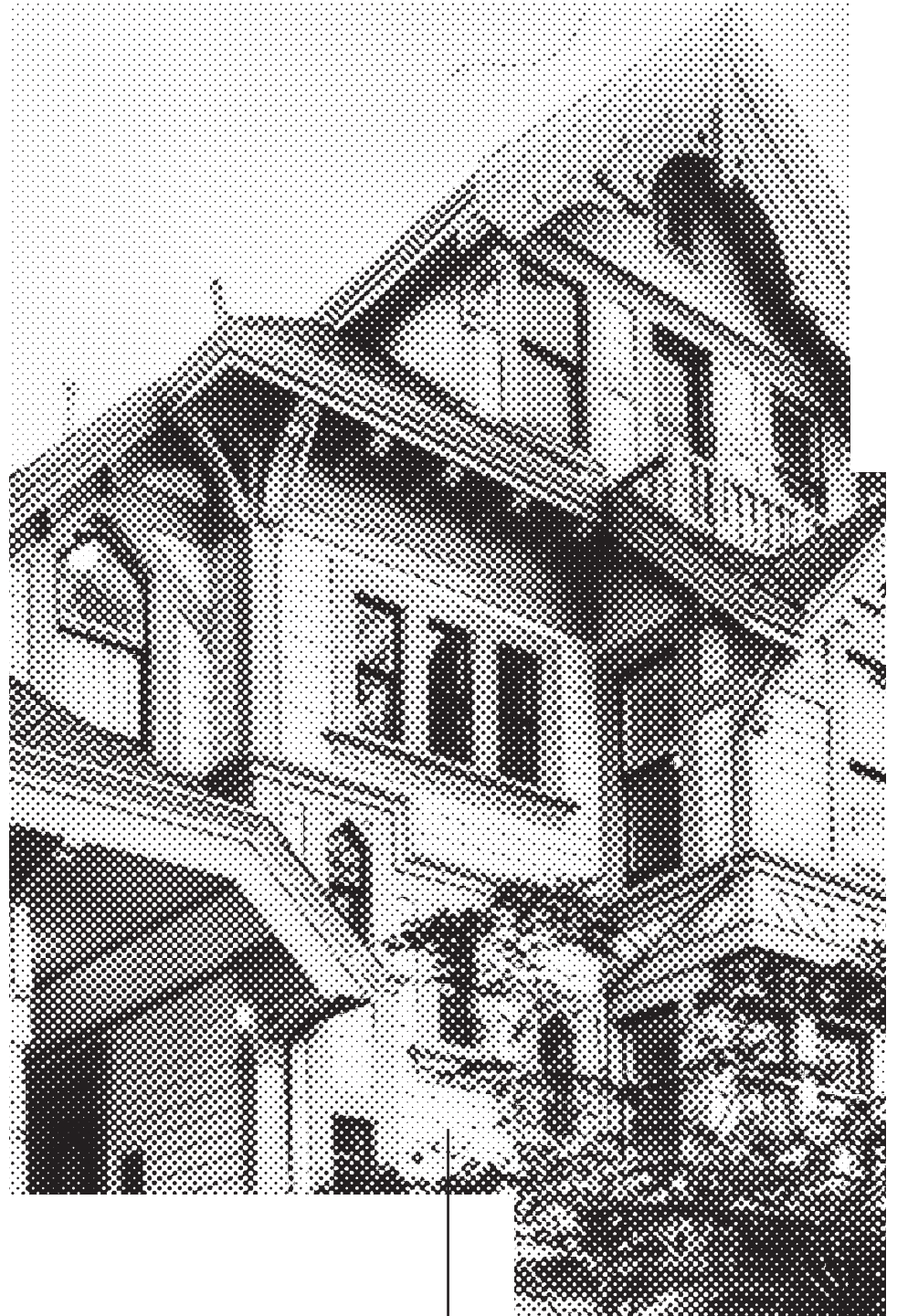
cca.edu/about/right-to-know



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Updated January 30, 2023

Division of Student Affairs

Promoting
student learning
through support
and engagement

1111 Eighth St.
San Francisco CA 94107



California College
of the Arts