student handbook
Welcome!

I would like to offer a fond welcome to our new students. You are now a part of our family. Please take care of yourself while you are here and pay special attention to your health and happiness. There are so many of us, who are ready and willing to help you when you need it, but we are not mind-readers here; you must seek our aid at your convenience.

Make friends of your classmates, focus on your goals, study hard and you will do well. Remember, what you will get out of it (your education) will be equal to what you put into it.

Best wishes for a rewarding experience during your time at Ex’pression.

Chris Coan
Dean of Students

Disclaimer: The policies and procedures contained herein may be amended, altered or updated at any time by the Administration. The aforementioned changes will supercede previous versions and will be applicable to all students upon implementation. All previous versions of this Student Handbook shall be rendered obsolete upon the publication of a newer version of the Handbook and/or by the addition of addendums contained in the Handbook. It is incumbent upon the student to stay abreast of the most current school policies, procedures, rules and regulations by obtaining the most recently published Student Handbook and College Catalog. Ignorance of a change in rules or policies shall not excuse the enforcement of such.
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I. WHO SHOULD I CONTACT?  A more complete directory can be found on the student website: http://students.expression.edu. Phone numbers are (510)594-xxxx if the extension begins with 69. Phone numbers are (510)637-xxxx if the extension begins with 73xx.

Office of the Registrar (South Wing Student Services Area): scheduling, grades, transcripts, enrollment verification, transfer credits, test-outs, course audits, withdrawals, program transfers

Robin Garcia 6914 Registrar (Sound) rgarcia@expression.edu
Susannah Scheier 6909 Registrar (Visual) susannah@expression.edu

Office of Student Affairs (South Wing Student Services Area): tutoring, disability services, peer mentors, community resources, counseling, student events, campus clubs, complaints/suggestions, appeals, graduation, orientation, student portal

Robynn Kawaguchi 6900 Director of Student Affairs robbyn@expression.edu
Mylani Demas 6933 Student Affairs Coordinator mylani@expression.edu
Vicki Leung 6958 Student Affairs Coordinator vleung@expression.edu

Program Directors & Deans (South Wing Student Services Area and South Wing Visual Annex): academic advising, meetings regarding academic probation, program-specific inquiries

Andy Peterson 6966 Common Core & G.E. Program Director andy@expression.edu
Brian Andrews 6959 AVE Program Director bande@expression.edu
Chris Coan 6954 Dean of Students chris@expression.edu
Dan Levinson 6984 CEO & Interim Dean of Academics Affairs dievinson@expression.edu
John Scanlon 6972 SA & Interactive Audio Program Director johns@expression.edu
Rebecca Schultz 6979 Assoc Dean of Academic Affairs; Director of Distance Education rebecca@expression.edu
Ty Carriere 6952 GAD Program Director ty@expression.edu
Yael Braha 6939 Assoc. Dean of Visual Arts; MGD Program Director ybraha@expression.edu

Financial Aid (South Wing Student Services Area): loans, scholarships, grants, work study

Financial Aid Call Center 6993 financialaid@expression.edu
Adrian Ramos 6962 Asst. Director of Financial Aid aramos@expression.edu
Andrew Robinson 7307 Financial Aid Officer arobinson@expression.edu
Ka Yan Chan 6929 Financial Aid Officer kchan@expression.edu
Mariko Joplin 7320 Sr. Financial Aid Officer mjoplin@expression.edu
Anthony (Tony) San Nicholas 6926 Financial Aid Officer asannicholas@expression.edu
Trang Le 6944 Director of Financial Aid tle@expression.edu
Viviana Arreola 6963 Financial Aid Officer varreaola@expression.edu

Bursar (South Wing Student Services Area): tuition, refunds, billing, parking permits

Hasib Khan 6908 Bursar hasib@expression.edu
Jorge Torres 6945 Assistant Bursar jtorres@expression.edu
Facilities (Main Building): security, parking, maintenance, café, heating/cooling systems

Jacob Warren 6918 Facilities Manager jacob@expression.edu

Industry and Career Services (South Wing Visual Annex): externships, jobs, ex'pert series, industry relations

Cameron Parker 6980 ICS Advisor cparker@expression.edu
Emmerine Reyon 6986 ICS Coordinating Advisor ereynon@expression.edu
Georgina (George) McLachlan 6943 Lead Career ICS Advisor gmclachlan@expression.edu
Molli Amara Simon 6985 ICS Advisor molli@expression.edu
Millie Li 6995 ICS Advisor mli@expression.edu
Shiloh Hobel 6986 Sr. Director of ICS shiloh@expression.edu

Housing (South Wing Student Services Area): student housing, apartment referrals, roommates
Collegiate Housing Services 7315 www.housingservices.com

Other Resources (Main Building):

Equipment Room 6960
Library 6911
IT Help Desk 637-7300
Front Desk/Security 6901
II. FERPA

WHAT IS THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)?
Under the Family Educational Rights and Privacy Act (FERPA) a student’s records may not be released to anyone without the student's permission. During the enrollment process all students are asked to sign a document certifying that you have read and understand Ex’pression’s FERPA policy. Additionally, the form gives you the option to authorize the disclosure of your educational record (other than those authorized by the FERPA exceptions) to any person of your choosing. You are not required to disclose your educational record to anyone.

Anytime during your enrollment at Ex’pression you can make updates to your authorizations. You may remove any person that you previously authorized to have access to your educational record and/or you may authorize additional persons to have access to your educational record. If you would like to update your FERPA authorizations contact the Office of the Registrar, in writing, of your request.

Exceptions to FERPA
Directory type information can be released without permission from the student. Such information includes:

1. Name
2. Major field of study
3. Dates of attendance
4. Classification (graduate, undergraduate, professional)
5. Degrees and awards received and type
6. Date of graduation
7. Enrollment status

The College may share information with parents without the student's consent if the student is a dependant for income tax purposes, if a health or safety emergency involves their son or daughter, or if the student is under 21 and has violated any law or College policy concerning the use or possession of alcohol or controlled substance.

See Appendix A for the full FERPA Policy.
III. ACADEMICS

* Please refer to the most recent college catalog for detailed descriptions of all Academic Policies and Procedures. Also be aware that any changes to your schedule, including course failures, retakes and withdrawals may extend the time it takes to complete your program, and subsequently affect your tuition rate (see College Catalog for Tuition Billing Policy).

GRADES

What is considered passing?
Courses taken for credit (including G.E.s, Common Core, and Professional Courses): students are required to obtain a grade of 65% (D) or higher in order to pass. If this is not achieved, the student is required to retake the course.

Fundamentals (non-credit) courses: Students enrolled in Fundamentals courses have two attempts at receiving an 80% or higher in the course in order to receive a passing grade (P) and advance to a college-level course in that particular subject area. If students fail their two attempts to pass, they will be terminated. A student may not withdraw from any non-College level fundamentals courses unless withdrawing from Ex’pression entirely.

Does attendance & participation matter?
Ground courses attended on campus: Students not participating/attending for 15% to 24.99% of a class in a term will have the final grade for that class dropped 10 grade points. Students not participating/attending for 25% or more of a class in a term will have the final grade for that class dropped 20 grade points. Any student not in attendance for 14 consecutive calendar days (in any/all classes, including Sat/Sun) will be dropped from school for unsatisfactory attendance.

Online General Education courses: Students must log in to their online class at least twice out of every seven day period to be considered in attendance. Additional participation policies apply and are covered in each class syllabus.

Students can check their attendance on the Campus Portal (https://portal.expression.edu). In order to view your attendance on Portal, you will need to create an account. Instructions on how to sign up for Portal can be found in Appendix B.

Can absences be excused?
Certain absences may be excused with proper documentation. Students wishing to excuse an absence must file an appeal (see section on Appeals below), and submit accompanying documentation. The Appeals Committee will review the appeal and decide whether or not to grant the student’s request. The College recognizes that occasionally an absence may occur in which no documentation can be obtained. Each student is permitted one day excused without documentation, per calendar year. Students are still required to submit an appeal in order to request that the absence without documentation be excused.

Where can I check my grades?
Grades are posted in the library and on the Campus Portal (https://portal.expression.edu). In order to view your grades on Portal, you will need to create an account. Instructions on how to sign up for Portal can be found in Appendix B.

How do I obtain a copy of my transcript?
Students in need of a copy of their transcript should fill out a Transcript Request Form outside of the Student Services Center in the South Wing, and place the completed form into the drop box. The transcript will be mailed to the address given on the form. There is a fee of $5 per official transcript. Unofficial transcripts are free of charge.

Yikes! I am on Academic Probation. What does this mean? (revised 09/11)
Satisfactory Academic Progress is evaluated at the end of each student’s semester.

5 week schedule: A semester is comprised of three consecutive terms/blocks.
8 week schedule: A semester is comprised of two consecutive terms/blocks
There are two instances a student may be placed on Academic Probation:

- If a student has not earned a cumulative grade point average of at least 2.0 for the semester, he/she will be placed on academic probation for the following semester. The academic probation status will be removed once the student has earned a cumulative GPA of at least 2.0 ("C") at the close of the academic probation semester. Failure to raise the cumulative GPA to 2.0 or higher by completion of the semester of academic probation will result in loss of Title IV funding eligibility and termination from the school.

- A student may also be placed on Academic Probation if he/she fails to maintain a satisfactory rate of completion. Rate of completion is calculated by comparing the total number of credits attempted to the total number of credits completed. Students must successfully complete at least two thirds (67%) of the total number of credits attempted in a given semester. If a student’s rate of completion is less than 67%, he/she will be placed on academic probation for the following semester. This academic probation status will be removed once the student completes all attempted credits in their probation semester. Failure of or withdrawal from a class in the academic probation semester will result in loss of Title IV funding eligibility and termination from the school.

If a student is placed on academic probation, the student will be notified in writing that he/she has been placed on academic probation and that continued unsatisfactory academic progress for the following semester will result in termination from the school. The student will also be required to meet with the Program Director or designated faculty member of his/her program of study to determine what adjustments may be necessary to ensure that the student will be able to make satisfactory academic progress.

COURSES & SCHEDULES

How do I withdraw from a class? (revised 01/10)
A student may withdraw from a course by notifying the Office of the Registrar and completing the appropriate paperwork.

A student who withdraws from a course at any point will be also required to repeat the course.

If a student is only enrolled in one class and chooses to withdraw from that class, he/she will have to withdraw from school and be reinstated at a later time.

5 WEEK SCHEDULE:
- A student who withdraws from a course during the first, second, and third week of a term will receive a “W” grade in the withdrawn course. The “W” grade will not be used in the computation of the student’s cumulative grade point average, nor will it be counted as “failing” class per the school’s Repeating a Course policy. However, it will be included in the evaluation of maximum time frame requirements and rate of completion.

- A student who withdraws from a course in the fourth or fifth week of a term will receive a “WF” grade for the withdrawn course. The “WF” grade will be used in the computation of the student’s grade point average, and will be counted in determination of Satisfactory Academic Progress as defined by
  - cumulative GPA
  - maximum time frame requirements (see College Catalog)
  - rate of completion

8 WEEK SCHEDULE:
- A student who withdraws from a course during the first, second, third, fourth or fifth week of a term will receive a “W” grade in the withdrawn course. The “W” grade will not be used in the computation of the student’s cumulative grade point average, nor will it be counted as “failing”
class per the school’s Repeating a Course policy. However, it will be included in the evaluation of maximum time frame requirements and rate of completion.

- A student who withdraws from a course in the sixth, seventh, or eight week of a term will receive a “WF” grade for the withdrawn course. The “WF” grade will be used in the computation of the student’s grade point average, and will be counted in determination of Satisfactory Academic Progress as defined by:
  - cumulative GPA
  - maximum time frame requirements (see College Catalog)
  - rate of completion

Can I test out of a course?
Students have the opportunity to test out of some courses up to 30 days prior to the first scheduled day of the class. Proficiency exams may only be attempted once. Please contact the Office of the Registrar or refer to the course catalog for the test-out policy, as well as a list of courses eligible for test-out.

Can I audit a course?
Students may only audit courses which they have previously passed. Auditing is on a space available basis only. Students must be enrolled in a class for credit along with the audited course. Contact the Office of the Registrar to inquire about auditing a course.

How do I view my schedule?
*Campus Portal: Individual schedules: https://portal.expression.edu
  (Instructions on how to sign up for Portal can be found in Appendix B)
*Scheduler: Class times and locations: http://schedule.expression.edu

Can I request a specific lab time?
If you are a Sound student, you may have more than one lab group option for a particular course. Students may request to be scheduled into a particular lab group/time if they have a legitimate reason for doing so (e.g. disability needs, childcare commitments, transportation issues, etc). To request a specific lab time, students must email their request to the following email address: salabrequest@expression.edu.

5 WEEK SCHEDULE: Lab requests are due by the close of week 3 of the term
8 WEEK SCHEDULE: Lab requests are due by the close of week 4 of the term

All lab requests must adhere to the following guidelines:
- You must include your name, the lab number you are requesting/time of lab meeting, and the reason for your request. If this information is not included your lab request will be null and void.
- Lab requests must be received by the deadline (see above) in the term previous to the term for which you are requesting the lab.
- Generally, lab groups are not finalized until two weeks before the start of a term, and last minute changes may happen.
- The lab group that you are in for section 1 of a class will be the same lab group you will be assigned to for section 2 of the class. For example: if you are in lab group 2 for BRP1 you will also be in lab group 2 for BRP2. This will allow more planning time for students and a better rotation through the lab groups in administration. No lab requests will be accepted for the second section of classes (including, but not limited to: BRP2, SM2, MIDI2, Music Theory 2, IRP2, DAW2, LS2, and ARP2).
- Lab group assignments will not be changed for the first 3 days of the term. After day 3 of a term you may request a lab group change if you have someone in your class willing to swap times with you. Both you and the student you are swapping lab groups with must come in to the Registrar’s Office to make the lab group change.
- You may be granted up to 3 lab requests per year.
• Keep in mind that lab requests are requests – not guarantees. We may not be able to grant every request.

** Important ** Labs may change as needed for scheduling purposes at any time (for example: the number of students in a class shrinks therefore the number of available lab groups may change).

**Does Ex’pression offer externships?**
Exterships at Ex’pression are offered as a 90 hour elective course in a student’s senior year. Students must secure an externship in the term prior to the expected start date of the externship, and must meet all eligibility requirements in order to receive credit. Full details on externships can be found on the student website at: [http://students.expression.edu/externships](http://students.expression.edu/externships).

**TEXTBOOKS**

**Professional Course Books:** All textbooks provided in our professional courses are the property of the student and do not need to be returned at the end of the course.

**General Education Books:** All books for the General Education courses are the property of Ex’pression. The library provides textbooks for all General Education (GE) courses free of charge, but expects that they will be returned to the library by the end of the term in the same condition they were in during the initial issue. If a student fails to return the book during this period, he or she will be charged the full retail price of the text.

The process for retrieving and returning GE textbooks is as follows:

- **Ground courses attended on campus:** The class will come into the library, with their teacher, to retrieve their books.
- **Online General Education courses:** It is the student’s responsibility to pick up their books at the start of the term.
- **Students who add the class late or do not attend the class where the books are given out are to come into the library to get their books. They will have to check in with the librarian in order to get their books.
- **All students must return his/her textbook(s) to the library BEFORE THE END OF THE TERM
- **Any student not having his or her book with them on this day will be charged the retail price of the book, plus a $35 processing fee. Depending on the book, it can cost from between $20 and $120.
- **Any student returning a book in poor condition, i.e. with covers missing, pages missing, or written in, will also be charged the full retail price of the book.

**WITHDRAWAL FROM SCHOOL** (revised 01/08)

In extenuating circumstances, students may apply to withdraw from school. A student that withdraws at any point in the middle of a class must, upon returning to active status, restart the aforementioned class at its beginning. Combined temporary withdrawal time may not exceed 180 days within a 12-month period. Any student who is withdrawn from school is no longer considered an active student.

While students may withdraw from school at any time, they may only re-enter school at the beginning of a new semester:

- **5 week schedule:** A semester is comprised of three consecutive terms/blocks.
- **8 week schedule:** A semester is comprised of two consecutive terms/blocks

It is very important that if you are thinking about “taking some time off” you consider the potential consequences to your class schedule, future tuition charges, and financial aid eligibility. The Registrars and Financial Aid officers will do everything they can to assist you in planning for your educational needs. However, it is highly recommended that you contact them first, before making any decisions to withdraw, especially if you are in the middle of a semester, and life seems “overwhelming” at the time.
How do I request a Withdrawal from school?
Students are required to submit a written request to the Office of the Registrar with the following information:

- Name and Contact info
- Specific reason for the Withdrawal
- Date the Withdrawal starts
- Date of return to classes.

At the time of the withdrawal request, students will arrange an expected return date and complete an exit interview with the Financial Aid department. It is imperative that a student inquires about any and all consequences a withdrawal may have on his/her graduation date, tuition, and financial aid eligibility.

Student must remember the date they are supposed to return from Withdrawal. If a student does not return from a voluntary withdrawal on their scheduled return date, or does not contact the school to make alternative arrangements, their status will be converted to drop/termination. Any student wishing to return after being converted to a drop/termination must follow the procedures as outlined in the Re-enrollment Policy.

When can I re-enroll? (revised 2/2009)
If a student's enrollment is terminated, the student may request re-enrollment. The date of eligibility for re-enrollment is determined by school policy (see Course Catalog) or by decision of the Appeals Committee. If a re-enrollment request is granted, all applicable credits/grades from previous enrollments will be transferred to the new enrollment.

Students who were terminated for unsatisfactory academic progress will begin their first semester in a status of Academic Probation. The student will have one semester (three terms on the 5 week schedule; 2 terms on the 8 week schedule) to raise their cumulative GPA above 2.0. Students re-enrolling in a status of Academic Probation will not be eligible for Title IV funding during their probation semester.

Re-enrollment Procedure
1. The student must complete a Reinstatement Request Form which can be found on the student website (http://students.expression.edu/appeals). The form should be submitted to the Office of Student Affairs.
2. The Reinstatement Form and any included documentation will be reviewed by a committee consisting of at least three Ex’ression Administrators.
3. The student will receive written notification of the school’s decision to approve or deny re-enrollment.
4. If re-enrollment is approved, the student should contact school officials to complete all necessary enrollment paperwork.
If a student disagrees with a school-related decision, he or she may submit a formal appeal. The Appeal Committee typically meets every Friday. If you would like your appeal reviewed on a particular Friday, you must submit your appeal by 12pm the Thursday before.

### Deadlines:

- **Attendance & Participation appeals** for a particular term must be submitted by 12pm on the last Thursday before the close of that term. If the last Thursday falls on a holiday or school break, then the appeal is due the Thursday before. Documentation is strongly recommended. The deadlines for attendance appeals are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 911 (Beginning 12/01/11)</td>
<td>12pm, 01/12/12</td>
</tr>
<tr>
<td>Term 112 (Beginning 01/20/12)</td>
<td>12pm, 02/16/12</td>
</tr>
<tr>
<td>Term 212 (Beginning 02/25/12)</td>
<td>12pm, 03/29/12</td>
</tr>
<tr>
<td>Term 312 (Beginning 04/09/12)</td>
<td>12pm, 05/10/12</td>
</tr>
<tr>
<td>Term 412 (Beginning 05/15/12)</td>
<td>12pm, 06/14/12</td>
</tr>
<tr>
<td>Term 512 (Beginning 06/22/12)</td>
<td>12pm, 07/26/12</td>
</tr>
<tr>
<td>Term 612 (Beginning 08/06/12)</td>
<td>12pm, 09/06/12</td>
</tr>
<tr>
<td>Term 712 (Beginning 09/13/12)</td>
<td>12pm, 10/11/12</td>
</tr>
<tr>
<td>Term 812 (Beginning 10/19/12)</td>
<td>12pm, 11/15/12</td>
</tr>
<tr>
<td>Term 912 (Beginning 11/29/12)</td>
<td>12pm, 01/10/13</td>
</tr>
</tbody>
</table>

- **All other appeals**, not related to attendance/participation must be filed within one term of the decision being appealed.

### Appeals Procedure:

- The student must complete an official Appeal Form, which can be downloaded from the student website ([http://students.expression.edu/appeals](http://students.expression.edu/appeals)), or obtained from a Student Affairs Representative. There is a handwritten version of the form which can be completed by hand, as well as an electronic version which can be completed via computer and emailed.

- The completed form should be emailed to appeal@expression.edu or submitted to the Office of Student Affairs in person. If emailed, the student will receive a automatic confirmation email stating that the form was received. If confirmation is not obtained, that means the appeal was not received and should be re-submitted.

- Any accompanying documentation or additional material MUST be submitted at the same time as, or earlier than, the Appeal Form. Once an Appeal Form has been submitted, additional documentation will not be accepted and the appeal will be reviewed as is. **For attendance appeals, documentation is required.**

- Each student is allowed to have one day excused without documentation per calendar year. However an appeal form is still required, and the student must indicate that he or she would like to use the free excusal.

- The Director of Student Affairs will distribute the forms and any documentation to members of the Appeals Committee, who will then meet to discuss the appeal. The student is not present at this meeting and will be notified of the decision by a member of the Committee.
COMPLETING THE PROGRAM

What do I need to do to graduate?
Please refer to the college catalog for a complete listing of graduation requirements.

Is there a graduation ceremony?
Graduation ceremonies are typically held once a term on campus. Students are notified about graduation procedures during their last term. Students are eligible to participate in the ceremony once they have completed all course requirements and have registered for graduation online. Under special circumstances, students may request to participate in a ceremony before the completion of all courses. Early participation must be approved by the Registrar’s Office, the Office of Student Affairs, and the student’s Program Director.

I have questions about my cap and gown, guest tickets, and grad reels. Who should I speak with?
The Office of Student Affairs can assist you with your graduation inquiries. Detailed information about graduation can also be found on the student website at: http://students.expression.edu/graduation.

How and when do I receive my diploma?
Students are eligible to receive their diploma once all graduation requirements are fulfilled and all necessary paperwork, including the Graduation Request Form, is submitted. To prevent loss and damage, diplomas are not distributed at the graduation ceremony. Students can make arrangements to pick-up their diploma from the Office of the Registrar or can request to have their diploma mailed to them.

Are students recognized for academic achievements?
Students who complete their program with a cumulative GPA of 3.6 or above will graduate with Honors and become lifetime members of the Alpha Beta Kappa Honor Society. The student with the highest GPA in his or her graduating class is named Valedictorian. The student with the second highest GPA in his or her graduating class is named Salutatorian. A Valedictorian and Salutatorian are chosen for each respective program. Eligibility for academic achievement awards are outlined in Appendix C. See Appendix C for a full description of graduation policies and procedures.
IV. STANDARDS OF CONDUCT

STUDENT RIGHTS AND RESPONSIBILITIES

It is imperative that each member of the campus community assume individual responsibility for his or her personal freedom. The college will take appropriate disciplinary action when a community member's actions jeopardize the best interests of the academic community.

The College recognizes that students are both citizens and members of an academic community. As citizens, students have the same freedoms of speech, right to peaceful assembly, and right of petition that all citizens enjoy (see Appendix D for an outline of student rights). As members of an academic community, students accept the obligations inherent to that community and as representatives of the College. The Standards of Conduct provide guidelines which support the College's values, help create a positive academic environment, and create a community in which all members are treated with dignity and respect.

AREAS OF INFLUENCE OF THE STANDARDS OF CONDUCT

Ex'pression's standards of conduct are not limited to the main campus alone. The below mentioned standards shall be in effect and therefore be enforceable upon all Ex'pression students at the main campus, at any offsite classroom, and during any Ex'pression sponsored field trip, special event or convention. Ex'pression reserves the right to enforce any and all of its standards of conduct at any of the aforementioned sites at any hour of the day or night. The student standards of conduct are not a criminal law code and criminal law concepts do not apply.

GENERAL STANDARDS OF CONDUCT

Academic Integrity
Ex'pression strives to promote the development of academic achievement; academic achievement can only be obtained through academic integrity. Grades earned in courses are part of a student's permanent academic record and therefore must be achieved based on the student's own knowledge. Academic dishonesty such as cheating, plagiarism, fabrication of information, or facilitating in academic dishonesty is unacceptable and will result in disciplinary action.

Cheating
Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement of evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor, using or displaying notes, "cheat sheets," or other inappropriate devices; dependence upon sources beyond those authorized by the instructor in carrying out assignments; allowing someone other than the officially enrolled student to represent said student.

The use of cell phones, PDAs or any electronic memory devices is prohibited in classrooms on test days. Use of the restrooms is confined to the start of the class, before any test is handed out. Restroom use is not permitted during the testing period.

Incidents of cheating are handled on a case-by-case basis. Often the matter is handled by the Course Director, who will make an independent decision about consequences of the student's actions. The instructor may bring the matter to the Dean of Education, who will review the case in conjunction with the Course Director to come up with an appropriate response to the situation. The matter can also be escalated to the Disciplinary Committee, who will review all information and make a decision about what actions, if any, should be taken.
If disciplinary action is warranted, a student may receive a failing grade on the assignment, receive a failing grade for the entire course, be suspended from school, be terminated from school, or be subject to other conditions as deemed appropriate by school officials.

A student who fails a course for cheating shall be obliged to pay the entire course fee as well as be liable for tuition on reentry to the school. The student will also be placed on conduct probation.

**Plagiarism**
Plagiarism is presenting someone else’s work as if it were your own. It is considered a form of cheating and as a consequence the same rules apply. In many cases it is acceptable to use someone else’s writing in a research paper, provided that you name the source of the writing. Failing to cite your sources however, is plagiarism.

**Content of Assignments**
Assignments cannot include content which is provocative, threatening, violent, pornographic or sexually harassing. Assignments which are to be published, broadcast, webcast or otherwise displayed for the public are to meet the approval of the Course Director and the administration. In order to simulate a professional environment, the Course Director can be considered as analogous to an assignment editor or manager, and the administration can be considered as analogous to a publisher or client. Material that does not meet the approval of the Course Director or administration will not be distributed for public display.

**Use of Electronic Devices in Classrooms**
While it is understood that laptops and other electronic devices may be necessary for some classroom environments, electronic devices including, but not limited to, beepers, cell phones, PDA’s, cameras, laptops, and I-pods are allowed in class at the discretion of the instructor. If disruptive, these devices may be confiscated, until the end of class. If used on test days or without approval from the instructor, the student may be charged with cheating. Headphones are not to be used in classes unless required by the instructor. Additionally, students may not use electronic devices in class for purposes which disrupt the learning environment including, but not limited to surfing the internet, chatting online, and text messaging, unless given the expressed permission of the instructor.

**Copyright Infringement & Software Piracy**
In commitment to academic integrity and to abiding by legal requirements, Ex’pression College for Digital Arts will adhere to the provisions of the United States copyright law (Title 17, United States Code). Members of the academic community should familiarize themselves with this law and must comply with the requirements. All members of the community will respect the proprietary rights of owners of copyrights and refrain from actions that infringe upon those rights. Individuals who willfully disregard copyright law place themselves at risk of civil and criminal legal action. Ex’pression will strictly enforce copyright laws of the United States. Please do not copy software from computers in labs or allow any person to copy software from you.

**Falsification of College Records**
Willful falsification of official records or documents, or the omission of information with the intent to deceive the College is strictly prohibited. This includes, but is not limited to, forgery, alteration, misuse or computer tampering of official records, ID cards, parking permits, Financial Aid forms, and Admissions forms.

**Harassment**
School-based harassment is a violation of Title VII of the Civil Rights Act of 1964 and of Title IX of the Education Amendments of 1972. Ex’pression will not tolerate harassment in any form. Definitions, policies, and procedures regarding harassment are outlined below:

**What is it?**
Harassment is unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, color, gender, sexual orientation, religion, or national origin. Specifically, harassment can be:

- Name calling
Racial, sexual, or ethnic jokes or slurs
Graffiti or vandalism of a racial, ethnic, or sexual nature
Racially or ethnically motivated fights or assaults
Rape or sexual assault—actual, attempted or threatened
Turning discussions to sexual topics, sexual innuendoes or stories; asking about sexual fantasies, preferences, or history
Unwanted looks or gestures (for example, deliberate touching, leaning over, cornering, or pinching)
Repeated unwanted letters, telephone calls, gifts
Displaying or distributing sexually explicit or racially or ethnically demeaning drawings, pictures, or written materials
Pressure for sexual favors
Telling lies or spreading rumors about an individual’s personal life
Comments about a person’s anatomy or looks; persistent personal questions about social or sexual life
Making sexist or racist gestures with hands or through body movements
Inappropriate staring at someone in a sexually suggestive manner
Staring at someone in an intimidating or demeaning manner because of their race or color

The key perspective in a dispute over unacceptable behavior is that of the recipient of the behavior. The person on the receiving end is usually the one who decides whether the behavior is offensive. The victim does not need to suffer an emotional crisis. The legal standard is whether the harassing conduct interferes with the person’s work or education.

What to do about it
If you feel you are a victim of harassment, or if you witness harassment, speak with a Student Affairs Representative or other Ex’pression staff member immediately. You have the right to file a formal complaint against the alleged offender. If after a review of the situation, it is determined that harassment indeed took place, the offender may face suspension, expulsion, or other consequences deemed appropriate by the administration.

Hazing
Hazing is strictly prohibited. Hazing is defined as any activity or situation created that involves or results in abusive physical contact; produces excessive mental or physical discomfort, embarrassment, fright, humiliation, ridicule; or degrades an individual, whether intentionally or not.

Physical Assault
Physical assault is strictly prohibited. Physical assault includes, but is not limited to, the intentional infliction of, or attempt to inflict violence; harmful or unwanted touching; or threats of violence.

Lewd, Antisocial, or Disorderly Conduct
Conduct including, but not limited to actions which are indecent, vulgar, obscene, profane, offensive, showing a lack of consideration for others, threatening to others, obstructive or riotous, or verbally abusive are strictly prohibited.

Unauthorized Entry
Any unauthorized or forceful entry, whether actual or attempted, into any College facility, building, or property is strictly prohibited.

Theft
Theft of another’s property, including but not limited to, personal, public or institutional property is strictly prohibited.

 Dangerous/Deadly Weapons or Devices
The possession or use of a firearm or other dangerous weapon, incendiary device or explosive is strictly prohibited on College owned or controlled premises or property.
Destruction/Damage of Property
Destruction or damage of College or private property is prohibited.

Substance Use
Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity.

** Please see Appendix E for a complete description of the Drug-Free Schools & Communities Act, as well as additional information on the health risks associated with drug and alcohol use.

Official Orders of College Authorities
Failure to comply with official orders from College authorities or authorized College representatives is prohibited.

ID Badges
All members of the Ex'pression community are issued a non-transferable ID Badge. This pass is required to enter and exit the facility 24 hours a day and must be conspicuously displayed on your person while in the facilities or on Campus grounds. Any student who does not have his/her pass prominently displayed may be denied access to the building and/or a $10 fine may be imposed. Students can be asked to leave class or lab if their security pass is not worn at all times. If a security pass is lost or stolen it must be immediately reported to the Security Department; there is a minimum $25 replacement fee that must be paid to the Bursar’s office before another pass may be issued.

Smoking
Ex'pression provides a smoke-free environment. Smoking is permitted outside only in designated smoking areas.

Food and Drink
No food or drink is permitted in studios, classrooms, carpeted areas and hallways around the school, with the exception of bottled water, unless given expressed permission by an authorized College authority.

Dress Code
Students are expected to dress in a manner appropriate for their chosen profession while attending Ex'pression College for Digital arts. Students requested to wear clothing which covers at a minimum the torso and upper legs. If, in the opinion of any faculty or staff member of the College, student attire is deemed inappropriate, the student will be asked to leave campus until the attire has been changed.

Hygiene
Students are expected to keep good hygiene habits. Persons displaying poor hygiene may have a difficult time in the career field. If Ex’pression notices such a student, advising may be initiated to better prepare the student for post-graduation success.

VIOLATION OF CAMPUS POLICIES, PROCEDURES AND STANDARDS OF CONDUCT

Any student who is found to have violated the above Student Standards of Conduct may be placed on conduct probation and may be subject to disciplinary action up to and including dismissal from the institution.

Conduct probation is a permanent status, and will be in effect for the student’s entire enrollment.

Repeated misconduct will not be tolerated. A second violation of the Student Standards of Conduct may result in dismissal from the institution. A third infraction will result in immediate dismissal from the institution.

A student in disagreement with the decision of suspension or dismissal has a right to appeal this decision. In such a case, an impartial Appeals Committee will review all information pertaining to the violation of the
Student Standards of Conduct, as well as the student’s written appeal. The student has a right to be present at the appeals meeting as well as be accompanied by a Student Affairs Representative. All decisions made by the Appeals Committee are final.

COMPLAINTS & REPORTING VIOLATIONS OF CAMPUS POLICIES

Any student who witnesses a campus violation is encouraged to report that infringement to his or her instructor, a Student Affairs Representative, or any other school official. Students also have the right to file an official complaint or grievance against the College, a department within the College, or any individual affiliated with the College, including staff, faculty, and fellow students. A student can request that his or her report and/or complaint be kept anonymous or confidential. Official complaint forms can be obtained from the Office of Student Affairs or off of the student website.

TERMINATION (revised 09/11)

Any student who is terminated from school is no longer considered an active student and is not permitted on campus unless he or she has an appointment with an Ex’pression staff member, or is a guest of an actively enrolled student. All guests must sign in at the front desk, obtain a guest pass, and be accompanied by the student who is hosting them.

Termination

The following are infractions considered grounds for termination:

- Habitually disruptive behavior can result in the dismissal of the student from class.
- Violation of any of Ex’pression’s standards of conduct on or off campus (See section IV).
- Failure to meet academic and attendance requirements while on academic probation.
- Failure to pay any amount due to the school for fees, materials or other charges.

A student who has been recommended for termination will be informed of the pending termination in writing. The notice is sent to the student’s address and/or handed to the student in person. A student who is terminated may apply for re-enrollment after a minimum of six months. If a student would like to appeal the termination or the termination period, instructions on filing an appeal are listed in Section III of the student handbook.
V. FINANCIAL AID DISBURSEMENT

How long does it take for my financial aid to process?
After all required paperwork is completed and approved, your financial aid package will be processed and certified within 14 business days. You will receive an official financial aid award letter in the mail once your financial aid is confirmed.

When and how is my financial aid disbursed?
Assuming that your financial aid is confirmed and processed prior to the start of your academic year, the following funds are credited via Electronic Fund Transfer (EFT) to your student account. Your financial aid funds are divided by 2 and disbursed within 7 days of the start of each semester with following exceptions:

- a) For new students, the first disbursement of your Stafford Loan will not occur until 30 days after the start date.
- b) Veteran Benefits: The school certifies your enrollment approximately 30 days prior to the start of the new block. VA funds are then sent directly by VA. The school does not have control of the timeline of when funds are sent by the VA.
- c) Cal Grant disburses by season (as opposed to blocks or semesters). Your Cal Grant funds will be disbursed after the start of the season. Please see the Financial Aid page of the student website for the dates each season begins. Delays may occur as the school does not control when funds are actually sent by the California Student Aid Commission.

How are my Financial Aid Funds used to pay my expenses?
Financial aid funds pay your costs in the following order:

1. Tuition
2. All other charges owed to the school according to their due dates (this may include library fees among other things)

How do I check if my financial aid funds have come in?
- Log in to the Student Portal at portal.expression.edu
- Click on My Finances on the left side
- Click on Account Information. All of your charges and payments will appear.

Who do I contact regarding my living expenses?
Once your tuition and fees have been paid, contact the Bursar’s Office regarding your living expenses.
VI. BILLING AND PAYMENTS

TUITION BILLING

When will I be billed?  Tuition is billed every semester.

5 week schedule:  A term/block is approximately 5 weeks long
                 A semester is comprised of three consecutive terms/blocks
                 An academic year is 2 semesters (approximately 8 months), and corresponds to freshman, sophomore, junior, and senior class standing.

8 week schedule:  A term/block is approximately 8 weeks long
                 A semester is comprised of two consecutive terms/blocks
                 An academic year is 2 semesters (approximately 8 months), and corresponds to freshman, sophomore, junior, and senior class standing.

What is the difference between the Financial Aid Office and the Bursar’s Office, and how often do I need to meet with each of them?

Financial Aid is the “financial planning office”.  They help you organize your financial resources (loans, grants, scholarships, and cash payments) to pay your tuition each semester.  They “package” your financial payment plan for a full academic year.  You typically need to meet with them once every 8 months.

The Bursar is the “business office”.  They manage your student account, collect payments and post them to your account.  Tuition is billed each semester (every 4 months), so you may need to contact the Bursar every semester.  This office also disburses living expense funds.  You can chose to have your living expense checks disbursed via electronic transfer (ACH) or by regular mail.  Funds are available after they are received by the school.

Can I arrange for third party billing?

3rd party billing authorization must be set up in advance in writing with the Bursar.

PAYMENTS

It is the student’s responsibility to make sure payments are made.  Even if your parent or other relative is financially supporting you, it is up to you to make sure all payments are made on time.

Payment plan options and due dates

Option 1 is a prepayment for the entire program at the time of enrollment.  There is no administrative fee.  
Option 2 is paying the full semester balance each semester.  There is no administrative fee.
Option 3 involves a monthly payment plan.  No interest, but $100 administrative fee.

Payment plans are based on an “estimated” overall balance.  If a student’s account balance goes up or down after the semester starts, the payment plan may need to be adjusted.

Forms of payment (revised 06/11)

Cash or check provided to the Bursar’s office by regular mail or in person.

Online payments using Mastercard, American Express, or Discover cards (Visa not accepted).

- The web address to set up an online account for payment is: tuitionpay.salliemae.com/expression
- There is a small convenience fee added by Sallie Mae to each online credit card transaction.
- Credit card payments are not accepted in person or over the telephone.

Late payments

The first payment is due the first day of semester.  A late fee will be assigned if any payment is more than 5 days late.

If for some reason your payment is going to be late, you must contact the Bursar and let them know why.  If a student fails to communicate with the Bursar that his/her payment is going to be late, the Bursar may issue a DO NOT ADMIT card (“red card”) which prevents the student from attending class.  The red card is given to the instructor, who will not to allow the student in class until the student obtains a signature from the Bursar as clearance to attend.
VII. OFFICE OF STUDENT AFFAIRS & CAMPUS RESOURCES

HELP IS WHERE YOU NEED IT

Our students and staff are people who are connected by many threads. The staff of Ex'pression consists of chosen professionals who care about the students. It matters to us that you feel confident and comfortable to talk to our faculty about academic and social concerns. There is always a solution when you know how to look for it.

ACADEMIC SUPPORT

Drop-in Tutoring
The Drop-in Tutor Program is a free tutor service available in the Library for all Ex'pression students. There is a tutor available for each program offered at Ex'pression. The tutors are available to meet with students to help them prepare for tests and midterms, give input and feedback on projects, and aid students on their overall comprehension of course material. The tutors are fellow students at Ex'pression who have demonstrated a high level of academic achievement. All tutors must be approved by the appropriate Program Director, and will receive training to help them be effective and successful.

Drop-in hours are posted in the Library and online at http://students.expression.edu (under the Student Affairs section).

Note: if there is more than one student requesting help from the same tutor, tutoring assistance will be limited to a maximum of 20 minutes. If needed, a sign-up sheet will be maintained to ensure all students get equal time.

Private Tutoring
Private individual tutors are also available for hire for all courses at Ex'pression. Any student in need of additional help or one-on-one consultation can contact the Office of Student Affairs to obtain a tutor. Contact information for private tutors can also be obtained online at http://students.expression.edu.

The individual tutors are students who have completed the course in a previous term, and did exceptionally well in the class. Tutoring services typically cost $8 to $10 an hour.

Lab for Online courses (revised 09/11)
Students scheduled in online courses may receive additional in-person assistance by going to the Online GE Lab. The lab is located in the South Wing and is open to students taking online GEs. Lab staff will assist students with navigating the e-College platform, staying on top of course requirements, and providing a place to work on course assignments. Lab hours are posted on the home page of the e-college website once students log in, on the lab door, as well as on the tutoring page on the student website at http://students.expression.edu.

Weekend Workshops
Students needing to improve their study habits, strengthen their time management skills, or build their computer competency can attend one of our weekend workshops. Saturday Weekend Workshops are designed to help students develop basic skills necessary to achieve success at Ex'pression. While students enrolled in the Fundamentals courses are required to attend, any student can attend a Weekend Workshop at no cost.

If you are not currently enrolled in a Fundamentals course, but would like to attend a workshop, please contact the instructor at least 2 days in advance ahead to let them know. There are 4 workshops available:
• Note-Taking Strategies: Time management, organization, note-taking formats and styles.
• Study Skills: Test preparation, test formats, study processes, presentation skills.
• Test-Taking Strategies: Test-taking approaches, improving scores, practice tests.
• Computer Skills: Understanding the Mac Operating System, file management, using computers for research.

Disability Accommodations
Students who have been diagnosed with learning, emotional, or physical disabilities are entitled to certain accommodations in the classroom upon submission of the appropriate documentation. These accommodations are available to all qualified students, but are not automatically provided unless the student (or his/her legal guardian) requests that such provisions be arranged. Requests for disability accommodations are arranged through the Office of Student Affairs.

ADVICE AND GUIDANCE

Student Advising
Students are encouraged to seek help and advice from the Student Affairs staff. If a student feels overwhelmed, stressed, anxious, confused, or upset about any matter, he or she should not hesitate to speak with a Student Affairs Representative.

The vast majority of meetings are on a voluntary basis. In rare instances where Ex’pression feels that advising is mandated, the student will be required to attend a specific number of meetings. Examples of this include, but are not limited to:

- Academic struggles
- Personal situations that impede academic progress
- Suspicion of a substance abuse
- Conduct Violations

Failure to adhere to the required schedule of meetings may result in disciplinary actions which may include, but are not be limited to, Withdrawal, Suspension or Termination.

Peer Mentor Program
Peer mentoring is a voluntary program in which current students provide guidance and support to incoming students who are new to the Ex’pression community. A mentor can provide answers to questions about the school, particular programs, classes, etc. Having been through many aspects of the program themselves, mentors also provide a student perspective that faculty and staff are unable to give.

In addition to offering a listening ear and advice to new students who encounter difficulties at school, mentors are also there to share experiences, viewpoints, personal and academic goals, and emotional support. It is a relationship in which a mentor and a mentee both are able to:

- Foster a successful, supportive relationship
- Share their particular expertise in different areas
- Listen actively to each other’s experiences at Ex’pression
- Encourage creative thinking in many areas of college life
- Encourage each other’s life and academic goals

Peer mentoring provides numerous benefits to both mentor and mentee. To request a mentor, or to become a mentor, contact a Student Affairs Coordinator.

Community Resources
A partial listing of resources can be found in Appendix G of this manual. However, students can obtain complete listings from the Office of Student Affairs, online from the Student Affairs page of the student...
website (http://students.expression.edu), or in the resources binders located in the reception area of the Student Services/Education Area in the South Wing.

Example of resources include:
General medical clinics in the area
Counseling centers and support groups
Local food banks
Drug and alcohol recovery
Mental health information
Information on test anxiety
Childcare Resources
Veteran’s support services
Local restaurants, shopping areas, things to do, etc.

**Housing** (revised 06/08)
Collegiate Housing Services (CHS) provides off-campus housing services to students at Ex’pression. They offer a Shared Housing Program designed to simplify the student’s housing search so they can focus on school. The typical set up for Shared Housing is a two bedroom apartment with two students in each room. Shared Housing is same-gender housing. Housing is either within walking distance to the school or on a public transportation line. For students who do not qualify for Shared Housing, or prefer other options, there is a Referral Housing Program available. For information, visit Collegiate Housing Services’ website www.housingservices.com or contact the CHS Director of Housing.

**SCHOOL INVOLVEMENT**

**The Student Alliance** (revised 01/11)
The Student Alliance is a student organization composed of students from all programs. Alliance members are responsible for bringing student concerns to the Executive Committee and Board of Directors. They also organize events, publish a monthly newsletter, and raise awareness about a variety of issues affecting our students. More information about the Student Alliance can be found on the student website at http://students.expression.edu/student-alliance.

**Campus Clubs**
Students are encouraged to join an existing club or organize a new club. To propose the creation of a new club, a student should complete a Club Proposal Form found on the student website (http://students.expression.edu) and submit it to a Student Affairs Representative. A listing of existing clubs can also be found on the same site.

**Student-Organized Events**
If a student or campus club would like to organize a student or campus event, he/she would need to do the following:
1. Submit a Student Event Proposal at least 30 days in advance. The form can be printed from the student website (http://students.expression.edu) or obtained from an Office of Student Affairs Representative (OSAR).
2. Once the proposal is approved, meet with an OSAR to review and sign the Event Agreement Form, and schedule follow-up meetings.
3. Complete the Event Details Form and submit it to an OSAR no later than 14 days before the event.
4. Meet with an OSAR at least 7 days before the event to confirm that all event needs and requirements are set

The timelines and days given are the latest times that the tasks must be completed. It is strongly suggested that tasks are taken care of before the deadlines listed above. Larger events may require earlier notice.

The Office of Student Affairs (OSA) will assist with tasks requiring administrative approval. However, the student organizing the event is responsible for coordinating all planning meetings, supervising event
volunteers, corresponding with vendors and event staff, and overseeing all other responsibilities related to
the event. The OSA will be available to provide advice and guidance on how to accomplish these tasks,
but the student is ultimately responsible for making them happen.

The student organizing the event must be present at the event.

If the school has agreed to provide funding for certain event-related costs, the funding should be arranged
through an OSAR. If the student pays for items/services in advance, the student must provide receipts for
any items/services he or she wishes to be reimbursed for

**Promotional and Press Material**

Ex’pression must approve all promotional and press materials that use the Ex’pression name or logo to
promote a student-sponsored event, prior to printing and/or distribution in order to ensure accuracy of
facility use (event info) and campus information. These materials can never be distributed prior to the
confirmation of the room request for the student event. All promotional and press material distribution in
or around the facilities must directly relate to the facility use in process (or future facility use arranged by
the same requestor) and is subject to Ex’pression advance approval.

**Intellectual Property**

Student work is implicitly the property of both the student and Ex’pression and all rights of publication and
usage in any form belong to Ex’pression College for Digital Arts and the student jointly. Such publication
may occur while the student is enrolled or during any period after graduation.

- Similarly, photographs of students on campus may be taken and used at various times for
  promoting the College and its activities. Ex’pression College for Digital Arts retains the right to
  publish the image and likeness of the student in any form.

- Unless objections are received in writing prior to the specific program start, Ex’pression will
  assume that the student has read the student handbook, specifically this statement, and
  understands the information presented in this handbook and acknowledges that no specific
  authorization is required of the student for the use of any work or photograph/image generated
  while attending Ex’pression.

**VIII. INDUSTRY AND CAREER SERVICES**

See Appendix H for the full Industry & Career Services Policy.

Ex’pression’s Industry and Career Services (ICS) Department supports students and alumni in the often
challenging task of finding a job in the digital arts community. ICS partners with students and employers
to find a good match for recent graduates as well as alumni.

ICS offers assistance in many forms, including:

- Frequent Career Workshops open to all enrolled students
- Open office hours with program directors to look at portfolios, reels, and answer questions.
- Guest speakers from all digital arts disciplines several times a year.
- Job postings for current students and alumni.
- Guidance in the externship process.
- Exit interviews and portfolio reviews will all graduating students.
- Ongoing alumni assistance.
- Providing networking services between employers and graduates.

ICS works with many employers to find graduate matches for opening positions. Graduate attendance
records, GPAs, portfolios and exit interviews are all considered in making a match. Due to the nature of
the entertainment industry, Ex’pression College cannot guarantee employment; however, the department
endeavors to prepare every student for a career in the digital arts, and is available to alumni for ongoing
assistance, advice and networking facilities.
IX. WINTZEN LIBRARY AND LEARNING RESOURCE CENTER

Hours of operation are: Monday-Friday 9am-12am; Saturday and Sunday 12pm-5pm.
Library email: library@expression.edu
List of library holdings: http://students.expression.edu/wintzen-library

Online Research Resources
All students have access to our Library Information Resource Network (LIRN). This is a web-based research tool for students, faculty, and staff to find, read, and reference a wide range of articles from magazines, newspapers, websites, and scholarly journals. LIRN can be accessed on www.LIRN.net. The password is 15155. For further assistance with LIRN, please contact the librarian at (510) 594-6955.

If on campus, Ex’pression's subscription to Encyclopedia Britannica can be accessed. Simply go to www.search.eb.com to enter. Remember that this can only be accessed from the campus network!

Ebrary is a new resource available to students. It gives students, staff, and faculty access to thousands of e-books for free from anywhere with access to the internet. To access Ebrary, go to http://site.ebrary.com/lib/wintzen and enter your Campus Computer Account (Network) to log in.

Public Libraries
Several public libraries exist in San Francisco (www.sfpl.org), Berkeley (www.berkeleypubliclibrary.org) and Oakland (www.oaklandlibrary.org). They offer numerous resources and allow materials to be checked out by any California resident who is able to provide documentation (utility bills, ID, etc.) to show state residency.

LIBRARY CARDS:
Students are encouraged to check out materials from the Wintzen Library and Learning Resource Center. In order to check out materials, students must visit the library fill out a library card form to register with the library database. A student's ID card acts as the library card.

CHECKOUT POLICIES:
Students must have a valid student ID to check out materials from the Wintzen Library. New students are not eligible to check out materials (with the exception of textbooks) until the first week of classes has been completed. For more information about Ex’pression’s textbook policy, please see Section III - Academics, Textbooks.

Circulation Limits
- DVDs and video games may be checked out for up to 3 days. Video games may be renewed for another 3 days and then are due back in the library. DVDs may NOT be renewed. There is a limit of 3 DVDs/Video’s at a time.
- Books can be checked out for one week and may be renewed up to 3 times. There is a limit of 4 books at a time.

Overdue Fines
- Overdue fees of 50¢ per day/per book and $1 per day/per DVD or video game checked out will be charged.
- Students may continue to check out books if their fines are below $10, but will not be allowed to check out other library materials if there are any outstanding overdue fees.
- Unreturned items will continue to accrue late fees.
- If overdue fees reach above $10, a student’s library privileges will be suspended. Checking out materials acknowledges that students and alumni are then responsible for the condition of the materials. Not returning materials in sufficient condition or losing materials will be grounds for charging the student for the item.

Damage Fines
Materials are expected to be returned in the same condition in which they were checked out. If damages have occurred a fee will be assessed by the Librarian and charged to your student account. If the fine is not paid to the Bursar’s office before graduation you will not be eligible for graduation.
X. USE OF EX’PRESSION SPACE AND EQUIPMENT

INFORMATION TECHNOLOGY RESOURCES (ITR)

General Guidelines:

1. All IT Resource (ITR) usage must be in accordance with the guidelines for student behavior included in the student handbook. This includes rules regarding acceptable behavior, intellectual property and copyright, and harassment.

2. Data Security: Each student is solely responsible for keeping his or her own data safe, secure, and available.
   a. Never leave your computer for any amount of time without saving your work. Save your work often.
   b. Always keep at least a second copy of any important data. Copies should be kept in different places and on different media where possible.

3. Resource Access:
   a. Only use resources for which you have been given explicit permission.
   b. Always use your own username and password. Never use anyone else’s nor give yours away.

4. Access to any IT resources for class assignments always takes priority. Access for personal use is allowed on idle resources only. Consumable resources, such as paper and ink, may not be used for personal projects.

5. Do not use school resources for professional projects, even on a volunteer basis without explicit permission from an instructor.

Specific Policies:

1. Data Storage:
   a. Students are responsible for backing up their own work.
   b. Certain space may be made available to the students which will be backed up. These copies are not guaranteed to be available and students should still maintain their own backups.
   c. Data will be erased in accordance w/ data retention policies (see below) without warning.

2. Printing:
   a. Use of printers is for class projects only.
   b. Misuse of printer resources may cause you to be charged for the pages you printed and your ITR usage may be restricted or terminated.

3. Use of resources:
   a. Computer use may be interrupted at any time. Locked computers should have no unsaved data.
   b. Data stored or transmitted through any ITR may be inspected, copied, moved, or deleted at any time by authorized Ex’pression staff.
   c. No Student may access ITR to which they have not been given explicit permission to access.
   d. Each student is fully responsible for any uses of his or her electronic identity (username/password). No student should disclose this username/password combination to any other.
   e. In order to use multiple computers to complete class assignments, such as rendering projects, students must receive permission from the instructor. Students must adhere to guidelines from their instructor about how many computers they may use at any one time. Overuse of resources without permission may result in restriction of or complete removal of a student’s access to ITR. In addition, corrections of violations, when they are found, may result in losses of student work.

4. Internet access:
   a. Access to the internet is for class and personal use only. Internet access may not be used for the purposes of operating or maintaining a business.
   b. Personal use of the internet may be terminated at any time. It may also be subject to bandwidth restrictions.
c. Material accessed via the internet must always be appropriate to a professional and learning environment in accordance with rules in the student handbook.
d. Students must always exercise caution and good judgment when accessing copyrighted material. All use of copyrighted material must be in accordance with the rules in the student handbook.

5. Alumni resources
   a. Alumni may access IT resources only as long as they still are allowed physical access to the campus.
   b. Alumni may not use consumable resources, e.g. printers except for producing materials for their job search, and may only access IT resources not in use by current students. When auditing classes, alumni may access resources as current students of that class.
   c. Student email will be moved to an alumni email account within 30 days of a student’s completion of their degree program. An alumnus/alumna may keep his/her email account by responding positively to an inquiry email from the IT department. Any account which does not send or receive email (other than unsolicited or list email) for more than 90 days may be deleted.
   d. Alumni must follow the same acceptable use rules as current students.

6. Data retention
   a. Students are solely responsible for the safety and security of their own data. No provisions in this policy indicate the acceptance of the IT department nor Ex’pression College of any responsibility for the loss of data. Likewise neither the IT department nor Ex’pression College will bear responsibility or cost of any consequences, direct or indirect, that result from the loss of any student’s data.
   b. Student data is subject to established quotas, which may change without notice.
   c. Any student data may be erased anytime 30 days after the student is no longer actively enrolled.
   d. Any student profiles may be erased from any workstation if that profile has not been modified within the past 30 days.
   e. Any student data in class folders may be erased any time after the final meeting of that class.
   f. Students may be provided with folders that will be backed up according to a published backup schedule, which may change without notice. Please see the IT department staff or published notices to find out about current backup policies.

7. Acceptable use
   a. No ITR may be used for commercial purposes or personal gain of any kind.
   b. All material viewed, stored, produced, and processed by ITR must be appropriate to a professional and educational environment. Obscene, offensive, harassing, or otherwise inappropriate material may not be accessed, produced, stored, viewed, or otherwise passed through ITR. Please see the student handbook for further guidance.
   c. All software used by a student must be properly licensed for such use. Unlicensed, “cracked”, or pirated software will be removed immediately from ITR whenever and wherever it is found.
   d. All students must observe the intellectual property rights of any content. All data used by a student must be used in accordance with copyrights or intellectual property rights pertaining to that data. Material found on ITR in violation of its copyright will be removed immediately and may subject the student to disciplinary or legal action.
   e. No student may attempt to impersonate or otherwise use the electronic identification of anyone else, even with that person’s consent. Likewise no student may give his or her username and password to someone else for that person’s use. Violation of this policy is grounds for immediate termination of computer access privileges.

Accessing student computer and email accounts
1. For your computer account, your password will be set to the word “password” (with no quotation marks). To activate your account, you must log on to a computer. It will prompt you to change your password.
2. Your email address will be <username>@webmail.expression.edu. In order to use your Ex’pression Webmail, you must first log into a computer on campus and change your password.
STUDIOS AND SUITES

Students can book time in Ex’pression’s studios or suites (Heptagon, Control 24, OCR2, D-Command, SSL 6000/9000, Hendrix, East End APP Suites, Game Audio Suites, etc), as well as in the Final Cut Pro Suites provided that they meet eligibility requirements.

Appendix F provides a detailed description of the policies and procedures students must follow in order to reserve time in the Studios or Final Cut Pro Suites.

EQUIPMENT ROOM RULES AND REGULATIONS (revised 11/11)

The Equipment Room is open 8:00am to 4:00am, 7 days a week. It is located in the Main Building. In the event of closure, an email will be sent out regarding updated hours. Please remember reservation forms are due 24 hours in advance or by noon on Friday for anything over the weekend (Saturday at noon to Monday at noon).

If there is a problem with equipment or a repair needs to be made, submit a HelpDesk ticket for the AV/Tech Shop. The HelpDesk website is http://helpdesk.expression.edu. You may also email avtechshop@expression.edu.

The Equipment Room does not check out headphones unless it is for a reserved session or for lab and checked out by your instructor. Please bring your headphones to school! If your headphones break, they are under warranty for 2 years from the time you received them. If your headphones are broken, please talk to the Equipment Room Manager and she will advise the steps necessary to return them for repairs.

Rules and Regulations of the Equipment Room

When you sign the Equipment Checkout Form, you are agreeing to the following:

Access:

- Staff and students are not to enter the equipment room at any time without the permission of an equipment room staff member.
- Everyone must have your student ID or alumni card present at time of the checkout and must have completed and signed the Equipment Room Rules and Regulations sheet to access gear.
- First priority for equipment and services is given to instruction and labs. Remaining resources are available on a first-come, first-serve basis.
- Please keep your Equipment Room account updated with your current address and phone number.
- Please treat Equipment Room staff with courtesy. Disrespectful conduct may result in loss of privileges.
- We expect you to have a working knowledge of the operation and care of equipment you check out. You must be approved by a course director to use certain equipment. You must also have completed specific courses to use certain equipment. A list of gear that needs prior approval or course requirements is available at the Equipment Room.
- Anyone can be banned from accessing equipment if they are abusing their privileges. This is at the discretion of the Equipment Room Manager. Borrowing gear is a privilege not a right!

General Rules:

- **You are financially responsible for gear checked out in your name.** If you are not responsible with the gear you checkout, you will be put on the Equipment Room Suspension List and may have your student account put on hold until all fines are cleared. If you are late with gear, you may be eligible for suspension and fines as well.
- Moving equipment from any room is prohibited, unless cleared through Equipment Dept.
- Only items on the “Available for Check Out” list are available for check out. If you do not see the item on the list…it is not available.
- Equipment items checked out should never be left unattended and gear must stay in your possession (no lending).
• Carts need to be returned with items packed in an orderly fashion, cables neatly wrapped, and mic clips with proper mics. Equipment Room staff may ask you to rewrap cables or clean up your cart if it is not orderly.
• Do not stack heavy items on top of delicate items. Example: Do not stack outboard gear on top of mics and headphones.
• User related technical issues should be directed first to your on duty instructor. If they cannot solve your issue submit a ticket to the HelpDesk. The address is: http://helpdesk.expression.edu. You may also send an email to avtechshop@expression.edu.
• The Repairs Department responds to requests for technical service and assistance through the HelpDesk ONLY! The Equipment Room will not check in broken equipment until you have filled out a service ticket and have a confirmation number.
• You are responsible for checking the condition of the gear you have checked out in your name. If you do not report an item as lost/broken and you were the last one using it, the Equipment Room will assume you lost/broke it. Therefore it is mandatory you inventory items and test all gear you check out and report problems before you leave the Equipment Room.
• Do not unplug or tamper with any permanently installed equipment or cables. If there is a problem enter a service ticket.
• No stealing…cables and connectors included!!!!

Class and Lab Rules:
• You are responsible for gear checked out in your name.
• ALL equipment, cables, and accessories must be checked out, picked up, and returned by the designated class or lab instructor. EVERY ITEM, no exception! Do not send students to check out or return gear.
• Condition and working order of checked out items must be verified and signed off by the instructor and the equipment room employee on an inspection sheet prior to the gear leaving the room. If an item is broken please fill out a service ticket and report it to the Equipment Room ASAP.
• Carts need to be returned after labs with items packed in an orderly fashion, cables neatly wrapped, and mic clips with proper mics.
• Equipment items checked out should never be left unattended and students should be supervised at all times.
• No passing gear around between labs or studios. It must be brought back to the equipment room, checked in, and then checked back out for each lab. If a transfer of gear occurs from one lab to another, an instructor must sign off on the receipt of the previous instructor and they assume responsibility at that time.
• All gear must be returned to the Equipment Room following labs. Equipment Room hours are 24 hours a day, seven days a week.
• All lab and class instructors must be responsible for their own knowledge base on all equipment utilized in their course.

Personal Reservations and Booked Studio Time:
• If you have unpaid fines, you cannot book studio time or check out equipment until the cost of the repair or replacement has been paid in full. Unpaid fines will also result in a hold on your student records/account (preventing registration, etc) and or suspension of equipment use.
• Equipment must be returned on time. Gear that is returned late will result in a suspension of check out privileges. The suspension time will range from 1-10 days per item each day depending on the value of equipment and the severity of the offense.
• If a person has 3 occurrences of broken or lost equipment or are habitually irresponsible with gear, they will be on permanent studio and equipment suspension.
• You must have studio time booked and be confirmed on the schedule to check out certain audio gear such as mic’s and outboard processors.
• Manager’s List items and items leaving campus MUST be reserved in advance. You cannot check these items out unless it is arranged 24 hour in advance with a reservation approved by the Equipment Room Manager.
A reservation does not guarantee requested items. It is the individual’s responsibility to check with the Equipment Room to see if your request was approved.

All reservations must be made 24 hours in advance or by noon on Friday for weekend reservations (Saturday noon to Monday noon), no exceptions.

If a person has 3 occurrences of not showing up or being late for a submitted reservation, they will be put on suspension. If a person does not show up for their reservation, after 1 hour they lose their reservation.

The person who made the reservation is the only person that can pick up the reserved items, and must be the person to return items, no exceptions.

Reservations must be made in person, not over the phone or via e-mail, no exceptions.

WEB HELP DESK INSTRUCTIONS

Why should I put in a ticket?
You should put in a ticket if you have a problem that your instructor cannot resolve. This could be a problem with a lab computer, any of the school’s equipment, software, or the facility. We use the Web Help Desk to direct your service requests (tickets) to the appropriate department that will handle your issue in the most efficient manner. The Web Help Desk is here to help you.

How do I put in a new ticket?
There are two ways to put in a ticket:
1. Send email to the right support address (see below)
2. Go to the Help Desk website and fill out the ticket entry form: http://helpdesk.expression.edu

Whichever way you decide to file the ticket:
1. Decide which department should be contacted
   a. Contact IT with any computer hardware or software issues.
   b. Contact Facilities if you notice broken furniture, fixtures, HVAC, or other facility related issues.
   c. Contact AV/Tech if there is an issue with any equipment, such as gear or consoles.
2. Enter your request with as much detail as possible. Include the room you are in, machine you are on, error message text, exact location of broken equipment, etc. The more detail you put in to the ticket, the faster a support technician will be able to examine and fix your problem. If you have already attempted to solve the problem, state what you did so that the technician won’t have to repeat those steps.

How do I file a ticket by email?
Send an email to
a. support@expression.edu for IT issues
b. facilities@expression.edu for facilities issues
c. avtechshop@expression.edu for AV equipment issues

Email Tickets will be attached to your campus computer account based on the email address you used to file the ticket.

How do I file a ticket through the helpdesk web site?
1. Find a computer.
2. Start the web browser (IE, Firefox, Safari).
3. Go to http://helpdesk.expression.edu
4. Log in with your campus computer account. If you do not remember your account, you may enter a ticket without one. Please be sure to enter your email address. Otherwise we will not be able to contact you regarding the issue.

It is highly recommended to use your computer account login, because more detailed information will be available to you, you will be able to track all of your tickets together and the technicians will be able to see all of your tickets together.

These instructions are for ticket submissions when logged in.

5. Select the department of which you’d like to make a request.
6. Enter your request with as much detail as possible. Include the machine you are on, error message text, exact location of broken equipment, etc.
7. Choose the location from the drop down menu.

8. Click “Save.”

9. It will state that your request has been sent. You will receive an email confirmation to the email address associated with your account.
10. After reviewing your tickets, log out of the HelpDesk. This is important if you are on a shared computer.

**How do I check my ticket after I put it in?**

1. Along the top menu, there is a “History” icon. Click on that to find your most recent tickets.
How can I update the ticket or respond to updates?
There are two ways to update your ticket:

1. Check your ticket through the site and press the “add note” button to add or respond to notes.

2. Reply to any emails from the helpdesk whose subject line starts with Ticket <Number>, where <Number> is the number of the ticket that you want to update.

Tips on writing a ticket:
Please make sure that you choose the room in which you are having the problem. Be as specific as possible about which piece of equipment is involved in the problem. Give as many details as possible about what is happening and what you have tried to do about it. More detail helps the service technicians find, diagnose, and solve your problem faster.
XI. CAMPUS FACILITIES

ACCESS
Ex’pression College for Digital Arts is available to students and staff on a 24-hour basis. Access to all studios, labs, audio and video suites, Meyer Performance Hall, library and classrooms is subject to the booking process of the Ex’pression Master Scheduler.

Access to offices, copy room, and all building maintenance and storage rooms is not available to students.

During normal business hours, Monday through Friday 8am to 6pm, students may enter and exit through the main entrance by displaying their active Student ID badges to security. All students must swipe their badge every time they enter the building. This is regardless if a student in front of you has already swiped and the door is open. Students and staff must sign in between the hours of 6pm and 8am.

STUDENT IDENTIFICATION
All Ex’pression students are issued a non-transferable access and security pass. This pass is required to enter and exit the facility 24 hours a day and must be conspicuously displayed on your person while in the facilities. Any student who does not have his/her pass prominently displayed may be denied access to the building and/or a $10 fine may be imposed (this fine may be imposed for any minor security violation). Students can be asked to leave class or lab if their security pass is not worn at all times; which will be considered an unexcused absence. If a security pass is lost or stolen it must be immediately reported to the Front Desk Security; there is a minimum $25 replacement fee that must be paid to the Bursar’s Office before another pass is issued.

STUDENT GUESTS
Ex’pression is happy to have visitors, such as family members and friends of students. However, students may only have guests in class a maximum of 1 time per term with the prior approval of the Course Director. Any guest interested in attending a class meeting a second time in order to help them decide whether to apply for admission should contact the Admissions Department, which can arrange for additional classroom visits.

All guests of Ex’pression must sign in before entering the building and sign out before departure. In addition, all guests are required to wear a name badge to identify their presence while on our campus.

In every instance, the student responsible for the invitation shall be present with the guest and is responsible for the guest’s behavior while onsite.

PARKING AND TRANSPORTATION
Student Parking Policy (revised 01/12)
1. Between the hours of 6AM-6PM Students must have a current parking permit visible.
   a. 1st time a vehicle is found without a permit, it will receive a warning sticker
   b. 2nd time a vehicle is found without a permit, it will receive a warning and a $25 fine on their student account.
   i. Until the $25 fine is paid you will not be able to purchase a parking permit.
   c. 3rd time a vehicle is found without a permit it will be towed
   i. The towing company is Berry Brothers Automotive (510-465-7215)
   d. Repeat offenders are also subject to conduct probation
2. Parking Permits
   a. Parking permits are available from the Equipment Room 9AM-11AM and 1PM-3PM Monday-Friday on a first come first serve basis
   b. Permits are sold by the day and by the semester (i.e. 4 months at a time)
   c. Permits cost $5 daily; $80 per semester
3. Parking conduct
   a. If your vehicle is taking up more than one parking slot it will be towed unless current permits are visible for each parking slot occupied
   b. If your vehicle is found in a handicap slot it will be towed immediately unless visibly displayed in your vehicle is a valid handicapped permit
   c. If your vehicle is found blocking a loading dock it will be towed immediately
   d. If your vehicle is found blocking the garbage or recycle bins it will be towed immediately
   e. Parking is not permitted in the government spaces on the west side of the 6601 Shellmound parking lot (see figure below).

4. Campus parking is reserved for students with a permit 6AM-6PM

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**Parking Lot Speed Limit**

Please be careful while driving in the Ex'pression parking lot; there are many students and staff walking through the lot. The posted speed limit for the Ex'pression Parking Lot is 5mph. Any unsafe behavior in parking facilities can result in revocation of parking privileges or disciplinary action.

**Public Transportation**

Public transportation makes Ex'pression readily available to all during the business day. The Emery Go-Round shuttle bus is free and travels from Macarthur Bart to 65th and Shellmound, only one block from Ex'pression. Weekday schedule information is available online at [http://www.emerygoround.com/](http://www.emerygoround.com/) and on the information board in the student lounge.

**Bike Racks**

Students choosing to ride a bicycle to Ex'pression have convenient accommodations outside the campus available on a first come, first served basis. We recommend the use of “U” style bicycle locks to deter possible bike theft. Bike racks are located near the main entrance as well as near the equipment room doors.
SECURITY

Officers
Security Officers are onsite at Ex’pression as a function of the Ex’pression Facilities Department. Their focus is to maintain the safety and integrity of Ex’pression facilities. Officers maintain facility information, provide scheduled access to secure rooms, and are available to answer questions. They also assist with after-hours emergencies and can be reached on the emergency telephone outside the main entrance and at (510) 594-6913.

Perimeter Entrances and Exits
Ex’pression facilities are under surveillance 24 hours a day for your protection. All perimeter entrances and exits are never to be propped open without the prior permission of the Operations Department. Students are to use the main entrance after 6pm Monday through Friday and all day on the weekends, and must sign in and out with the security guard. Failure to follow this policy will result in disciplinary action. All minor violations will result in a $10 fine.

Personal Safety
Please take the necessary precautions to avoid harm to your person or property. Do not leave valuables visible in your car. Always be aware of your surroundings. If needed, a security officer can escort you to your car in the Ex’pression parking lot. The Emeryville police can also escort individuals to their vehicles if they are parked off campus. If you witness or suspect any suspicious activity, please report it to campus security.

Campus Security Information
Policies regarding criminal activity, drug and alcohol abuse are contained in this publication and the Ex’pression catalog.

SHIPPING/RECEIVING

Ex’pression will not accept deliveries for students or guests without prior approval of the Facilities Department.

STORAGE

Bicycle Storage
Bicycles are not allowed where the public assembles. Bicycle parking is available outside our buildings. Utilizing handrail for disabled persons as parking may result in immediate confiscation of your bicycle. Bicycles are not allowed inside the buildings.

Lockers
A limited number of lockers are available to students. To rent a locker, please contact the Facilities Department.

LOST AND FOUND

Ex’pression maintains a lost and found container at the front desk. Lost items may be recovered from the front desk during normal business hours. Recovered items will require identification and description before being returned.
BUILDING, HEALTH AND SAFETY CODE COMPLIANCE

Users of the facilities are required to comply with requirements of all state and federal regulations, as well as ordinances and regulations of the City of Emeryville and County of Alameda, including Safety & Health, Fire and Life Safety, and all other applicable laws. Non-compliance with codes may subject your event/room reservation to be cancelled.

Smoking
State law prohibits smoking anywhere inside Ex’pression, and smoking anywhere near doorways enabling smoke to enter the facility.

Electrical Outlets
Overloading an electrical outlet’s capacity is not permitted.

Capacity
In no case shall event attendance exceed the established capacity of the room or rooms in use. The responsible party shall not admit a larger number of persons than can safely and freely move about the room or part of the facility in use; the decision of Ex’pression and/or the Emeryville Fire Department in this respect shall be final.

Insurance
General liability insurance, worker’s comp, with certificate naming Ex’pression. The serving of alcoholic beverages requires liquor liability insurance in amounts not less than $1 million. No alcohol is to be served to or consumed by minors on campus property.

Non-discrimination
There shall be no discrimination against or segregation of, any person or group of persons on account of sex, race, religion, color, national origin, marital status, age, disability, or sexual orientation in the use or enjoyment of Ex’pression facilities.
APPENDIX A

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the Ex’pression receives a request for access.

A student should submit to the registrar, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Ex’pression official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Ex’pression official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Ex’pression to amend a record should write to the Ex’pression official responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed.

If Ex’pression decides not to amend the record as requested, Ex’pression will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

(3) The right to provide written consent before Ex’pression discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

As a general rule Ex’pression will not release education records to a third party without the written consent of the student. Ex’pression may disclose education records without a student’s prior written consent only under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Ex’pression in an administrative, supervisory, academic or research, or support staff position (including security enforcement personnel); a person or company with whom Ex’pression has contracted as its agent to provide a service instead of using Ex’pression employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Ex’pression.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ex’pression to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Directory Information
At its discretion, Ex'pression may release Directory Information which shall include:

1. Name
2. Major field of study
3. Dates of attendance
4. Classification (graduate, undergraduate, professional)
5. Degrees and awards received and type
6. Date of graduation
7. Enrollment status

Students may have Directory Information withheld by notifying the Office of the Registrar in writing. Request for non-disclosure will be honored by the institution as a permanent request unless notified otherwise.

Disclosure to Parents
Under FERPA, Ex’pression College for Digital Arts may share information with parents without the student’s consent if the student is a dependent for income tax purposes, if a health or safety emergency involves their son or daughter, or if the student is under 21 and has violated any law or College policy concerning the use or possession of alcohol or a controlled substance.
APPENDIX B

CAMPUS PORTAL INSTRUCTIONS

Campus Portal is the central place for students to view grades, schedules, calendars, messages, alerts and more. Campus Portal can be accessed by going to https://portal.expression.edu/ and clicking on “Ex’pression Portal Student Secure Login.”

Detailed Instructions for how to use Campus Portal are available for you to download on the Campus Portal Homepage or on the student site (http://students.expression.edu).

NEW ACCOUNT LOGIN

1. Go to https://portal.expression.edu/ and click on “Student Portal Homepage.”
   a. To set up a portal account you will need to have a valid email address on file and either your SSN or student ID number (found under the barcode on the front). These are only required for the first time you create your account.
   b. If you do not have a valid email address on file please fill out a “Change of Address” form, available from the Registrar’s Office.

2. The login page will be displayed; if this is your first time logging in you will need to select “Create a New Account.”

3. You will need to enter your either your Social security number or student ID number, first name, last name, and the name of the city in which you were born. Your birth city information is a security check if you forget your password.
VALIDATING YOUR ACCOUNT

4. Once you have entered your information, you will be asked to verify that your email address is correct.
   a. If your email address is incorrect, click “No” (you will be required to change it through the Registrar’s Office).
   b. If your email address is correct, click “Yes”.

5. Once your account has been validated you will need to set up your Username and Password. You can reset your password within the Portal at any time.

6. You will receive an authentication email from Ex’pression College in your email inbox. If it hasn’t arrived to your inbox check your spam folder. Once you receive the email, click on the link provided to verify your account.

LOGGING IN/VIEWING YOUR HOMEPAGE

1. Now that you have created your account, you will return to the login screen.
2. This time, enter the Username and Password that you created in step 5.
3. If you forget your password click on “Forgot your password?” to reset it.
4. Once you successfully log in, you will view your student homepage. Here you can view your calendar, view alerts and messages, view your grades, information, and more.
GRADUATION POLICIES AND PROCEDURES

WALKING POLICY FOR SCHEDULED GRADUATES

Scheduled graduates are those graduates who are participating in the graduation ceremony as scheduled, with all necessary graduation requirements met “on time.”

Ceremony participation:
- In order to participate in the graduation ceremony, scheduled graduates must register for graduation with the Office of Student Affairs by the given deadline at http://students.expression.edu/gradregistration.
- All scheduled graduates will have their name listed in the program and reel regardless of participation.
- Students who are scheduled to graduate and fail any of their final courses are not allowed to walk early. They will be rescheduled for the next available ceremony according to their updated program completion date. In extenuating circumstances, a student may appeal to walk in his or her originally scheduled ceremony. The deadline to submit an early walker appeal is 12pm the Thursday following the end of the term in which the failure occurred.

Diplomas: In order to obtain their diploma, scheduled graduates must complete the Graduation Request Form, obtain all necessary signatures (PD, ICS, FA, Bursar, Library, Equipment Room, and Registrar), and turn it in by the last day of their last term to the Registrar’s Office.

If a graduate fails to turn in the Graduation Request form by the last day of the term, or fails to obtain all required signatures, the College reserves the right to withhold the student’s diploma until the completed form is submitted.

Tickets, caps and gowns: Each student is allotted a set number of guest tickets. Requests for additional tickets must be made in writing to the Office of Student Affairs. Ticket requests are filled on a first-come-first-served basis. Caps and gowns are provided by the College at no cost to the student.

WALKING POLICY FOR EARLY WALKERS

Early walkers are students who are given clearance to participate in a graduation ceremony prior to all graduation requirements being met. This is typically due to special circumstances. Early walkers do not receive their actual diploma until all graduation requirements are met, and must obtain all required signatures on the Graduation Request Form in order to participate. Students on academic probation are not allowed to walk early.

Consolidated walkers are those students in a particular program who are consolidated by the college when there are three or fewer students in a graduating class. These students are typically given the option to walk in an earlier or later ceremony along with another class in their same program. Those who choose to walk in an earlier ceremony are considered early walkers and should follow the guidelines established for early walkers. Consolidated students on academic probation are not given the option to walk early, but are automatically consolidated into a later ceremony. This allows time for the student to complete and pass the requisite course(s).

Ceremony participation (revised 5/11):
- In order to walk and be listed in the program and reel* early walkers must:
  1. Register for graduation with the Office of Student Affairs by the deadline at http://students.expression.edu/gradregistration.
2. Meet with Susannah Scheier in the Registrar’s Office by the stated deadline to review the Early Commencement Form and obtain appropriate signatures

- Early walkers must complete the above by stated deadlines to guarantee their name is listed in the program and reel. Exceptions are determined by the Office of Student Affairs and Registrar’s Office.

- If an early walker (including the student who is consolidated into an earlier ceremony) fails a class preceding the ceremony date, he or she will not be allowed to walk early. This is regardless of if they have completed the Early Walker Requirements. The student will be rescheduled for the next available ceremony for his or her program and given a new program completion date.

**Diplomas:** In order to obtain their diploma, early walkers must complete the Graduation Request Form, obtain all necessary signatures (PD, ICS, FA, Bursar, Library, Equipment Room, and Registrar), and turn it in by the last day of the term to the Registrar’s Office.

If a graduate fails to turn in the Graduation Request form by the last day of the term preceding the ceremony, or fails to obtain all required signatures, the College reserves the right to withhold the student’s diploma until the completed form is submitted.

**Tickets, caps and gowns:** Each student is allotted a set number of guest tickets. Requests for additional tickets must be made in writing to the Office of Student Affairs. Ticket requests are filled on a first-come-first-served basis. Caps and gowns are provided by the College at no cost to the student.

**DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN**

**Scheduled walkers**

- One valedictorian and one salutatorian is determined for each graduating class/program.

- Graduates must have completed all required coursework in order to be eligible for valedictorian or salutatorian.

- If there is more than one class graduating in a given program (due to school-initiated consolidation), there may be more than one valedictorian and salutatorian for that program.

- If two students in the same program have the exact same GPA which qualifies them to be valedictorian/salutatorian then they will both be awarded the title.

- There must be at least three students in a graduating program in order to determine a valedictorian and a salutatorian.

- Title of valedictorian is awarded to the student with the highest GPA in his/her graduating class (this does not include early walkers who are participating in the ceremony, but have not completed all coursework).

- Title of salutatorian is awarded to the student with the second highest GPA in his/her graduating class (this does not include early walkers who are participating in the ceremony, but have not completed all coursework).

- Valedictorians must have GPA of 3.00 or above.

- There must be a valedictorian with GPA of 3.00 or above in order for there to be a salutatorian in a given program. If no student has a 3.00 GPA or above, there is no Valedictorian or Salutatorian for that program/class.

**Early walkers and consolidated graduates**

- Graduates requesting to walk earlier than their scheduled ceremony OR students walking earlier due to school-initiated consolidation:
- If the current GPA indicates honors, they will get an honor cord and be indicated in the program as “graduating with honors.”
- Since final grades for that class are not in, they will not be eligible for the Valedictorian or Salutatorian awards (and therefore will not be indicated in the program as such.)
- Upon completion of their program and final grades being in, the Valedictorian and Salutatorian will be mailed their certificate with their diploma.

- Graduates choosing to walk later due to school-initiated consolidation:
  - If they graduate with honors, they will receive an honor cord and be indicated in the program as “graduating with honors.”
  - Since final grades are in, they will be awarded Valedictorian or Salutatorian of their class at the ceremony.
  - We would potentially have two Valedictorians/Salutatorians from different classes in one ceremony.
  - They will be included in the program as Valedictorian or Salutatorian of their class and be given the opportunity to address the ceremony if they so choose.
STUDENT RIGHTS & RESPONSIBILITIES

Freedom of Association
Students are free to organize and participate in associations or organizations of their choosing, given that the associations or organizations are not discriminatory towards any members of the College community and are not operated in a manner which jeopardizes the academic community or the rights of others. Freedom of association may not be forbidden because of the philosophical or political objectives of the association or organization. Campus groups, organizations or clubs may not represent the actions or views of organization as those of the College.

Recognized Campus Groups
Recognized Campus groups are those that are organized by Ex'pression students for a stated purpose and have official recognition from Ex'pression College for Digital Arts. Affiliation with an external organization may not disqualify a student group from official College recognition, or use of facilities; however, Ex'pression reserves the right to institute provisions deemed necessary to ensure the autonomy of a campus groups.

Freedom of Speech & Assembly
Students and/or campus groups may support causes in orderly and peaceful assembly, which does not infringe upon the rights of others. Student and/or campus groups shall make it known that the views expressed by the student and/or campus group are those of the student and/or campus group and do not represent the views of the College.

Students or campus groups may hold events on campus, but are subject to the College’s policies and procedures for holding events. It shall also be made known that sponsorship of events or a guest speaker does not imply endorsement or approval of the views expressed by the College.

Freedom in the Classroom
While faculty members are awarded Academic Freedom in the classroom under the Academic Freedom Policy (Policy# EDU-01), it is also the College’s philosophy that the primary focus of the classroom is for study and understanding of described subject matter for which the faculty member has professional responsibility and accountability. Control of the classroom, order and direction of class, as well as the scope of the subject matter rests on the individual faculty member. Faculty members should protect students in the classroom from disruption by students or others who may be in disagreement with the manner in which the faculty member demonstrates his or her responsibilities. Students have the following rights in the classroom:

- The right to be informed at the beginning of each class about the nature of the course, the course expectations, evaluation standards and the grading system used.
- The right to disagree with or take reasonable exception to information or view offered in the classroom.
- The right of protection against improper disclosure of information concerning grades, views, beliefs or character that an instructor acquires through the student/teacher relationship. (Please also see the FERPA policy).
- Students the right to appeal many decisions made by the institution, but at the same time are responsible for maintaining academic integrity and standards established by the school.

Nondiscrimination
It is the policy of Ex'pression College for Digital Arts, in accordance with applicable federal and state laws, not to discriminate on the based on factors including but not limited to: race, color, national origin, religion, gender, disability, age, ancestry, marital status, sexual orientation, veteran status, or political affiliation. This nondiscrimination policy covers admissions, access, and treatment in College programs and activities.
Equal Protection
The College has an obligation to apply its rules and policies equally to all students who are similarly situated. If in violation of any rules or policies the College will adhere to procedural fairness, which incorporates notice of the charges, and a disciplinary committee meeting.

Responsibilities
It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility reading, understanding and adhering to all college policies as stated in the College Catalog and/or addendums and the Student Handbook. Furthermore, it is the responsibility of every student to abide by local, state and federal laws, as well.
DRUG AND ALCOHOL POLICIES, REGULATIONS, & HEALTH RISKS

DRUG-FREE SCHOOLS AND COMMUNITIES ACT – STANDARDS OF CONDUCT

This is to inform you of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and what Ex’pression will require of the staff and students. Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity.

Students and staff, upon coming to Ex’pression, receive a briefing or the student manual acknowledging that they understand the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. Students and Staff must notify the Dean of Education in writing of a conviction of a criminal drug statute occurring in the workplace or at school, within five days after receiving the conviction.

EX’PRESSION COMPLIANCE WITH THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT

1) Take legal sanctions under Local, State or Federal law to prevent and uncover those who would unlawfully possess or distribute illicit drugs and alcohol.
2) Impose disciplinary sanctions consistent with Local, State and Federal law. The Administration will determine the sanction after consulting with the CEO, U.S. Department of Education, law enforcement officials, rehabilitation staff, and others depending on each individual situation and the particular circumstances. This could include termination or requiring the individual to participate satisfactorily in a drug abuse assistance or rehabilitation program.
3) Assist with drug and alcohol counseling, treatment, and rehabilitation services including reentry programs that are available and provided by the County and State. The Director of Human Resources will refer those students and/or employees who need help to those sources. Continuation as a student or as an employee will depend on factors, which include but are not limited to: severity of the offense, completion of an appropriate rehabilitation program, and frequency of violation, arrest records and convictions.
4) Provide brochures and information to employees and the student body as a reminder of this policy and the health risks associated with drugs and alcohol.
5) Review biennially the effectiveness of the school’s policy and determine the need for changes, updates, revisions, and ensure disciplinary sanctions are consistently enforced.

APPLICABLE LEGAL SANCTIONS UNDER LOCAL, STATE OR FEDERAL LAW

There are numerous legal sanctions under Local, State and Federal laws, which may be used to punish violators. Penalties range from suspension, revocation and denial of a driver’s license to 20 – 50 years imprisonment with hard labor without the benefit of parole. Property may be seized and community service may be mandated.

Recent Federal anti-drug laws affect a number of areas:
1) Students could lose eligibility for financial aid.
3) Public housing denied.
4) Businesses could lose federal contracts and/or aid if they do not promote a drug-free environment.
5) A felony record/conviction may prevent career goals.

The laws of the State of California are adequate to protect the innocent, but stringent enough to insure that those involved with illegal dealing of drugs or excessive use of alcohol will be punished. A small amount of drugs found on a person may lead to an arrest, which could destroy that person’s life. Loss of
job, career and/or imprisonment may result. A person found to be intoxicated while driving could face court and lawyer’s fees, community service, insurance rate increase, or even lose their driver’s license and end up in prison. Here are a few facts that you should be aware of:

• It is a crime to hold someone else’s drugs.
• It is a crime to sell fake drugs.
• You can be arrested if you are around people using drugs even if you are not.
• You can be charged with possessing drugs even if it is not on you. Under legal terms, “constructive possession” would be drugs that are in your locker, purse, car or house.
• Drug Abuse is the utilization of natural and/or synthetic substances for non-medical reasons.
• Drugs are highly addictive and injurious to the body and self esteem and can cause restlessness, irritability, anxiety, paranoia, depression, slow movement, convulsions or coma, loss of appetite, sexual indifference and death.
• Alcohol-related highway accidents are the top killer of 15 – 24 year olds.

**Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

21. U.S.C. 844(a)
1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000 or both.
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but no more than $250,000 or both.
After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined $5,000 but no more than $250,000 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000 or both, if:
(a) 1st conviction and the amount of crack possessed exceeds 5 grams.
(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
© 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21. U.S.S. 853(a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1 year imprisonment.
See special sentencing provisions re: crack


Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21. U.S.C. 844(a)

Civil fine of up to $10,000 (pending adoption of final regulation).

21. U.S.C. 853(a)

Denial of Federal benefits, such as student loans, grants, contracts, and professional commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

21. U.S.C. 992(g)

Ineligible to receive or purchase a firearm.

**Additional Miscellaneous Penalties**

Revocation of certain Federal licenses and benefits, e.g.: pilot licenses, public housing tenancy, etc., are vested within the authorities of Federal agencies.

**HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUG ABUSE**

• Significant impairment of judgment and coordination required to drive a car safely.
• Increases the incidence of a variety of aggressive acts, including spouse and child abuse.
• Marked impairment of higher mental functions.
• High doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce this effect.
• Repeated use of alcohol or drugs can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage of vital organs such as the brain and liver.
• Mothers who drink alcohol or take drugs during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.
• Excessive intake of drugs and/or alcohol can lead to intense reactions that can lead to particular psychological and physical effects and problems.
• Researchers have indicated that smoking crack among other dependence-causing drugs can cause lung damage, heart attack, stroke, respiratory problems, including congestion, wheezing, and spitting up black phlegm, burning of the lips, tongue and throat, weight loss and generally poor health.
• Smoking crack increases the chance of cocaine overdose or cocaine poisoning. Symptoms of both include nausea, vomiting, irregular breathing, convulsions, coma, and death are possible.
• After repeated and continuing use of crack, users may develop cocaine psychosis, a condition which is characterized by paranoia and visual, auditory, and other sensory hallucinations.

VIOLATION OF THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT – STANDARDS OF CONDUCT

Staff and students who violate the standards of conduct will subject themselves to disciplinary action which may include suspension, probation or termination.

Students and staff, upon coming to Ex’pression, receive a briefing or the student manual acknowledging that they understand the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. Students and Staff must notify the Director of Education in writing of a conviction of a criminal drug statute occurring in the workplace or at school, within five days after receiving the conviction.

Students and Faculty are subject to periodic testing in the event there is a reasonable suspicion of alcohol or drug use. Reasonable suspicion may emanate from a variety of circumstances including, but limited to:
1) Direct observation of alcohol or drug use.
2) Physical or behavioral symptoms.
3) Abnormal or erratic behavior.
4) Marked changes in behavior.
5) Evidence of drug or alcohol possession on the premises.

A refusal to be tested, or tampering with a test, will be interpreted the same as a positive result. A positive test result will result in disciplinary action. Disciplinary Action will take place within 30 days of notification, and may include a letter of admonishment, suspension from school, enrollment in a rehabilitation program, termination from school and/or referral for prosecution.
This section is meant to familiarize you with the procedures and regulations related to booking personal time in Ex’pression’s studios and suites. Any and all use of the facilities outside of regularly scheduled class time must be requested and approved through the Studio Manager. To be eligible to book a given room, you must successfully complete the course associated with it (see below).

I. Policies
A. Eligibility:
   1. To be eligible for studio time, Students must be actively enrolled in classes and in good financial standing with Ex’pression while maintaining satisfactory progress in their current courses.
   2. Students must successfully complete the Course associated with each room to be eligible to book it.
   3. All booking requests must be cleared through the Studio Manager and approved by both of the requesting student’s current Course Directors.
   4. The following is a list of classes you must reach in order to book each part of the facility:
      - Media Sound & Visual 2 …………………… FCP Suites
      - Basic Recording 2……………………… BRP Suites
      - CMP2/Music Theory 2 …………………….. CMP Lab/MT Lab
      - Int. Recording & Production 1 ………….. Game Audio Labs
      - Int. Recording & Production 2 ………….. 6k, 9k, Neve
      - Digital Audio Workstations 2 …………..Pro Tools Lab
      - Live Sound 1/Audio Post-Production 1 …… Heptagon Suites
      - Live Sound 2/Game Audio ………………..02R, D-Control/Command
      - Adv. Recording & Production 1……………Meyer
      - Adv. Recording & Production 2 ………….. Studio 2
      - Compositing 2 …………………………… Green Screen
      - Motion Studies …………………………… Vicon 8 Motion Capture System

B. Time Allotment:
   1. For personal projects, only 12 HOURS TOTAL PER STUDENT, PER MONTH in any combination of studios/suites will be allotted, and only 12 hours total may be requested at one time. Students may combine their allotted time if they work together. Please see Section II for booking procedures.
   2. If you need extra time outside of regularly scheduled classes and labs to complete a graded project, to prepare for a quiz, or to practice for a performance evaluation, you may reserve up to 20 HOURS PER MONTH in the appropriate room by making a request directly to the Course Director of the Course in question. Please see Section III for booking procedures.
   3. Unless notification of cancellation is made to the Studio Manager prior to the booking, Students who fail to appear for their scheduled studio time will lose those hours, as well as an equal number of hours from the next month’s allotment.
   4. Students must make all requests a minimum of five business days in advance to be considered for booking. Requests may not be made more than 60 days in advance.
   5. Ex’pression reserves the right to cancel a booking without warning, but will make an effort to notify the Student.

C. Rules of Usage:
   1. Students must use the studios responsibly, and ensure that any guests (artists, friends, etc.) do likewise.
   2. Only fresh or single pass reels of +9 tape may be used on the Otari Machines in Neve or SSL Studios.
   3. No food or drinks are allowed at any time in the control rooms or isolation booths.
4. DON’T LEAVE A MESS!!! Rooms should be set back to “normal” (console & outboard gear must be zeroed out, patchbay pulled, mic stands and gobos stacked neatly in the studio, chairs replaced, lights out, doors locked, etc.) for the next session. All equipment must be undamaged and intact upon leaving.

5. Do not bleed into the next person’s session by waiting until the very end of your session to clean up.

6. Other than for Sound Reinforcement purposes, do not block the studio windows under any circumstances.

7. Students must not benefit financially from their time in an Ex’pression studio…THIS MEANS YOU CANNOT CHARGE A BAND TO RECORD AT EX’PRESSION!!!

8. Upon completion of each session, the Student must complete a billing summary sheet/assistant evaluation form and return it to the Studio Manager. No further sessions will be approved until this is done.

D. Discipline:
   1. Any failure to adhere to the rules of usage above will result in disciplinary action as follows:
      The first infraction will receive a warning (unless it is determined that any equipment is missing, this will be investigated and dealt with appropriately, and may result in expulsion).
      The second infraction will result in the Student having his/her studio privileges revoked for no less than one month, and the third will result in a permanent loss of studio privileges.
   2. Anyone caught in any studio/suite without permission will be put on immediate conduct probation, a second infraction will result in a permanent loss of studio privileges.
   3. Anyone discovered altering the configuration of a studio/suite IN ANY WAY will automatically lose all studio privileges.

II. Procedures for Booking Studios for Personal Projects

A. Check for Availability
   1. First-off, before you make a request for any of the above, check the Online Schedule http://schedule.expression.edu. This site is only accessible from Ex’pression computers for security purposes. The page will open up with a calendar navigation tool at the top, and today’s schedule shown as a graph with the Room names down the right side and the time slots across the top. Match up the time of day with the room you want to see if it is available. You can also check your class schedule from this site.

B. Make a Request (revised 09/11)
   1. All requests must be made a minimum 5 business days in advance.
   2. Once you have found a time slot and room you wish to reserve submit the Studio Booking Form to the Studio Manager (walk-in requests will not be accepted). The Studio Booking Form is available on the student site (http://students.expression.edu).
   3. The form should include the following information:
      • Your name (& partner’s name if pairing up with another student)
      • Current Course(s) & Class #
      • Studio you are requesting
      • Date & time slot you are requesting
      • Type of session, mixing, tracking, etc (sound studios)
      • Number of people that will be present (sound studios and Meyer Hall)
      • Phone number where you can be reached in case we need to cancel or reschedule your session

C. Confirmation
   1. Once your request is received, the Studio Manager will check to see that you are eligible (See section 1A), and then tentatively put your session on the Master Schedule.
   2. You will then receive a return email stating this has been done. Attached to the email will be a copy of the rules and regulations sheet (“Rules and Regulations for Booking Studio Time”) which you must read and complete, including both of your current Course Director’s signatures. If you do not have two Course Directors, the second line must be signed by the Registrar.
   3. Turn this in to the Studio Manager prior to the session date and your studio time will be confirmed.
D. Billing Summary (Sound Studios)
   1. If you are doing a session in one of the sound studios, you are required to complete a Billing
      Summary sheet upon completion of your session.
   2. These are available from the Studio Manager as well as from a file hanger located in the hall
      outside the DVD lab (near the bathrooms in the West Wing).
   3. These must be completed and returned to the Studio Manager before the student may book
      more studio time.

III. Procedures for Booking Studios for Extra Lab Time

A. Check for Availability
   1. First-off, before you make a request for extra lab time, check the Online Schedule at
      http://schedule.expression.edu. The page will open up with a calendar navigation tool at the
      top, and today’s schedule shown as a graph with the Room names down the right side and
      the time slots across the top. Match up the time of day with the room you want to see if it is
      available. You can also check your class schedule from this site.

B. Make a Request (revised 09/11)
   1. All extra lab time requests must be made a minimum 1 business day in advance.
   4. Once you have found a time slot and room you wish to reserve, send submit the Studio
      Booking Form to your Course Director. The Studio Booking Form is available on the student
      site (http://students.expression.edu).
   2. The form should include
      • Your name (& partner’s name if pairing up with another student)
      • Current Course(s) & Class #
      • Studio you are requesting
      • Date & time slot you are requesting
      • The specific assignment, quiz, or evaluation you need the time for
      • Phone number where you can be reached in case we need to cancel or reschedule
        your session

C. Confirmation
   1. Once your request is received, your course director will forward the request to the Studio
      Manager as approval.
   2. The Studio Manager will then put your session on the Master Schedule and it will appear on
      the list of authorized sessions at the Front Security desk.
   3. You will then receive a return email stating this has been done.
OFF CAMPUS RESOURCES
The following addresses and telephone numbers are provided to assist students in obtaining information and resources during their time at Ex’pression. Please do not hesitate to contact anyone in the Office of Student Affairs for assistance or additional help should you need it.

This is a partial listing. A more extensive listing can be obtained online from the Student Affairs page of the student website (http://students.expression.edu), and in the resources binders located in the reception area of the Student Services/Education Area in the South Wing.

Drug and Alcohol Counseling

Alcoholics Anonymous
Central Office/24hr/510-839-8900
www.eastbayaa.org

National Council on Alcoholism & Other Drug Addiction – Bay Area
(415) 296-9900
24 hr hotline

CA Dept. of Rehabilitation
1936 University Ave, Suite 150
510-883-6000/M-F 8a-5p/WCA
Vocational counseling; employment, assistance and referrals; Berkeley residents.

Narcotics Anonymous
24 hour hotline
510-444-HOPE
www.naalamedacounty.org
415-621-8600
www.sfna.org

Marijuana Anonymous
510-287-8873

Nar-Anon, Inc.
510-526-2455
Self-help for family & friends of substance abusers/addicts

Children, Youth and Family Services

Bananas
5232 Claremont, Oakland
General Info: 510-658-7353/MWTh 9:30a-4:30p, Tu 9:30a-8p, F 9:30a-1p/WCA
Child care referrals: 510-658-0381 M-Th 10a-4p, T 5p-8p, F 10a-1p
Child care information; baby-sitters; toys; equipment; children's clothing.

Berkeley-Albany Licensed Day Care
2414 6th St, Berkeley/510-549-1223
Short-term (a few hours) free emergency child care; long-term, low-fee child care.

Child Protective Services – Alameda County
510-483-9300/24 hr
Handles reports of children in danger; facilitates family reconciliation; provides referrals.

FamilyPaths
1-800-829-3777/24 hr phone
Telephone counseling and support; respite care; education; counseling; family support.

Sick Child Care Program
2414 6th Street, Berkeley/510-549-1223/M-F9a-5p
Care for children with illness that may keep a child out of school or child care, but not serious enough to take a parent out of work (ex. runny nose, headaches, ear pain, low grade fever, etc.)

Counseling

National Crisis Hotline
800-SUICIDE

Crisis Support Services
Crises Line: 800-309-2131
Grief Counseling: 800-260-0094
24 hour hotline

Megan Kelly Smith, MFT
2709 Alcatraz Avenue, Berkeley
510-649-5911
First 3 sessions free for Ex’pression students.

Melanie Bandera-Hess, M.A., MFT Intern
605 B Street, San Rafael
707-235-7859
First 3 sessions free for Ex’pression students

Psychotherapy Institute
2232 Carleton St., Berkeley
www.tpi-berkeley.org
510-548-2250
First 3 sessions free for Ex’pression students
**Counseling Cont.**

**Berkeley Free Clinic**
2339 Durant/510-548-2744/1-800-6-CLINIC/WCA
Call for hours; drop-in & ongoing individual counseling.

**Berkeley Mental Health Division**
2640 MLK at Derby/510-644-8562
Families, Youth & Children: 3282 Adeline
St./510-981-5280/
Mobile Crisis Team 7 days 10:30a-11p/510-981-5254/TDD 510-9816903

**Pacific Center for Human Growth**
2712 Telegraph/Admin: 510-548-8283
Counseling: 510-548-2192; Hotline: 841-6224
Drop-In Center Open: M-F 4p-8p
All sexual minority community issues.

**Disability Services**

**Pacific ADA Center**
555 12th Street, Ste 1030, Oakland
(510) 285-5600 (V/TTY)
www.adapacific.org

**Bay Area Outreach & Recreation Program**
600 Bancroft Way/510-849-4663/Tu-F 10a-6:30p/WCA
Disabled recreation programs; referral and consultation.

**California Relay Service (CRS)**
Voice to TTY: 1-800-735-2922
TTY to Voice: 1-800-735-2929
Free phone interpreter service for deaf and hearing-impaired.

**Center for Independent Living**
2539 Telegraph Ave./WCA
510-841-4776
Disability support and referrals; peer counseling; TTY/TTD.

**Easy Does It Emergency Serves**
1636 University Ave, Berkeley, CA
510-704-2111 – 24 hr line
510-846-5513 - Direct Line
For Berkeley residents only; 24 hr emergency services, including wheelchair repair, attendant care, transportation.

**East Bay Paratransit**
www.eastbayparatransit.org/510-287-5000
510-287-5065 TD/TTY
Public transit service for people who are unable to use regular buses or trains; goes anywhere AC Transit or BART go.

**Food, shelter and clothing**

**Berkeley Emergency Food Project**
2140 Dwight Way/841-2789
Benefits asst.; $ mgt.; phone & mail svc; I&R; informal counseling.

**Berkeley Food and Housing Project**
Bfhp.org/510-649-4965
Assists in location shelters, resources, and transitional services for homeless individuals and families.

**Berkeley Food Pantry/Friends Church**
1600 Sacramento Street, Berkeley
510-525-2280/M/W/F 2p-4p
Need Berkeley/Albany photo ID and referral from: Berkeley Free Clinic.

**Emeryville Community Action Project**
3610 San Pablo Avenue/510-652-8422
Food Pantry

**Salvation Army Family Store and Rehabilitation Center**
601 Webster St., Oakland
510-451-4514
www.satruck.org

**Health (Medical/Dental)**

**Berkeley Free Clinic**
2339 Durant Ave.
548-2570 or 1-800-6-CLINIC/WCA
Medical: M-F call at 5:45p only to make a same night appointment
Dental: 510-548-2745, drop in only. Check website for hours.

**Berkeley Primary Care Access Clinic**
2001 Dwight Way/510-204-4666/WCA/Call for apt. & info.

**Berkeley Women’s Health Center**
For men and women
2908 Ellsworth/510-843-6194

**Central Health Dental Clinic**
470 27th St., @ Broadway, Oakland
510-271-4211
Children’s clinic, general dentistry; call for apt.

**La Clinica Fruitvale Village**
3451 E. 12th St. Oakland/510-535-4000
MTThF: 9:00a-12:30p, 1:30p-5:30p.
W: 9a-11:30a, 1:30p-5:30p
Family medicine, women’s health, pediatrics, dental, preventive medicine, pharmacy, health education, x-ray and laboratory.
HIV/AIDS Testing & Services

**Berkeley Public Health Division**
830 University Ave/510-981-5350
TDD 510-981-6903
Provides free anonymous testing and counseling for people requesting the HIV test.

**AIDS Project of the East Bay (APEB)**
1320 Webster St., Oakland/510-663-7958/
Wellness Center 510-422-4057, M-F 10a-6p,
lunch 12:30p-1:30p
HIV+ or AIDS; emergency $; food vouchers; SSI benefits asst.; housing; support groups.
INDUSTRY & CAREER SERVICES POLICY

It is important that you understand all ICS policies and procedures so we can work together in the most efficient and professional way. Please read this document over carefully and if you have any questions, don’t hesitate to ask us.

HOW ICS BENEFITS YOU
The ICS team is dedicated to supporting you in your short-term job search and long-term career development. We are not a recruiting/staffing agency and we respect that you will be in charge of your own career. However, taking advantage of our advice and support can benefit you in many ways.

We give individualized advice and support, provide insightful workshops and speakers, work to raise the profile of our grads to the digital arts community and actively network with potential employers. When we hear about employment opportunities, it is our goal to connect our graduates with these opportunities whenever possible.

As we help you transition from student to professional life, there is a 6-month post graduation time period in which you will be our priority. We encourage you to take full advantage of our services during this time.

COMMUNICATION
Communication skills are key in your job search. It is important that you maintain a professional level of communication with ICS at all times. Please observe the following practices:

- If you need to reschedule an appointment with us, please do so in writing, or by phone, with 24-hours notice whenever possible.
- Respond to all ICS phone calls and emails within a timely manner. Time is of the essence when on a job search.
- Notify ICS of any changes in your personal contact information (email, phone, address) and job related changes, like your specified fields of choice, location requirements, etc.
- Keep us in the loop of the progress of your job search by completing the Job Tracking Spreadsheet and communicating with your Advisor on a bi-weekly basis.
- When asked, supply your Advisor with information regarding your search efforts, projects and post-graduation employment.

PRE-GRADUATION PROCEDURES
Before graduation you will be assigned an ICS Advisor who will contact you to go over the ICS graduation requirements and to schedule your exit interview.

- Before your exit interview, you will be required to complete and turn in your Student Employment Questionnaire (SEQ) and related documents as assigned in PLS class. Once completed, we can then proceed to your exit interview.
- You are required to attend the Industry and Career Services Director’s lecture, scheduled during your regular PLS class.
- As a graduation requirement, you will need to meet with your assigned ICS Advisor for your exit interview. We encourage you to arrive on time with the following documents and be prepared to talk openly about your job search plans. Please bring your resume, cover letter, business cards, Interview Cue Sheet (completed during the ICS Director’s lecture), and reel (if applicable).
- Stop by to have your graduation request form signed by your Advisor before graduation and touch base with us about your job search efforts. Please note: Visual students will be required to hand in your reel and a link to your website before we sign your form.
- The graduation request form comes from the Office of the Registrar or can be downloaded here: http://students.expression.edu/registrar/
ICS ASSISTANCE WAIVER
You are eligible for an ICS Assistance waiver if you are unable to seek employment opportunities due to one of the following situations: continuing education, returning to country of origin, active military service, incarceration, or a serious medical condition (this category includes pregnancy) and in the case of death, back up information will be collected and filed on your behalf.

You will be asked to complete a waiver of assistance, postponing your ICS assistance to a later date that you determine. Additional back-up documentation may be required and must be submitted along with the waiver (your ICS Advisor can guide you through this process). Access to the ICS website and job boards will still be available to those who complete the waiver.

POST GRADUATION PROCEDURES
Once you have graduated, you are in control of your job search and we advise you to take it seriously. Professionalism and an open and positive attitude are vital in a successful outcome.

- Once you start working, your ICS Advisor will ask you to complete the Job Tracking Spreadsheet and a monthly re-cap of your freelance experiences. We collect this information for approx. 6-8 months after you graduate to help us gauge where you need further assistance, your availability for employment, any new skill sets you’ve acquired and your experience level.
- If you secure full or part-time employment, we will ask you to complete our employment verification form outlining your job title, employer, start date, wage, and the skills you use. This information helps the school build a stronger curriculum and helps ICS with an understanding of current hiring trends in the industry. Your information is always confidential and shared only with our accrediting body upon request.
- ICS also encourages you to join the Ex’pression Alumni Association. There you will keep in contact with other Alumni, learn about upcoming industry events, on-campus speakers, as well as having access to the Alumni job boards.
APPENDIX I

STUDENT HANDBOOK ADDENDUMS

There are no addendums at this time