Art Student Handbook
2009-2010
Who to contact about what

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

<table>
<thead>
<tr>
<th>Appointment scheduling</th>
<th>Becky Dale, Administrative Assistant/Receptionist</th>
<th><a href="mailto:dale@samfox.wustl.edu">dale@samfox.wustl.edu</a> 935-6500</th>
</tr>
</thead>
<tbody>
<tr>
<td>All things credit related, grades, registration changes, internships, building access</td>
<td>Cris Baldwin, Assistant Dean/Registrar</td>
<td><a href="mailto:crisbaldwin@wustl.edu">crisbaldwin@wustl.edu</a> 935-4761</td>
</tr>
<tr>
<td>Freshman &amp; Transfer student advising, second major/dual degree</td>
<td>Georgia Binnington, Associate Dean of Students</td>
<td><a href="mailto:georgiab@samfox.wustl.edu">georgiab@samfox.wustl.edu</a> 935-6532</td>
</tr>
<tr>
<td>Study Abroad through the College of Art</td>
<td>Mauricio Bruce</td>
<td><a href="mailto:mbruce@wustl.edu">mbruce@wustl.edu</a> 935-4643</td>
</tr>
<tr>
<td>Appointments with the Dean</td>
<td>Diane Mounts, Executive Assistant to the Dean</td>
<td><a href="mailto:dmmouts@wustl.edu">dmmouts@wustl.edu</a> 935-7497</td>
</tr>
<tr>
<td>Publications, communications, website</td>
<td>Melinda Compton-Carter, Director of Communications</td>
<td><a href="mailto:mcompton@wustl.edu">mcompton@wustl.edu</a> 935-6597</td>
</tr>
<tr>
<td>Computer lab issues</td>
<td>Richard Viehmann</td>
<td><a href="mailto:viehmann@samfox.wustl.edu">viehmann@samfox.wustl.edu</a> 935-9288</td>
</tr>
<tr>
<td>Campus Police</td>
<td></td>
<td><a href="http://police.wustl.edu">http://police.wustl.edu</a> 935-5555</td>
</tr>
</tbody>
</table>

Walk-In Advising Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Georgia</th>
<th>Cris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10:00 – noon</td>
<td>1:00 – 2:30</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10:00 – noon</td>
<td>10:00 – noon</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:00 – noon</td>
<td>1:00 – 2:30</td>
</tr>
<tr>
<td>Thursday</td>
<td>1:00 – 2:30</td>
<td></td>
</tr>
</tbody>
</table>

Other times are available by appointment.

Call 935-6500
Things you need to know

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

Academic record

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

Address & contact information

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

Advanced placement

Credits for Advanced Placement (AP) and International Baccalaureate (IB) exams are awarded upon receipt of official scores. In most cases, an AP score of 5 and an IB score of 6 or 7 earns immediate credit. AP scores of 3 or 4 may require you to successfully complete an upper-level course and earn a grade of “B” or better to receive credit. With an exception of a 5 in Physics, IB scores less than 6 do not earn credit. For questions about AP or IB credit, contact the Registrar’s Office in the College of Art.

Advising

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

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

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

Bachelor of Fine Arts

Degree Requirements
To receive the Bachelor of Fine Arts degree, students must meet the requirements of the College of Art and take academic courses with other undergraduates. Work in art can be combined with studies in architecture, business, humanities, natural and social sciences, and the other arts. Courses may be taken for educational and intellectual enrichment or in direct correlation with primary interests. Course attributes, which correlate to the required areas of the curriculum, are listed in the “course listings” after the F. The specified number of credit units in each of the areas listed below is required for the B.F.A.:

Art History (15 units): Two one-semester introductory courses (L01 Art-Arch 112, 211), and three additional courses (or related courses with permission of the Associate Dean of Students or Assistant Dean/Registrar). Note: AP examination credit (score of 4 or 5 in art history) is awarded upon completion of a 300- or 400-level L01 Art-Arch course with a grade of B or better. (Look for: F’ AH).

Writing I (3 units): Writing I (L13 100) is required in the first year. To fulfill the writing requirement, you must earn a “C+” or better. Any student earning less than a “C+” is required to enroll in a second
Composition/Writing course as recommended by the English Department. Note: AP examination credit (score of 5 on the Literature or Language Exam) is awarded as three (3) credits of academic elective upon completion of L13 100 with a grade of B or better.

**Literature** (6 units): Courses in English literature, comparative literature, classics, or literature courses in translation in the language departments. (Look for: I’ LIT).

**Natural Sciences or Mathematics** (6 units): Courses in biology, chemistry, earth and planetary sciences, physics, and mathematics. (Look for: I’ NSM).

**Social Sciences or Philosophy** (6 units): Courses in anthropology, economics, history, political science, psychology, philosophy, and women’s studies. (Look for: I’ SSP).

**Academic Electives** (9 units): Three additional electives chosen from any of the academic areas listed above and/or art history and foreign language studies.

**Buildings & facilities**

**Building Access:** Bixby Hall, Walker Hall, and Steinberg Hall are open to you with your ID card 24 hours a day. In the event that you have to replace your ID card, you must notify Cris Baldwin (935-4761 or crisbaldwin@wustl.edu) to have your new card activated to gain access. The buildings will be locked from 5:00 pm until 8:00 am on weekdays and on weekends. However, as an art student you may enter the buildings at any time to use the studios.

**Bixby Hall:** Bixby Hall is the building where you will have your first and second year Core courses. It also houses the Printmaking/Drawing, and Fashion Design majors. The administrative offices are in Bixby as well. If you experience difficulty entering the building, please report this to Cris Baldwin in the Administrative Suite 1.

**Walker Hall:** Walker is the newest building in the College of Art and houses the majors of Painting, Sculpture, and the Nancy Spirtas Kranzberg Studio for the Illustrated Book.

**Steinberg Hall:** Steinberg houses both art and architecture classrooms, Steinberg auditorium and the Career Services office. The Communication Design major and electives and the Digital Imaging & Photography major and electives are in Steinberg Hall.

**Studio hours and policies**

**Whitaker Learning Lab,** Kemper Hall Room 040
The electronic media center is located on the lower level of Kemper Hall and is open to all art students. It is equipped with the latest in computers and software, video cameras, digital cameras, drawing tablets, color flatbed scanners, slide scanners, and negative scanners. In addition, the center also houses black and white and color laser printers as well as CD burners. Contact Viehmann@samfox.wustl.edu to check out available equipment.
Nancy Spirtas Kranzberg Studio (Illustrated Book/Bookbinding)
The Kranzberg Studio, located in Walker Hall, is a working book and print production facility, including equipment for letterpress and intaglio printing, photopolymer plate, and silk-screen printing. A joint venture of the College of Art and University Libraries’ Special Collections division, this facility permits extensive, hands-on experience in printing and binding, providing both a philosophical and physical context for explorations into the many forms of the book.

College of Art Woodshop, Bixby Hall Room 200
The College of Art woodshop is open to students enrolled in a 3-dimensional design class or those who have attended and successfully completed a safety and technical workshop. Safety is of utmost importance. There are monitored open shop hours. Check the schedule posted outside the shop door for exact times. Storage for projects in progress is extremely limited. If you are enrolled in a 3-dimensional design class, ask the monitor to assist you in finding a place to store your work.

Career resources

The University Career Center’s purpose is to prepare Washington University students for lifetime career management, with particular emphasis on four-year career planning, internships, and the next step after graduation. The goal is to help students be set on graduation day with a job in hand, acceptance into graduate or professional school, or commitment to a short-term transitional program.

The Career Center’s programs are designed to help students assess their interests, personality style, and skills, and to develop the tools to make career choices. The staff will also help students learn more about a variety of career opportunities, as well as make connections with employers for internships and full-time jobs. To assist with the development of these skills, there are workshops in career exploration, resume writing, interviewing skills, finding internships, and developing job search strategies.

The Career Center resources and services are available to students from the day they arrive on campus, throughout their academic career and beyond. The information and resources presented on the website http://careers.wustl.edu will assist with the career planning process. Upper level students will also receive career guidance from faculty in individual majors. The Art specialist has an office in Steinberg Hall and works regularly with all students in the College of Art.
Computers

For the first two years, students will use their own computers primarily for word processing and internet access. Students also have access to the various computer labs on campus and at the College of Art. College of Art labs have primarily Macintosh computers. University computer labs have both MACs and PCs.

Currently, students entering their junior year in the Fashion Design, Digital Imaging & Photography and Communication Design majors are required to purchase a designated computer and software for use in the studio. The computers and software will be purchased through the College of Art, a plan that yields the greatest possible savings to the students via the power of the bulk purchase, yet yields no income for the College of Art. The computer package for each major will vary and will be communicated to you. We thoroughly research the equipment and software to ensure the greatest possible values.

We understand that this may represent a hardship to some families. In the case of financial assistance, the cost of this computer will become part of the total cost of education, upon which the student’s financial assistance award will be based. Additionally, a University student loan may be available to all families at 6.95%, with no repayments due until nine months after graduation.

Computers for Digital Imaging & Photography and Communication Design will be purchased during the summer previous to the junior year and will be billed on the fall tuition statement. Fashion Design computers will be purchased in the fall of the junior year and billed on the spring tuition statement. Charges for the computer and software are assessed according to course registration on June 15 (fall) and November 25 (spring). If students register for a major after these dates, they may be charged for any computer and software increases and they risk not having a computer available to them at the start of classes. In the event that students do not remain in one of these majors, payment for the computer will remain their responsibility.

Core

The Core program is central, not only as preparation for later study, but also as a substantial educational experience in itself. The first-year Core program (12 units) consists of a specified group of required courses: two-dimensional design, three-dimensional design, and two semesters of drawing. The courses emphasize building awareness, competence, and confidence through the studio experience. While developing art-making skills, students become familiar with various media and gain fluency in the vocabulary of art and design. The second-year Core program (12 units) builds on the experience of the first year. Courses are
based on significant visual concepts, not on media, and are selected in consultation with a faculty advisor. They are designed to help students expand their awareness to multiple ways of organizing visual experiences through a combination of freedom and discipline. Students select from a group of second year Core courses, taking two each semester. This “menu” approach offers the opportunity to make choices that reflect developing interests.

**Dual Degree**

Students may pursue a second bachelor’s degree from another division within the University. To do this, the student must satisfactorily complete all of the degree requirements in both schools and this generally takes five years.

**Email**

All students are given a Washington University email account. Official communication from the College of Art and University is sent via this account. It is important that you check it regularly. If you have an email address that you prefer to use, you must have your mail forwarded from your Sam Fox account. For questions or problems (including forgotten passwords) see Richard Viehmann in the Whitaker Lab in Kemper. You will need your student ID.

**Enrollment verification**

Letters to verify enrollment for insurance, non-WU study abroad, and non-WU summer registration are available from the Registrar’s Office with 48 hours notice.

**Exhibitions**

Each year, the College of Art hosts a number of student exhibitions. Normally held in the spring semester, these exhibitions include the Core Show for first- and second-year students, departmental shows, the Bachelor of Fine Arts and Master of Fine Arts Thesis exhibitions, and a Fashion Show. The Des Lee Gallery, located at 1627 Washington Avenue is the primary exhibition space of the College of Art. Shuttles are usually provided for exhibition openings. See the calendar on the College of Art website for more details.
Grades & G.P.A.

The undergraduate grade point average is determined by dividing the number of grade points earned by the number of semester units for which grades of A, B, C, D, or F have been recorded. Grades of P# and F# received for courses taken on the Pass/Fail option are not figured into the grade point average. A grade point is a measure of quality assigned to units according to the system shown in the box at right:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Degree</th>
<th>Per Credit</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>superior</td>
<td>yes</td>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>superior</td>
<td>yes</td>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>superior</td>
<td>yes</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>good</td>
<td>yes</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>good</td>
<td>yes</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>good</td>
<td>yes</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>average</td>
<td>yes</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>average</td>
<td>yes</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>average</td>
<td>yes</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>unsatisfactory</td>
<td>yes</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>unsatisfactory</td>
<td>yes</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>unsatisfactory</td>
<td>yes</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>failing</td>
<td>no</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>course work incomplete</td>
<td>no</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>X</td>
<td>examination not taken</td>
<td>no</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>N</td>
<td>no grade reported</td>
<td>no</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>P#</td>
<td>pass (P/F option)</td>
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<td></td>
<td>0.0</td>
</tr>
<tr>
<td>F#</td>
<td>fail (P/F option)</td>
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<td></td>
<td>0.0</td>
</tr>
<tr>
<td>L</td>
<td>successful audit</td>
<td>no</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Z</td>
<td>unsuccessful audit</td>
<td>no</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>withdraw</td>
<td>no</td>
<td></td>
<td>0.0</td>
</tr>
</tbody>
</table>

The letter grade D+, D, or D- received by a senior in the major (F10 courses) will not be counted toward degree requirements. A maximum of 8 units of grade D+, D, or D- received by a junior in the major may be counted toward degree requirements. A minimum cumulative grade point average of 2.0 is required to graduate.

**Incomplete Courses:** If, following the last day for withdrawal from courses, you experience medical or personal problems that make satisfactory completion of course work unlikely, you may request a grade of I (incomplete) from one or more instructors and should take the following steps: 1) discuss the request with the instructor before the final critique or portfolio review; 2) with the instructor’s consent, complete an “Incomplete Grade Petition” signed by both the instructor and the student; 3) return the signed petition to the Associate Dean of Students or Assistant Dean/Registrar for final approval.

**Grades of I, X, and N** will become grades of F if the deficiency is not made up within the next two semesters of residence. For a repeated course, students earn credit and grade points based on the second grade received.
**Holds**

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

**Honors & awards**

*Dean’s List:* In recognition of exceptional scholarship, first-year, sophomore, junior and senior art students who have completed at least 12 credit hours with a grade point average of 3.5 or higher during a semester will be cited on the Dean’s List.

*Department Awards:* The College of Art hosts an annual Awards Ceremony each spring semester to recognize students who have excelled in their studio courses.

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

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

**Independent Study**

Independent Study courses are tutorial courses in which a student works with the instructor of his/her choice on a one-on-one basis on self-generated studio projects. To register for an Independent Study, students must confer with the faculty member and submit a signed “Independent Study Form” to the Assistant Dean/Registrar by the course “Add” deadline for that semester. The faculty member determines the number of credits to be awarded. It is not possible to register online for an Independent Study.

- Students may register for Independent Study with any art faculty member during the regular academic year.

- Students may take only one Independent Study course in a single semester.

- Independent Study courses may be counted as either Core (with permission from the Associate Dean of Students or the Assistant Dean/Registrar) or as an art elective.
Internships

An internship is a structured and supervised professional experience related to a major area of study within the school. Students in good academic standing are eligible to receive art elective credit for internships. Credits vary from one to three with one credit awarded for every 50 contact hours, up to a maximum of 3 credits per internship. No more than six credits earned through an internship may be applied toward the B.F.A. degree. Grading is on a pass/fail basis.

To receive credit for an internship: The student must have on file an approved “Internship Learning Agreement” before the internship begins and an “Internship Performance Report” within 30 days of completion. Forms, guidelines, and requirements are available in the administrative offices, Bixby Hall, Suite 1 and online. Internships provide on-the-job experience, college credit, and possible opportunities for employment.

Finding an internship: Part of the learning experience of an internship is the process of locating and applying for positions. The College of Art has a variety of resources available to help you begin your search. You may wish to make an appointment in the Registrar’s Office to discuss internship search strategies or look through the internship database. Also check for internships at the Career Center.

Leave of absence

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

Major

During the third year, students enter a major area of concentration and begin to apply the general art skills developed in the Core program. During the third and fourth years, the major accounts for approximately one-half of the credit units earned each semester; the remainder are taken in the art and academic areas most appropriate to professional goals and interests.

Students declare an art major simply by registering for one using the University’s online registration system (WebSTAC).

Major transfer

Once a student is registered for a major in the College of Art, he/she must file for permission to change to another major within the College. “Major Transfer Request” forms are available in
the administrative offices, Bixby Hall, Suite 1, and must be filed before the add/drop deadlines of the semester in which the student plans to transfer. Students requesting a transfer of major must be in good academic standing. Please note that credit transfers between majors are at the discretion of the accepting major faculty.

**Material fees/supplies**

Fees are charged for consumable materials bought in bulk by the instructor. Students will often need to purchase additional materials for assignments on their own. If you withdraw from a course, fees are not refundable after the 4th week. The University reserves the right to change the fees stated or to establish additional fees at any time without prior written notice. Whenever fee changes or additions are made, they become effective with the next payment due.

<table>
<thead>
<tr>
<th>ArtMart</th>
<th>Campus Store</th>
</tr>
</thead>
<tbody>
<tr>
<td>2355 South Hanley Road</td>
<td>Mallinckrodt Center, Box 1074</td>
</tr>
<tr>
<td>314-781-9999</td>
<td>Art/Engineering Merchandise, 935-6003</td>
</tr>
<tr>
<td><a href="http://www.artmartstl.com">www.artmartstl.com</a></td>
<td>General Information, 935-5500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Depot</th>
<th>Dick Blick</th>
</tr>
</thead>
<tbody>
<tr>
<td>1603 South Hanley Road</td>
<td>8007 Maryland</td>
</tr>
<tr>
<td>314-647-6050</td>
<td>314-862-6980</td>
</tr>
<tr>
<td><a href="http://www.homedepot.com">www.homedepot.com</a></td>
<td><a href="http://www.dickblick.com">www.dickblick.com</a></td>
</tr>
</tbody>
</table>

**Parking**

First-year students are not permitted to have cars on campus. Parking permits are required for parking on campus, and ticketing is strictly enforced. Cars will be towed after the third unpaid ticket. Students may purchase annual permits, buy daily parking passes, or park at meters. Daily parking passes are available for $5.00 at the campus store or at the office of Transportation. For more information, contact Transportation Services at 935-5601 or visit [http://parking.wustl.edu/](http://parking.wustl.edu/).

**Policies**

Student policies and procedures are posted for your convenience on the Washington University website. To find information on the following policies please check the website at [http://www.wustl.edu/policies/students.html](http://www.wustl.edu/policies/students.html).

- Undergraduate Student Academic Integrity
- Notice of Family Educational Rights & Privacy Act (FERPA)
- Grievance
- Sexual Harassment
Probation & suspension
A student whose semester grade point average is below 2.0 (equal to the grade of C) or has earned less than 12 credit hours toward the degree will be placed on academic probation. If, after the following semester, the semester grade point average is still below 2.0, or if the student has earned less than 12 credit hours toward the degree, the student may be ineligible for normal advancement or may be suspended. While the College desires to give all students the opportunity to prove themselves, it is not in the best interest of either the students or the College to permit students to continue indefinitely in educational programs in which they are not producing satisfactory results. Students are expected to complete no fewer than the minimum number of credits set forth in the schedule below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td>15</td>
<td>30</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>110</td>
<td>128</td>
</tr>
<tr>
<td>GPA</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

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

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

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

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

**Retention of student work**
The College holds reproduction rights of any work(s) executed in fulfillment of course requirements.

**Safety & Security**

<table>
<thead>
<tr>
<th>Emergency Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bixby and Walker call Campus Police/Security: 935-5555</td>
</tr>
<tr>
<td>Emergency Information Hotline: 935-0000</td>
</tr>
<tr>
<td>Emergency Information Website: emergency.wustl.edu</td>
</tr>
</tbody>
</table>

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

**Bicycle registration and locks:** Free bicycle registration is available from the University Police Department. A decal and registration number are issued and provided for permanent attachment to each bicycle. Kryptonite locks are available through a lend-lease program. A twenty-dollar deposit is required when a lock is picked up and is refunded upon return of the lock to the University Police. If a person decides to keep the lock it is considered purchased.
Second major
Art students may earn a second major in the College of Arts & Sciences, the John M. Olin School of Business, and the School of Engineering and Applied Science (Computer Science) while completing the requirements for the B.F.A. degree. Students who take advantage of this option will graduate with a B.F.A. degree with two majors: one in art and one in another school. All of the degree requirements for the B.F.A. and all of the requirements for the second major must be completed in order to earn a second major. The second major option can be completed within four years if careful planning begins during the first year. Students interested in this option should consult with the Associate Dean of Students or Assistant Dean/Registrar of the College of Art.

Sophomore review
If a student has deficiencies in Core courses at the end of the sophomore year, they are required to submit a portfolio of work to a faculty committee that decides eligibility for study in the major as determined by: 1) the quality of work in relation to standards of advanced training; and 2) demonstrated ability to be responsible for individual progress. Students not approved for advancement to the major may be permitted to continue in Core courses and submit work again to the committee at a later time.

Student organizations
ArtCouncil is the official organization for College of Art students. As part of Student Union, ArtCouncil works on collaborative projects and service and community programs for art students. Students are urged to join the council and make their voices heard. http://artschoolcouncil.wustl.edu.

ARTillery is a student organization that publishes a magazine and holds student exhibitions. Past exhibitions have been mounted at the School of Medicine, on-campus locations, and St. Louis venues. Students wishing to participate should see the Associate Dean of Students.

Study abroad (College of Art in Florence, Italy)
Sophomore Spring Semester Abroad: College of Art sophomores may spend their spring semester studying with College of Art professors at our facilities in Florence, Italy. This program adds the study abroad experience to the same Core studies all sophomores are required to complete. Students with a 3.0 minimum grade point average may apply for the study abroad program during the spring semester of their freshman year. Application procedures include the submission of an essay and two letters of
recommendation from Washington University faculty which is followed by a 10-15 minute interview with the Assistant Dean/Director of Study Abroad, including a short portfolio review. Notification of acceptance is in early April. Accepted students are required to take one semester of Italian language as well as a one credit study abroad seminar in the fall semester prior to departure.

**Summer Classes in Florence:** Each June the College of Art offers two-month summer school classes at our College of Art facilities in Florence. Although we offer these classes primarily for College of Art students, enrollment is open to all interested college students. Enrollment for summer classes begins in November and is on a first-come first-served basis.

**Transcripts**

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

**Transfer credit**

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

**Transportation**

**Universal metro pass**

Washington University students may obtain a pass for the Metro system by accessing the transportation website or going to the transportation office on North Campus at 700 Rosedale. Students must always carry their WU ID along with their Metro pass.

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

- **#1 Gold Service** connecting the Medial School and the Danforth Campus also serves downtown Clayton and various shopping plazas.
#2 Red Service has stops near the South 40 residential halls and provides service to the neighborhoods south of the campus and nearby grocery and retail stores. This route also connects WU’s North Campus facility and the Mallinckrodt Center on the Danforth Campus.

#3 Green Line connects the Danforth Campus with the 560 building University City and the surrounding neighborhoods that have university owned apartment buildings.

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

To obtain your pass, you may go to the Transportation website (http://parking.wustl.edu/metro.htm) or to their office at North Campus, 700 Rosedale.

**Visiting artist lecture series**

Each year, the College of Art invites artists to give lectures about their work. In some cases, the artist may also visit major areas for further discussion or private critiques with students. This series provides a valuable opportunity for students to learn about the process of becoming a professional artist. For more information on this year’s series, check the College of Art website.

**Waitlist**

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

The College of Art website is located at http://art.wustl.edu. You can also find it by going to the University website (http://www.wustl.edu), and clicking on the Schools link. The site contains useful information, including an events calendar, the academic calendar, and forms for a variety of student needs. Check it often!

WebSTAC

Through WebSTAC, students can check their account balances/class schedules/academic record and change address and contact information, request official transcripts, and register. Go to http://www.wustl.edu and click the link for current students, then the link for WebSTAC.

Withdrawals and refunds

A written request for a refund must be submitted to the Associate Dean of Students for consideration. The approval of the Associate Dean of Students is required to officially withdraw from the University. Tuition adjustments will be processed based on data received by the Associate Dean and according to the withdrawal refund schedule. Tuition refund checks will be issued only after the 4th week of classes each semester. Materials fees for College of Art courses will not be refunded after the 4th week of classes. For any student whose medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the University will make a pro rata refund of tuition, as of the date of withdrawal when that date occurs prior to the 12th week, provided that the condition is verified by the University Health Service or a private physician. The date of withdrawal may correspond to the date of hospitalization or the date on which the medical condition was determined.