# ASU School of Art Faculty Resource Handbook

**Welcome to the School of Art!**

This guide was created as a resource for many of the questions that arise when preparing for, conducting, and finalizing work in the classroom. The School of Art (SoA) staff are ready to assist with issues and concerns as they arise. However, if you need an immediate answer during a time that the office is closed, we hope you will find your answer here. This guidebook is updated each term, so please let us know if there is something important that is missing. The SoA office is open Monday-Friday, 8am-12pm and 1pm-5pm year round, (480) 965-8521.

## Administration + Office Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Title</th>
<th>Office</th>
<th>Phone#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriene Jenik</td>
<td><a href="mailto:Adriene.Jenik@asu.edu">Adriene.Jenik@asu.edu</a></td>
<td>Director &amp; Professor</td>
<td>ART 102A</td>
<td>(480) 965-1696</td>
</tr>
<tr>
<td>Hilary Harp</td>
<td><a href="mailto:Hilary.Harp@asu.edu">Hilary.Harp@asu.edu</a></td>
<td>Associate Director &amp; Assoc. Professor</td>
<td>ART 151E</td>
<td>(480)965-9631</td>
</tr>
<tr>
<td>Mary Hood</td>
<td><a href="mailto:Mary.Hood@asu.edu">Mary.Hood@asu.edu</a></td>
<td>Assistant Director of Recruitment and Retention &amp; Assoc. Professor</td>
<td>ART 442</td>
<td>(480) 965-6800</td>
</tr>
<tr>
<td>Sarah Beth Cushing</td>
<td><a href="mailto:sbecushing@asu.edu">sbecushing@asu.edu</a></td>
<td>Business Operations Manager</td>
<td>ART 151D</td>
<td>(480) 965-3276</td>
</tr>
<tr>
<td>Kimberly Singleton</td>
<td><a href="mailto:Kimberly.Singleton@asu.edu">Kimberly.Singleton@asu.edu</a></td>
<td>Specialist / Course Scheduler</td>
<td>ART 151B</td>
<td>(480) 965-6303</td>
</tr>
<tr>
<td>Simon Roberts</td>
<td><a href="mailto:Simon.Roberts@asu.edu">Simon.Roberts@asu.edu</a></td>
<td>Graduate Program + Scholarship Coordinator</td>
<td>ART 151A</td>
<td>(480) 965-6297</td>
</tr>
<tr>
<td>Theresa McDowell-Blanken</td>
<td><a href="mailto:Theresa.McDowell-Blanken@asu.edu">Theresa.McDowell-Blanken@asu.edu</a></td>
<td>Specialist to Director</td>
<td>ART 151C</td>
<td>(480) 965-1696</td>
</tr>
<tr>
<td>Patricia Dixon</td>
<td><a href="mailto:Patricia.Dixon@asu.edu">Patricia.Dixon@asu.edu</a></td>
<td>Office Specialist</td>
<td>ART 102</td>
<td>(480) 965-7580</td>
</tr>
<tr>
<td>Christy Biggers</td>
<td><a href="mailto:Christy.Biggers@asu.edu">Christy.Biggers@asu.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victoria Atondo</td>
<td><a href="mailto:vatondoy@asu.edu">vatondoy@asu.edu</a></td>
<td>Student Office Assistants</td>
<td>ART 102</td>
<td>(480) 965-8521</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Primary Department #</strong></td>
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</tbody>
</table>

**Hilary coordinates curriculum development and oversees student mediation**

**Mary Hood oversees operations, financial management, and human resources for the SoA**

**Kimberly oversees course scheduling, hiring of Faculty Associates, and assists Associate Director**

**Simon oversees graduate students and scholarships**

**Theresa McDowell-Blanken oversees the SoA front office**

**Patricia oversees the SoA front office**

**Student Office Assistants assist in the SoA front office**

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## Technical Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Title</th>
<th>Office</th>
<th>Phone#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rich “Rico” Piper</td>
<td><a href="mailto:rich.piper@asu.edu">rich.piper@asu.edu</a></td>
<td>General Maintenance Supervisor</td>
<td>ART 26B</td>
<td>(480) 727-6014</td>
</tr>
<tr>
<td>Dustin Hesser</td>
<td><a href="mailto:Dustin.Hesser@asu.edu">Dustin.Hesser@asu.edu</a></td>
<td>General Maintenance Mechanic / Sculpture + Printmaking</td>
<td>ART 132C</td>
<td>(480) 965-6169</td>
</tr>
<tr>
<td>Damian Johnson</td>
<td><a href="mailto:photoguy@asu.edu">photoguy@asu.edu</a></td>
<td>Photography Lab Coordinator</td>
<td>MHALL 225</td>
<td>(480) 965-3722</td>
</tr>
</tbody>
</table>

**Ceramics area technician, Environmental Health and Safety Coordinator for the SoA, and supervisor of tech staff**

**Sculpture + Printmaking area technician and Sculpture Safety course instructor**

**Photography area technician (hours: M-F, 9am-5:30pm)**

**Dan Mayer**

**Director of Pyracantha Press, ABBA club sponsor and Printmaking course instructor**

**Damon McIntyre**

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Welcome to the School of Art!
Wood area technician/Key Requests for Art Building and Tower

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Harris</td>
<td><a href="mailto:George.Harris@asu.edu">George.Harris@asu.edu</a></td>
<td>General Maintenance Supervisor</td>
<td>Tower 142</td>
<td>(480) 965-7909</td>
</tr>
</tbody>
</table>

Facilities technician/Grant Street Studios facility manager/Key request for Grant St. Studios

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brett Eichmann</td>
<td><a href="mailto:beichman@asu.edu">beichman@asu.edu</a></td>
<td>Common Shop Manager</td>
<td>ARWH Courtyard</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz Allen</td>
<td><a href="mailto:elizabeth.allen3@asu.edu">elizabeth.allen3@asu.edu</a></td>
<td>Northlight Gallery Curator</td>
</tr>
<tr>
<td>Peter Bugg</td>
<td><a href="mailto:pbugg@asu.edu">pbugg@asu.edu</a></td>
<td>Galleries Director</td>
</tr>
</tbody>
</table>

**Gallery Staff**

*Northlight Gallery is in Grant St. Studios, classes and collections work still here on Tempe campus*

Director for Harry Wood Gallery, Gallery 100 and Step Gallery
ASURITE/Outlook Email Activation

You can activate your ASURITE ID and your email address at the following link:
https://selfsub.asu.edu/apps/WebObjects/ASURITEActivation

It is critical that you activate and maintain your ASU email address account. It is a means of communication with students, faculty, Art Office staff and the academic community.

ASU Sun Card

The Sun Card is the official photo ID of all Arizona State University students, faculty and staff. The ASU Sun Card is a multifunctional identification/door access card that can also serve as a payment card by debiting funds from an optional prepaid account. Other affiliates of the university, such as Faculty Associates and visiting scholars may be issued a Sun Card as official identification.

- **Student, FA, and Visiting Faculty Sun Cards are $25:** You may pay by cash, check, Visa, Mastercard, or have the charge posted to your university account and a bill will be mailed. Students may receive a Sun Card during orientation or at a Sun Card office.
- **Full-time benefits-eligible faculty and staff Sun Cards are free (first time):** The card serves as employee identification. Replacement cards are $25. Employees may receive a Sun Card at their scheduled session of benefits-eligible New Employee Orientation or at a Sun Card office.

To receive a Sun Card, you must do the following:
- Present legal photo identification, such as U.S. driver's license, passport, military identification or high school ID card, to verify your identity when your Sun Card is created.
- Fill out a card with your name, 10-digit ASU ID number and classification (student, faculty/staff or other). Afterward, university staff takes your picture and produce your Sun Card on the spot.

The process takes 3-5 minutes, and you will walk away with your new Sun Card.

View Sun Card locations at: https://cfo.asu.edu/cardservices-contact or call: 480.965.2273.
Check out the Web! Go to http://my.asu.edu

Log on to MY ASU to view:
- Access Quick Links
- My Finances
- Access Outlook or Gmail account
- Search Library
- Blackboard, Grades & Transcripts
- My Classes: Schedule & Registration, Class Search
- My Profile: change or update contact information

ASU Tempe Campus Map
The Art building is located in proximity to Mill Avenue near the southeast corner of University Drive and Myrtle Avenue. Refer to the Map Legend for parking locations and public transit.

ASU Tempe Campus map (PDF): http://asu.edu/parking/maps/tempe-current.pdf
ASU Main Map (including Poly and Downtown): https://www.asu.edu/map/interactive/

Parking Permit + Paid Visitor Parking
Parking and Transit Services website offers all the information needed to find out about parking on Campus: http://cfo.asu.edu/pts. The PTS office is located on the first floor in the University Towers on 5th Street and Forest Avenue.
Visitor parking (hourly and single day) is available at several lots in proximity to the School of Art building. Park, note your space number, and pay at the kiosk.
Free Parking

Parking and Transit Services offers places to park free during the evening, weekends and holidays making it convenient for you to attend various activities and events around the ASU campuses. Please read the signage at the entrance of parking lots and structures; but in general, below are the times and locations where you can park on campus without an ASU parking permit:

### Tempe Campus - When You Can Park Without a Permit

<table>
<thead>
<tr>
<th>Time</th>
<th>Locations</th>
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<tbody>
<tr>
<td>After 7pm, Mon-Fri</td>
<td>Lot 3 (unless an event is taking place at ASU Gammage)</td>
</tr>
<tr>
<td>All Day, Sat-Sun</td>
<td>Lot 16</td>
</tr>
<tr>
<td>ASU Holidays (excluding Fall, Winter, Spring and Summer breaks)</td>
<td>Lot 59, 59N and 59E (unless an event is taking place at or near Sun Devil Stadium or Wells Fargo Arena)</td>
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<tr>
<td></td>
<td>Packard Drive South Structure</td>
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<tr>
<td></td>
<td>Rural Road Structure (must enter Rural Road Structure at the Lemon Street entrance; parking fees apply when parking in visitor side of the structure, accessible via Terrace Road)</td>
</tr>
<tr>
<td></td>
<td>Stadium Structure</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 7pm, Friday</td>
<td>Apache Boulevard Structure</td>
</tr>
<tr>
<td>All Day, Sat-Sun</td>
<td>Tenth Street Structure</td>
</tr>
</tbody>
</table>

### Walk-Only Zones

Walk-Only Zones are now in effect to reduce and avoid accidents between pedestrians and vehicles in high-traffic areas and sidewalks at the core of the Tempe campus.

The Phase One area (which can be viewed here: [http://walk.asu.edu/map.html](http://walk.asu.edu/map.html)) of the Walk-Only Zones surrounds the Memorial Union (MU) and Hayden Lawn. Walk-Only Zones are areas reserved for ASU pedestrians only, including students, faculty, staff, visitors and vendors.

Between 8 a.m. to 4 p.m. Monday through Friday, no one may ride, drive, or park wheeled vehicles in Walk-Only Zones.

Wheeled vehicles include:
- Bicycles
- Delivery/Operations/Repair and Landscaping trucks, cars and carts
- Electric vehicles and golf carts
- Inline and roller skates
- Scooters
- Segways
- Skateboards
- Other wheeled conveyances

At the start of the fall semester, ASU student and staff ambassadors will educate pedestrians and drivers around the Walk-Only Zone Phase One area. For more information, please go to: [http://walk.asu.edu/](http://walk.asu.edu/)
**Office/Classroom Keys**

Keys are ordered and returned in the Art Office. Key request forms, return forms and envelopes are in the key kiosk by the copier. Follow the guides posted on the wall. Allow 2 weeks for processing. During the start of the semester, processing time may be longer. **Request your key as soon as possible.** You will receive an email when your keys have arrived.

- Lost or stolen keys must be reported to ASU Police Department Key Control within 24 hours.
- Failure to turn in an assigned key may subject you to a key replacement fee.
- If you desire a receipt upon returning a key, you must turn it in to the ASU Police Department.

**Office Mailboxes**

Office mailboxes are a means for students and the Art Office to communicate with instructors. The mailboxes are divided into 5 separate groups:

- Faculty – white labels
- Faculty Associates (FAs) – blue labels
- Teaching Assistants (TAs) – gold labels
- PhD and other non-teaching grads – white labels
- Staff – white labels

Occasional notices will be placed in mailboxes to notify instructors that additional mail, books, keys, packages, or other items are being held in the Art Office. The front office staff will retrieve your items for you. Please check for your mailbox location before classes start.

**ISAAC Card Reader Access**

There are spaces in the School of Art which require card reader access. ASU ID cards (suncards) are used with these card readers to grant access. Buildings with ISAAC card reader access include: TowerA, APMA (Cornerstone), Art Main Entrance (afterhours), Art 3rd floor Digital Labs, and Art lower level Photo Lab. Instructors teaching classes located in these areas should submit class rosters to the main office as soon as possible after the start of the semester. Access can take up to five days to be processed by Facilities management after rosters are uploaded into the system.

Any questions should be directed to Patricia Dixon at patty.dixon@asu.edu.

**Events and Meetings Room Reservations**

Contact Kimberly Singleton to request room reservations at: Kimberly.Singleton@asu.edu. Requests must be made at least 3 days prior to the scheduled meeting or event. Confirmation of reserved rooms will be sent via email. When making a request please state the purpose and number of expected participants as well as any technology requirements.

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**Tobacco-Free Policy**

As of August 1, 2013 ASU campuses and affiliate properties became 100 percent tobacco free. This tobacco-free policy includes all manner of smoking and the use of smokeless tobacco products and applies to all indoor and outdoor properties owned, leased or controlled by the university. Like other universities that have gone tobacco free, ASU will use a "community enforcement" approach to the new policy.

Watch this video at: [https://vimeo.com/70588298](https://vimeo.com/70588298) created by our students to learn what to do if you come across someone who may be unaware of ASU’s new tobacco-free policy.

Please also visit the ASU Tobacco-free Initiative website: [https://eoss.asu.edu/tobaccofree](https://eoss.asu.edu/tobaccofree) for an explanation of this policy change. This valuable resource also offers information on how to quit tobacco successfully, available education programs, tobacco-free zone maps, a supervisor’s toolkit—and much more.
Copier Codes
The copier machine in the Art Office is available for all instructors. The policy is first come, first serve. During peak times, you should plan ahead and anticipate waiting. Contact the Art Office staff for your copier code and instructions for use. Copier use is available when the office is open (Monday – Friday, 8AM – 12PM & 1PM – 5PM). Remember to remove all original materials when you finish. Should your class occur after normal hours, contact the Office Specialist to make special arrangements for copies.

Facilities Requests - FACMAN
To report a non-emergency facility issues, such as a lightbulb out or a spill in a hallway, please submit via https://webtma.asu.edu/ASUServiceRequest/. You can also visit the School of Art Office for assistance. If there is an emergency, please call (480) 965-3633 or email facman@asu.edu. If you require additional assistance or this is part of a larger project or request, please email George Harris at George.Harris@asu.edu or Sarah Beth Cushing at sbecushing@asu.edu.

Office Hours
All full-time faculty and FAs are required to hold a minimum of 2 office hours per week. TAs should contact their supervisor for further guidance. Forms are emailed to you at the start of the semester to complete and submit to the Art Office indicating your office hours. You may return them digitally or in person. Personal information is confidential and is not shared with students. It should be updated when necessary on the Office Hours form.

Student Issues/Concerns
Hilary Harp, Associate Director for the School of Art, is the contact person for any student issues arising in the classroom.

- hilary.harp@asu.edu
- Office phone: 480-965-2838
- Office location: Art 151E
- Hilary’s Office Hours: Monday and Wednesday from 4:30p.m.-6:30p.m.

Syllabi/Course Grade Books
Syllabi should include the following information found in the ASU Academic Affairs Manual: http://www.asu.edu/aad/manuals/acd/acd304-10.html
You may wish to include the Council of Religious Advisors (CORA) Religious Holiday Calendar: http://students.asu.edu/cora/holidays
A copy of your course syllabus must be sent to the Art Office by the second week of classes. We accept digital and hard copy versions. Copies of FA and TA grade books or online grading files, as well as complete grade rosters must be sent to the office before the semester’s end. TAs should check with their supervisor regarding grade submission.

Family Educational Rights and Privacy Act (FERPA) – Student Privacy
Student information and its release is governed by the FERPA Act, under the Buckley Amendment. The following link provides general information of FERPA that all staff and faculty must adhere to: https://students.asu.edu/policies/ferpa
Please keep this federal law at the front of your mind when receiving any queries from parents or other students regarding student progress or even presence in your class or when distributing or discussing grades. If you have questions about what is or isn’t permitted – ask!

Academic Integrity
Under the ASU Student Academic Integrity Policy ([https://www.asu.edu/aad/manuals/acd/studentacint.html](https://www.asu.edu/aad/manuals/acd/studentacint.html)) “…each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments.” This policy also defines academic dishonesty and sets a process for faculty members and colleges to sanction dishonesty. Violations of this policy fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignment
- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding Academic Integrity Policy violations and inappropriately collaborating
- Falsifying academic records

The ASU Graduate College provides suggestions and guidelines on how to handle any suspicion of Academic Dishonesty (PDF): [https://graduate.asu.edu/academic-integrity](https://graduate.asu.edu/academic-integrity)

Sample Academic Integrity Syllabus statements from CLAS: [http://clas.asu.edu/faculty-and-staff/syllabus-statements](http://clas.asu.edu/faculty-and-staff/syllabus-statements)

### Disability Resource Center Cart Services (Tempe Campus only)
In partnership with the Disability Resource Center, Parking & Transit Services (PTS) co-sponsors a free point-to-point cart service on the Tempe campus. Transportation is provided by radio-dispatched electric vehicles and operates from Mon-Fri, 7:10am - 6:45pm. Please call 480.965.3055 for more information.

### Accident & Health/Safety Emergencies

#### Emergency Reporting
- Emergency reporting – **Call 911** from a campus or personal phone
- Alert office staff - Afterward and when it is safe to do so, alert the Art Office staff and copy George Harris **george.harris@asu.edu** and Sarah Beth Cushing **sbecushing@asu.edu**
- Collect as much information on site as possible

#### Incident Reporting
**ASU Policy EHS 115 Incident Reporting and Investigations** - requires that all incidents resulting in an injury to an ASU employee, student, or visitor, or damage to ASU property in excess of $500 must be reported to EH&S.

What is an incident?
- An occurrence/event that interrupts normal procedures or precipitates a crisis resulting in any of the following:
  - Injury or illness to ASU employees, students, and visitors
  - Events that were likely to cause potential injury or illness to an ASU employee, student, or visitor (near miss)
  - Damage to ASU property in excess of $500

To report an incident, log onto the EH&S website: [http://cfo.asu.edu/ehs-incident-reporting](http://cfo.asu.edu/ehs-incident-reporting) or call 480.965-1823

Please alert the Art Office staff or write Sarah Beth Cushing **sbecushing@asu.edu**

### Safety Escort Service (SES)/Emergency Call Boxes
The safety of students, employees and guests of the University is of the utmost importance to ASU Parking and Transit Services (PTS). Although PTS is not tasked with ensuring the safety and security of individuals or property on campus, PTS recognizes the responsibility to partner with ASU Police in promoting a safe atmosphere on campus.

Parking and Transit Services engages in promoting safety on campus in the following ways:
• PTS partners with ASU Police to patrol the parking structures and lots.
• PTS also assists with funding the Safety Escort Service (SES), which is available daily from 7pm – 3am, to walk with students, staff or faculty from one campus building, parking facility or residence hall to another. The SES can be reached at 480.965.1515. You can find more information at: http://www.asu.edu/studentaffairs/vp/safetyresources/#safety
• ASU Police is available 24/7 to offer assistance and security to those walking alone on campus. They can be reached at 480.965.3456.
• PTS also denotes on its parking maps where blue emergency call boxes are located. These call boxes can be found throughout campus and connect someone in need directly to ASU Police Dispatch.

Employee Assistance
The Employee Assistance Office is an on-campus employee Behavioral Health and Organizational Consultation service for Arizona State University. Behavioral Health services are provided free of charge to faculty and staff, regardless of whether the problem arises in one’s personal life or in the workplace. The staff of licensed professionals, representing several mental health fields including Psychology, Psychiatry and Social Work, can help to resolve a range of personal, work and family problems that affect your well-being.

You can reach the Employee Assistance Office at this link: https://cfo.asu.edu/hr-eao?destination=node%2F508

All benefits-eligible faculty and staff, their immediate families and committed partners can access this free service, which is available at the Tempe, Polytechnic, West and Downtown campuses. Non-benefits eligible employees in crisis or seeking support may also also seek help here and may be guided to other resources: http://cfo.asu.edu/hr-eao

School of Art E-Blast
The School of Art has its own weekly E-Blast that goes out to all members of our campus community and outside supporters and local community members. If you want to announce any public events, lectures, student or personal achievements, exhibitions on campus or the region (that include School of Art faculty, students or alums), please email a request for the E-Blast Submission form from Patricia Dixon, Patty.Dixon@asu.edu. The deadline for submissions is 4pm the Thursday before the week of the event. If you send them sooner they may be included in the "upcoming events" section.

Student Community Liaisons
The SoA Student Community Liaisons are a team of undergraduate students who liaise with other ASU units and the greater art community. These students match opportunities with students throughout the school, so if opportunities come your way (internship, job, festival or competition) in addition to announcing to your classes, send it to the team at: TheArtLiaisons@gmail.com

Testing Courier Services
It’s easy to submit your own request for a Courier Service Delivery to University Testing and Scanning Services: http://www.asu.edu/purchasing/mail/testing_requests.pdf

University Testing and Scanning Services (UTSS) in the University Office of Evaluation and Educational Effectiveness, together with ASU Mail Services, has made available courier drop boxes on the Tempe and Downtown Phoenix campuses.
Exam answer sheets that need to be scanned and processed by University Testing and Scanning Services may now be placed in centrally-located courier drop boxes for delivery by ASU Mail Service couriers. The couriers will make two trips daily, morning and afternoon, from each drop box to University Testing and Scanning Services.

Drop box locations are:
- TEMPE: Hayden Library, immediately in front of the circulation desk
- DOWNTOWN: University College, UCENT, Room 300

Faculty and staff have the choice to bring exams to University Testing and Scanning Services at 1130 East University Drive, Suite 204, or leave the exams in one of the secure drop boxes for delivery by the ASU Mail Services courier. UTSS will upload reports to MyASU within one business day of receipt of the exams. Instructions for submitting exams to UTSS for processing can be found in their Info Packet at: https://uoeee.asu.edu/sites/default/files/docs/classroom_exam_info_packet.pdf.

ASU Clicker Support Team (Classroom Support)
ASU provides classroom support for digital equipment and training in classrooms. You can find more information at: https://ucc.asu.edu/classrooms/classrooms/

Course Evaluations

Welcome to CourseEval!

Evaluations of your class are conducted during the last week of the semester before reading day. The evaluation process is online. Further information about this online system will be sent to you throughout the semester to familiarize you with the process.

Registration and Academic Status Report Deadlines
Please make a note of these important deadlines for Fall 2015 and Spring 2016:

### Fall 2015

<table>
<thead>
<tr>
<th>Session Dates and Deadlines</th>
<th>Session A: 7.5 weeks (August 21- October 10)</th>
<th>Session B: 7.5 weeks (December 15 – December 5)</th>
<th>Session C: 15 weeks (August 21- December 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>August 20, 2015</td>
<td>October 14, 2015</td>
<td>August 20, 2015</td>
</tr>
<tr>
<td>Drop/Add Deadline</td>
<td>August 21, 2015</td>
<td>October 15, 2015</td>
<td>August 26, 2015</td>
</tr>
<tr>
<td>Tuition and Fees 100% Refund Deadline</td>
<td>August 26, 2015</td>
<td>October 20, 2015</td>
<td>September 2, 2015</td>
</tr>
<tr>
<td>Complete Withdrawal Deadline</td>
<td>October 9, 2015</td>
<td>December 4, 2015</td>
<td>December 4, 2015</td>
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<tr>
<td>Fall Break</td>
<td></td>
<td>October 10-13, 2015</td>
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<tr>
<td>Final Grades Due</td>
<td>October 12, 2015</td>
<td>December 7-14, 2015</td>
<td>December 7-14, 2015</td>
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</table>
### Session Dates and Deadlines

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<tbody>
<tr>
<td>Drop/Add Deadline</td>
<td>January 12, 2016</td>
<td>March 15, 2016</td>
<td>January 17, 2016</td>
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<td>Tuition and Fees 100% Refund Deadline</td>
<td>January 17, 2016</td>
<td>March 20, 2016</td>
<td>January 24, 2016</td>
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<td>Course Withdrawal Deadline</td>
<td>January 29, 2016</td>
<td>April 1, 2016</td>
<td>April 3, 2016</td>
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<td>Complete Withdrawal Deadline</td>
<td>March 1, 2016</td>
<td>April 29, 2016</td>
<td>April 29, 2016</td>
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<td>Spring Break</td>
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<td>March 6-13, 2016</td>
<td></td>
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<tr>
<td>Final Grades Due</td>
<td>TBD</td>
<td>TBD</td>
<td>May 2-9, 2016</td>
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</table>

Please check class rosters and make sure students attending your class appear on your lists. During the first week, remind students who are attending but not enrolled to add your class, which they can do online through MYASU. After the add/drop deadline for each session, students will need to complete an enrollment request form and get an instructor signature indicating approval of the late add. For online courses, instructors may send the student an email indicating approval of the late add. Once students have the approval, they must bring the form and a copy of the approval email to the Art Office.

Instructors have the option of allowing students to enroll late in their class. **Students need to be on class rosters by the 21st day in order for the School of Art to receive credit for their attendance.**

Academic Status reports will be available to send to students the following dates:

<table>
<thead>
<tr>
<th>Academic Status Report #1 - Students can view ASRs in My ASU within 24 hours after the last reporting day.</th>
<th>Session A</th>
<th>Session B</th>
<th>Session C</th>
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</table>

<table>
<thead>
<tr>
<th>Academic Status Report #2 - Students can view ASRs in My ASU within 24 hours after the last reporting day.</th>
<th>Session A</th>
<th>Session B</th>
<th>Session C</th>
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<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>October 22-29, 2015</td>
</tr>
</tbody>
</table>

A status report does not need to be filled out for every student, but is recommended for any student who is failing or at risk of failing (receiving a D, E or unsatisfactory) in a course at the time of the report. The reports are sent to advisors who can help to assist students if there is a larger issue at hand.

**Academic Calendar Fall/Spring 2015-16**

The ASU academic calendar can be found at the MYASU web page or the following link: [http://students.asu.edu/academic-calendar](http://students.asu.edu/academic-calendar)

**Forms**

Quick links to frequently used forms:
Override Authorization Form is used to grant permission to enroll in a class. Students present the form to instructors for their signature. [https://students.asu.edu/forms/override-authorization](https://students.asu.edu/forms/override-authorization)

Independent Study + Internship Form this form is for undergraduate individualized instruction, honors courses and internships with full-time faculty. [http://art.asu.edu/students/undergrad/forms_herberger.php](http://art.asu.edu/students/undergrad/forms_herberger.php)

Incomplete Grade Request University contract required for students who will receive an incomplete grade. [https://students.asu.edu/forms/incomplete-grade-request](https://students.asu.edu/forms/incomplete-grade-request)

### School of Art Club/Organization List **To be updated after the start of the semester **

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Faculty Advisor</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>2D or Not 2D</td>
<td>Faculty Advisor</td>
<td>Anthony Pessler</td>
<td><a href="mailto:ANTHONY.PESSLER@asu.edu">ANTHONY.PESSLER@asu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Student Officer</td>
<td>Micaela Dean</td>
<td><a href="mailto:mcd3@mainex1.asu.edu">mcd3@mainex1.asu.edu</a></td>
</tr>
<tr>
<td>A Buncha Book Artists (ABBA)</td>
<td>Faculty Advisor</td>
<td>Dan Mayer</td>
<td><a href="mailto:daniel.mayer@asu.edu">daniel.mayer@asu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Student Officer</td>
<td>Kate Horvat</td>
<td><a href="mailto:kmhorvat@asu.edu">kmhorvat@asu.edu</a></td>
</tr>
<tr>
<td>Clay Club of ASU</td>
<td>Faculty Advisor</td>
<td>Susan Beiner</td>
<td><a href="mailto:sbeiner@asu.edu">sbeiner@asu.edu</a></td>
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<tr>
<td></td>
<td>Student Officer</td>
<td>Hans Miles</td>
<td><a href="mailto:Hans.miles@asu.edu">Hans.miles@asu.edu</a></td>
</tr>
<tr>
<td>Council of Grad Art Historians (COGAH)</td>
<td>Faculty Advisor</td>
<td>Claudia Brown</td>
<td><a href="mailto:Claudia.Brown@asu.edu">Claudia.Brown@asu.edu</a></td>
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<tr>
<td></td>
<td>Student Officer</td>
<td>Kev Nemelka</td>
<td><a href="mailto:knemelka@mainex1.asu.edu">knemelka@mainex1.asu.edu</a></td>
</tr>
<tr>
<td>Diablo Printmakers Guild</td>
<td>Faculty Advisor</td>
<td>Dan Mayer</td>
<td><a href="mailto:Daniel.mayer@asu.edu">Daniel.mayer@asu.edu</a></td>
</tr>
<tr>
<td>Fahrenheit 2150</td>
<td>Student Officer</td>
<td>Gregory Simoncic</td>
<td><a href="mailto:Gregory.Simoncic@asu.edu">Gregory.Simoncic@asu.edu</a></td>
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<tr>
<td></td>
<td>Faculty Advisor</td>
<td>Hilary Harp</td>
<td><a href="mailto:Hilary.Harp@asu.edu">Hilary.Harp@asu.edu</a></td>
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<tr>
<td>Metals Club</td>
<td>Faculty Advisor</td>
<td>Victoria Altepeter</td>
<td><a href="mailto:Victoria.Altepeter@asu.edu">Victoria.Altepeter@asu.edu</a></td>
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<tr>
<td></td>
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<td>Liz Salmon</td>
<td><a href="mailto:Salmon-lizsalmonart@gmail.com">Salmon-lizsalmonart@gmail.com</a></td>
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<tr>
<td></td>
<td>Student Officer</td>
<td>Steven May</td>
<td><a href="mailto:Steven.S.May@asu.edu">Steven.S.May@asu.edu</a></td>
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<tr>
<td>Photographers Association</td>
<td>Faculty Advisor</td>
<td>Liz Allen</td>
<td><a href="mailto:Liz.Allen3@asu.edu">Liz.Allen3@asu.edu</a></td>
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<td></td>
<td>Student Officer</td>
<td>Amanda Mollindo</td>
<td><a href="mailto:Amanda.Mollindo@asu.edu">Amanda.Mollindo@asu.edu</a></td>
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<tr>
<td></td>
<td>Student Officer</td>
<td>Gregory Simoncic</td>
<td><a href="mailto:Gregory.Simoncic@asu.edu">Gregory.Simoncic@asu.edu</a></td>
</tr>
<tr>
<td>Society for Art Video</td>
<td>Faculty Advisor</td>
<td>Hilary Harp</td>
<td><a href="mailto:Hilary.Harp@asu.edu">Hilary.Harp@asu.edu</a></td>
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<tr>
<td></td>
<td>Student Officer</td>
<td>Shiloh Ashley</td>
<td><a href="mailto:shiloh.ashley@asu.edu">shiloh.ashley@asu.edu</a></td>
</tr>
<tr>
<td>Visualization Prototyping</td>
<td>Faculty Advisor</td>
<td>Daniel Collins</td>
<td><a href="mailto:Dan.collins@asu.edu">Dan.collins@asu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Faculty Advisor</td>
<td>Hilary Harp</td>
<td><a href="mailto:hilary.har@asu.edu">hilary.har@asu.edu</a></td>
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<tr>
<td>Arizona State Sculpture Club</td>
<td>Student Officer</td>
<td>Anthony Banayat</td>
<td><a href="mailto:Anthony.Banayat@asu.edu">Anthony.Banayat@asu.edu</a></td>
</tr>
</tbody>
</table>

### On A Lighter Note...

Now that all of this information has got your head spinning, we would like to finish with some helpful hints and suggestions from our graduate students to make your time here at ASU School of Art is fulfilling:

**WHAT WE WISHED WE KNEW...**

**ON CAMPUS**

- Coffee is much closer (and cheaper!) than you thought. Charlie’s coffee shop is located on the first floor of College of Design North (CDN).
IN THE SCHOOL OF ART:

- From the library homepage, you can request books from any of ASU’s libraries to be delivered to Architecture. Select “Architecture” as your pick-up location and save yourself some time wandering around Tempe campus. Link: https://lib.asu.edu/services/request-from-catalog
- Engrained restaurant on the second floor of the MU features local and organic fare; E2 (on Forest Mall next to Dave’s Doghouse) also has options for healthy food on campus.
- The Graduate & Professional Student Association (GPSA) is located in the Graduate Student Center on the north end of Forest Mall on the Tempe Campus next to Center for Family Studies (CFS), and has free printing for graduate students in their lab (open 8-5, Monday-Friday).
- The Student Recreation Center (SRC) offers a wide selection of fitness classes, and the first week of school they’re all free! The rest of the semester is a flat fee for as many classes as you’d like to attend.
- Be sure to visit the Computer Store, located in Computing Commons (between the MU and the Bookstore) for discounts on hardware and software.
- ASU has a zip car program. It’s $35 for an annual membership (but new members receive $35 in driving credit). See https://cfo.asu.edu/pts-ride-zipcar for more specifics.

IN THE COMMUNITY:

- The Phoenix area has quite a few options for CSAs. Bountiful Baskets, Green Bee Produce Co-op, and Victory Gardens are a few. Shops like the Tempe Farmer’s Market on Farmer + University also offer local produce, meats, breads, and other healthy local products.
- Admission to the Phoenix Art Museum is free on Wednesday and Scottsdale Museum of Contemporary Art (SMOCA) is free on Thursdays. The Heard Museum offers free admission for all Native Americans.
- Volunteer Legal Assistance for Artists (artadvocacy.org) offers pro-bono legal services. Let’s hope you won’t need them.
- Art walks are held the first + 3rd Friday of each month in Phoenix, 6 – 10pm; every Thursday in Scottsdale, 7 - 9pm; and first Thursday in Tucson, 5 – 8pm.
- There are discounts to be found at art supply stores. Check out Dick Blick (University + Rural) and AZ Art Supply (Southern + McClintock) for more details. Jerry’s Art-o-Rama offers guaranteed competitive lowest pricing. If you buy your supplies for your classes at Blick Art Supplies, a rebate comes back to the School of Art that we use to gift materials to students in need or for competition awards.

NEIGHBORHOOD FAVES

- Local brews are delicious at 4 Peaks Brewery on 8th Street + Dorsey.
- Taste of Tops offers a constantly changing selection of wine and beer. University + Farmer.
• You probably haven’t heard of a Cornish Pasty. Go to Hardy + University immediately to remedy that situation.
• Essence Bakery has great breakfast and French pastries (University + Hardy)
• Cartel Coffee will spoil you so you won’t ever want to get coffee anywhere else (Ash south of University)
• Casey Moore’s is a standby for food and drinks with a really large patio …and ghosts…. 9th + Ash.
• Sushi 101 on Rural + University has a fabulous sushi happy hour.

LAST BUT NOT LEAST
• Getting itchy to leave town? Consider this:
  LA: 6 hours  Mexico border: 3 hours  San Diego: 6 hours
  Las Vegas: 5 hours  Flagstaff (and snow!): 2.5 hours  Santa Fe: 8 hours