

student handbook



ex'pression
COLLEGE FOR DIGITAL ARTS

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 All previous versions of this Student Handbook shall be rendered obsolete upon the publication of a newer version of the Handbook and/or by the addition of addendums contained in the Handbook.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 Manual and Course Catalog, and attending Town Hall meetings on a regular basis. 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: www.expressionstudents.com

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

Rebecca Schultz	6979	Senior Registrar	rebecca@expression.edu
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, housing assistance, student events, campus clubs, complaints/suggestions, appeals, graduation, orientation, student portal

Robbyn 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
Sean Rodriguez	7310	New Student Coordinator	srodriguez@expression.edu

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

Andrew Schulssel	6959	AVE Program Director	andrew@expression.edu
Andy Peterson	6966	Common Core Program Director	andy@expression.edu
Chris Coan	6954	Dean of Students	chris@expression.edu
David Bolt	6984	Dean of Academics	dbolt@expression.edu
John Scanlon	6972	SA Program Director	johns@expression.edu
Ty Carriere	6952	GAD Program Director	ty@expression.edu
Yael Braha	6939	MGD Program Director	ybraha@expression.edu

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

Adrian Ramos	6962	Asst. Director of Financial Aid	aramos@expression.edu
Anthony San Nicolas	6926	Financial Aid Officer	asannicolas@expression.edu
Lee Benelli	6930	Financial Aid Officer	lbenelli@expression.edu
Lynda Viray	6940	Financial Aid Officer	lviray@expression.edu
Tam Operario	7307	Financial Aid Officer	toperario@expression.edu
Trang Le	6944	Director of Financial Aid	tle@expression.edu
Department contact info	6993	Financial Aid Assistance	financialaid@expression.edu

Bursar (South Wing Student Services Area): student accounts, tuition, refunds, billing

Hasib Khan	6908	Bursar	hasib@expression.edu
Jorge Torres	6945	Junior Bursar	jtorres@expression.edu

Career Development (South Wing Visual Annex): internships, jobs, insider's day, industry relations

Becca Romeo	6963	Career Development Manager	becca@expression.edu
Chryssa Sanders	6989	Director of Career Dev't (Visual)	csanders@expression.edu
Georgie McLachlan	6943	Sound Arts Career Dev't Coordinator	gmclachlan@expression.edu
Jeff Henderson	6978	Sound Arts Career Dev't Coordinator	jhenderson@expression.edu
Millie Li	6995	Visual Career Dev't Coordinator	mli@expression.edu
Shiloh Hobel	6986	Director of Career Dev't (Sound)	shiloh@expression.edu

Facilities (Main Building): security, parking, maintenance, café, equipment room

Jacob Warren	6918	Facilities & Equipment Room Manager	jacob@expression.edu
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Housing (South Wing Student Services Area): student housing, apartment referrals, roommates

Tarri Becknell	3389	CHS Director of Housing	tbecknell@housingservices.com
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Other Resources (Main Building):

Equipment Room	6960
Library	6911
IT Help Desk	3456
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.

Directory Information Exception 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

See Appendix A for the full FERPA Policy

III. ACADEMICS

** Please refer to the most recent course catalog for detailed descriptions of all Academic Policies and Procedures*

GRADES

What is considered passing? 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.

Does attendance & participation matter? 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 automatically receive a failing grade for that class. 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.

Where can I check my grades? Grades are posted in the library and on the Campus Portal (<http://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 05/08)

If a student has not earned a cumulative grade point average of at least 2.0 for the semester, 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 academic probation status for failure to earn a cumulative grade point average of at least 2.0 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. Students on academic probation will retain their Title IV funding for a period of one semester (the academic probation semester). Satisfactory academic progress will be re-evaluated at the end 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 and termination from the school.

Additionally, if student fails the same course twice the student will be placed on academic probation for the following block. A third failure of the same course will result in termination from the school.

If a student is placed on academic probation the student will 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? A student may withdraw from a course by notifying the Office of the Registrar and completing the appropriate paperwork. Course withdrawals will not be accepted during the last week of 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.

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: <http://portal.expression.edu>
(Instructions on how to sign up for Portal can be found in Appendix B)

**Scheduler:* Class times and locations. 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 reasons 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

Lab requests are due by the close of week 3 of the block, and 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 close of the 3rd week of the term previous to the term for which you are requesting the lab. (If you are requesting for term/block 308 your request must be submitted by the close of the 3rd week of term 208.)
- Lab groups will not be finalized until the fourth week of the 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).

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 textbook.

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

- The class will come into the library, with their teacher, to retrieve their books.
- 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.
- BEFORE THE END OF THE TERM, the student must return his/her textbook(s) to the library
- Any student not having his or her book with them on this day will be charged the retail price of the book, plus a \$75 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*. A semester consists of three consecutive terms. Students wishing to return the next semester must withdraw by the *second week of the third term*.

Example 1: A student withdrawing during the first term of his or her semester (term a) would have to remain out of school the second *and* third term (b & c), and will not be able to enroll in classes until the beginning of their next semester (term d).

Example 2: A student who withdraws the last week of third term (c), has missed the cutoff and will not be able to return in Semester B. He/she will need to wait until the following Semester (C) to begin classes.

Semester A			Semester B			Semester C		
Term a (5 weeks)	Term b (5 weeks)	Term c (5 weeks)	Term d (5 weeks)	Term e (5 weeks)	Term f (5 weeks)	Term g (5 weeks)	Term h (5 weeks)	Term i (5 weeks)
Time taken off during this period means you return in Semester B, Term d		Time taken off during this period means you return in Semester C, Term g			Time taken off during this period means you return in Semester D, Term j (not shown)			

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? 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 a 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 temporary withdrawal on their scheduled return date, or does not contact the school to make alternative arrangements, their status will be converted to a permanent withdrawal. Any student wishing to return after being converted to a permanent withdrawal status must follow the procedures as outlined in the Re-enrollment Policy

When can I re-enroll?

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 blocks) 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 send a written request for re-enrollment to the Office of the Registrar with the following information:
 - The compelling reasons why Ex'pression should consider re-enrollment
 - Any documentation demonstrating his/her ability to successfully complete the program if re-instated. (Examples of documentation include: transcripts indicating academic progress at another institution, letters or recommendation, evidence of sufficient financial support).
2. The re-enrollment letter and any included documentation will be reviewed a committee consisting of at least three Ex'pression 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 will be contacted by school officials to complete all necessary enrollment paperwork.

APPEALS (See Appendix G – Student Handbook Addendums)

If a student disagrees with a school-related decision, he or she may submit a formal appeal.

Deadlines:

- Termination appeals: If you are appealing termination from the school, you must submit your appeal within **three days** of official notification.
- All other appeals: Appeals other than termination must be made within **seven days** of the first day of the term. Appeal deadline dates are posted in the Registrar section of the student website (www.expressionstudents.com).
- Appeals submitted after the deadline will not be accepted.

Appeals Procedure

- The student must complete an official Appeal Form, which can be downloaded from the student website (www.expressionstudents.com), 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 submitted to the Director of Student Affairs, either in person or via email. If emailed, the student will receive a confirmation email stating that the form was received. If confirmation is not obtained within 2 working days, that means the appeal was not received and should be re-submitted.
- The Director of Student Affairs will distribute the letter 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.

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 C 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 Chief Academic Officer, 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 D 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 suspension or 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 suspension or 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, the 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.

SUSPENSION AND TERMINATION

Any student who is suspended or 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.

Suspension or Termination

The following are infractions considered grounds for suspension or 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 and the reasons. The notice is sent to the student's address and/or handed to the student in person. A three-day appeal period is allowed to show cause why the termination should not be completed. After the three-day appeal period has expired, the termination form is forwarded to the Financial Services to calculate any amounts due to or from the school on the student refund policy.

V. 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 Peer Tutor Program (DPT) is a free tutor service available in the Library for all Ex'pression students. DPT has a tutor available for each program offered at Ex'pression (SA, AVE, MGD, GAD), and one for the General Education and Common Core courses. 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.

Hours of DPT are posted in the Library and online at www.expressionstudents.com (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 www.expressionstudents.com.

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.

Students who wish to become a tutor should contact the Office of Student Affairs.

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, Leave of Absence, 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 the Student Affairs Coordinator.

Community Resources

A partial listing of resources can be found in Appendix F 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 (www.expressionstudents.com), 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
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

Student Body Government (SBG)

Ex'pression has a student government organization composed of student Representatives and Advisors from each program. SBG officials are selected by peers, and are responsible for bringing student concerns to the Management Team and Board of Directors. SBG also organizes events, and raises awareness about a variety of issues affecting our students. More information about SBG can be found on the student website.

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 (www.expressionstudents.com) 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 (www.expressionstudents.com) or obtained from a Student Affairs Representative (SAR).
2. Once the proposal is approved, coordinate with an SAR to book any on-campus space that is needed. This must be done at least 21 days before the event
3. Complete a Student Event Detail Form (available at the student website) and submit it to an SAR no later than 14 days before the event. The form can be printed from the student website or obtained from an SAR. At that time the student and SAR should meet and go over event needs and requirements, including advertising for the event
4. Meet with an SAR at least 7 days before the event to confirm that all event needs and requirements are set
5. 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 SAR. 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 manual, 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.

VI. CAREER DEVELOPMENT/EMPLOYMENT ASSISTANCE

Ex'pression's Career Development Department supports students and alumni in the often challenging task of finding a job in the digital arts community. The Career Development Department partners with students and employers to find a good match for recent graduates as well as alumni.

CDD 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.
- Exit interviews and portfolio reviews will all graduating students.
- Ongoing alumni assistance.
- Providing networking services between employers and graduates.

CDD 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.

VII. INFORMATION RESOURCE CENTER AND LIBRARY

Hours of operation are: Monday-Friday 9am-12am; Saturday and Sunday 12pm-5pm.

Online Catalog: www.library.expression.edu.

List of library Holdings can be viewed on the Student Website (www.expressionstudents.com)

L.I.R.N. & Encyclopedia Britannica

All students have access to our **Library Information Resource Network (LIRN)**. This is a web-research tool for students and staff to find and read a wide range of magazines/articles/books etc. LIRN can be accessed on; www.LIRN.net. The password is 15155.

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 a campus computer!

Public Libraries

Several public libraries exist in San Francisco (www.sfpl.org), Berkeley (www.berkeleypubliclibrary.org) and Oakland (www.oaklandlibrary.org).

LIBRARY CARDS

Students are encouraged to check out materials from the Learning Resource Center/Library. In order to check out materials, students must visit the library and fill out a library card form. Students will then be issued a library barcode to be affixed to the back of their Ex'pression ID (the imbedded barcode on the front will NOT work). Alumni are not permitted to check out materials from the library, but are encouraged to use library materials on-site.

CHECKOUT POLICIES:

Students must have a library card 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 have been completed. For more information about Ex'pression's textbook policy, please see Section III - Academics, Textbooks

Circulation Limits

- DVDs and Videos can be checked out for up to 3 days. They may NOT be renewed. There is a limit of 3 DVDs/Videos at a time.
- Books can be checked out for one week and may be renewed multiple 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 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 DVDs or videos if there are any outstanding overdue fees.

If overdue fees reach above \$10, a student's library privileges will be suspended and fines for unreturned items will continue to accrue. If materials are not returned to the library and/or fines are not paid within 30 days from the initial due date of checked out materials, the student will be charged 50¢ per day/per book and \$1 per day/per DVD or video in overdue fees, or the replacement costs of the materials, whichever is greatest.

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.

VIII. 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 judgement 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 anytime 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.

STUDIOS AND SUITES

Students can book time in Ex'pression's studios (Softimage DS Suites, Tascam Suites, Audio Control, Hendrix, SSL 6/9k, & Studer), as well as in the Final Cut Pro Suites provided that they meet eligibility requirements

Appendix E 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 USAGE (updated 10/07)

Students have access to large variety of audio, video, and sound equipment. Gear can be checked out of the Equipment Room, located in the Main Building. 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.
- You must have your student ID or alumni card present at time of the checkout.
- You also must have completed and signed the Equipment Room Rules and Regulations sheet.
- First priority for equipment and services is given to instruction and labs. Remaining resources are available on a first-come, first-serve basis.
- 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.
- **Moving equipment from any room is prohibited, unless cleared through Equipment Dept.**
- Students can not check out gear until they pass LMW2 or BRP2.
- 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.**
- 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.
- 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 gobos or outboard gear on top of mics and headphones.
- User related technical issues should be directed first to your on duty instructor. If they can not solve your issue submit a ticket to the Online Service Center. The address is <http://servicecenter.expression.edu>

- The Repairs Department responds to requests for technical service and assistance through the Online Service Center 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 broken and you were the last one using it, the Equipment Room, then the Equipment Room will assume you broke it. Therefore it is in your best interest to test all gear you check out and report technical difficulties.
- 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 your 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:

- You are financially responsible for any equipment checked out in your name, including lost, stolen and damaged items. **Any lost or stolen equipment will result in a replacement fine equaling the cost of the item.**
- 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 a Course Director and 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 weekend reservations must be in by noon on Friday, no exceptions.
- 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.

SERVICE CENTER INSTRUCTIONS

Why Should I Put in a Ticket?

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

How Do I Put In a New Ticket?

1. Find a computer.
2. Start the web browser (Internet Explorer or Netscape)
3. Go to this web address: <http://servicecenter.expression.edu>
4. Fill out the online form and submit your request.

Please fill each field on the online form as completely as possible:

Your Name:	<input type="text"/>
Email Address:	<input type="text"/>
Equipment/Computer ID:	<input type="text"/>
Department:	Location: <input type="text" value="Select One"/> Area: <input type="text" value="Select One"/>
<input type="text" value="IS"/>	Priority Category: <input type="text" value="Select One"/>
	Todo for <input type="text" value="Select One"/>
Subject:	<input type="text"/>
Problem/Request Description:	<input type="text"/> <input type="checkbox"/> viewable by everyone?
<input type="button" value="Send"/> <input type="button" value="Reset"/>	

1. Email address:

Your email address is very important. We may need to contact you to resolve your issue.

2. Equipment/Computer ID:

Clearly indicate which computer or piece of equipment that needs to be serviced. Please be as specific as possible.

3. Department:

This drop-down box lets you select a general category for your request. For computer related issues select **IS (Information Services)**, for building related issues select **Facility** and for equipment issues select **Equipment**.

Equipment
Facilities
IS
Supplies&Books

4. Location:

Please select a room or studio from this list. If your room is not listed or more specific information is required, please indicate that in the **Problem/Request Description:** box (see below).

WWW Lab
G4 Lab (DGD)
GlobeCaster Stu
Chuck Jones (ex
Library

5. Area:

If you are experiencing a computer problem, please indicate whether it is hardware- or software- related. For other types of issues, such as with sound equipment or facilities, please select neither.

Hardware
Software
Both
Neither
Select One

6. Subject & Description:

These fields are for typing in the subject and detailed description of the problem you are experiencing. Please include any information that we may need to resolve your issue, ESPECIALLY any error messages.

Subject:
 Problem/Request Description:

7. Priority Category:

You may use this section to assign a priority level.

Priority Category:

8. Send:

When you are finished click on the **Send** button to submit in your Service Request.

9. Confirmation:

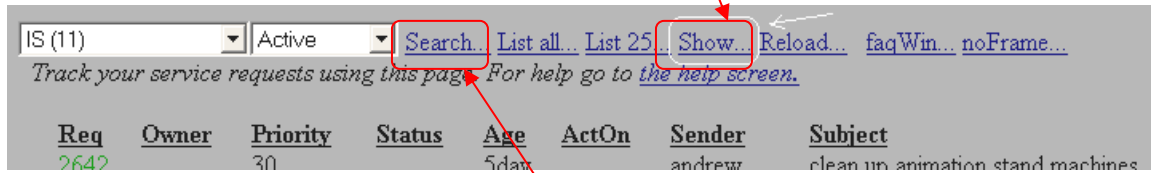
After clicking **Send** you will see a page that confirms that your request was submitted. You will also receive a **Request number**. Write this number down, you will need it to track your "ticket".

Request Sent
 Please refer to request #2660

How do I check on my Ticket after I put it in?

Once you submit a request you can track its progress online. Access the tracking page by following the "keep track and follow up" link on top of the Service Request page.

The easiest way to find your ticket is to click the **Show...** link at the top of the page and then enter your Request number. This will bring your ticket up in the lower frame so you can check its progress or make additional comments to it.



If you lost your **Request number** you can **Search...** for it using the same page. Select the department and request category and a list will display the matching Service Requests. Each column can be clicked on to sort by that topic. To view the contents of an item, click on either the subject name or the request number in the far left column.

<u>Req</u>	<u>Owner</u>	<u>Priority</u>	<u>Status</u>	<u>Age</u>	<u>ActOn</u>	<u>Sender</u>	<u>Subject</u>
14	ag	006	100	info	2day	2day	test2
20	jason	0		1day	22hr	jason	Testing req-dist 2
19	jason	0		1day	1day	jason	Testing req-dist

Detailed HELP files are available on the Service Center, just follow the links that say "Go here for help using this system."

IX. 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 Calendar.

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. 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 Financial Services before another pass is issued.**

STUDENT GUESTS

Ex'pression is happy to have visitors, such as the parents and friends of students, who want to observe the college. 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 Office of Admissions, 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.

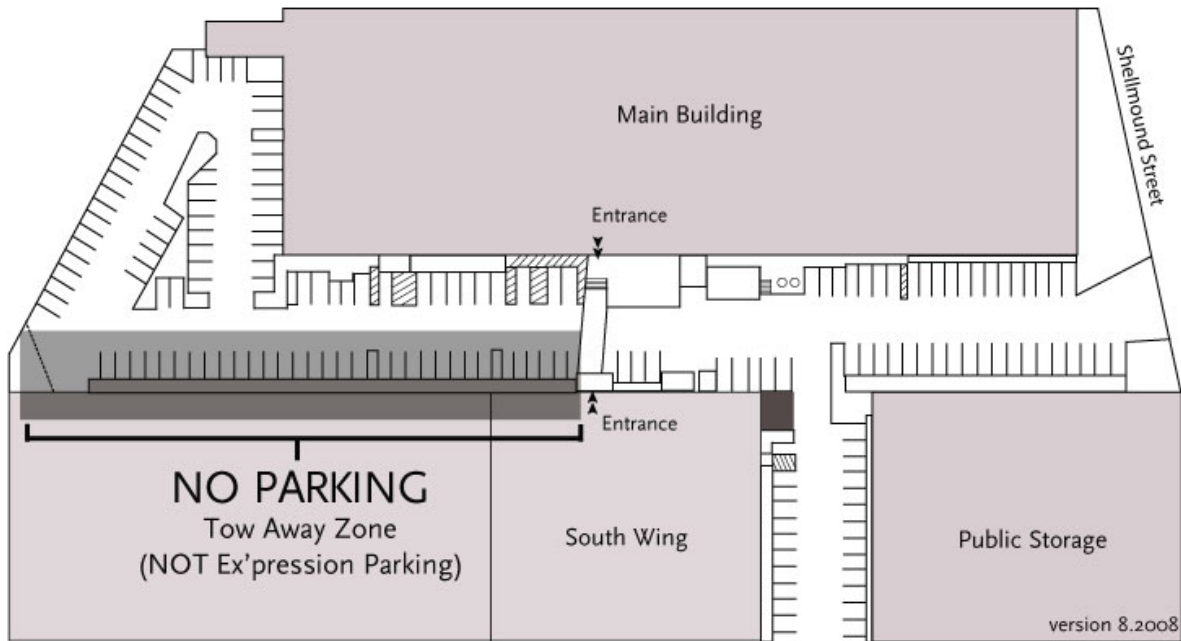
In every instance, the student responsible for the invitation shall be present with the guest and is responsible for the guest's behavior while onsite.

PARKING AND TRANSPORTATION

Student Parking Policy (revised 06/08)

1. Between the hours of 6AM-6PM Students must have a current parking permit visible.
 - a. 1st time a vehicle is found w/o permit it will receive a warning sticker
 - b. 2nd time a vehicle is found w/o 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 w/o a permit it will be towed
 - i. Berry Brothers Automotive 510-465-7215
 - d. Repeat offenders are also subject to conduct probation
2. Parking Permits
 - a. Parking permits are available at the Lobby desk from 8AM-5PM Monday-Friday on a first come first serve basis
 - b. Permits cost \$5 daily and \$40 monthly (starting August 2008)
 - c. Permits are assigned to one calendar month and are valid only for that month

- d. Parking permit packages can be purchased in advance for the current calendar year
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



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 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, w/ certificate naming Ex'pression. The serving of alcoholic beverages requires liquor liability insurance in amounts not less than \$1 million (see Alcoholic Beverage Service). 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.

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:

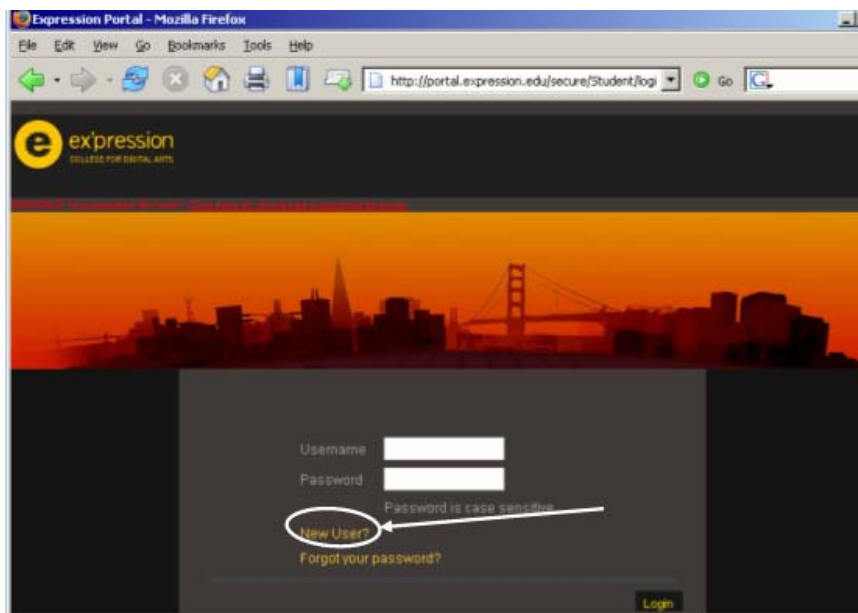
<http://portal.expression.edu/>

and clicking on "Student Portal Homepage"

Detailed Instructions for how to use Campus Portal are available for you to download on the Campus Portal Homepage or on the student intranet.

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 you will need your SSN. 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 "**New User?**" to create an account.

[Click here to download supported browser](#)

New Account Creation

Please enter the following information to create your account.

* Required Fields

Social Security # *

First Name *

Last Name *

What is the name of the city where you were born?

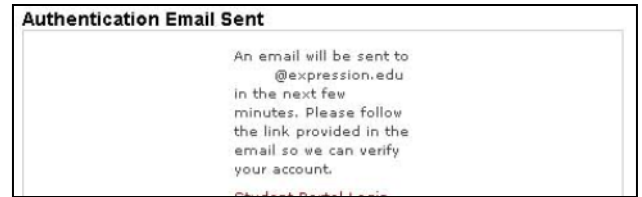
3. You will need to enter your **social security number, first name, last name**, and the name of the city in which you were born.
 - a) Your birth city information is a security check if you forget your password.

VALIDATING YOUR ACCOUNT

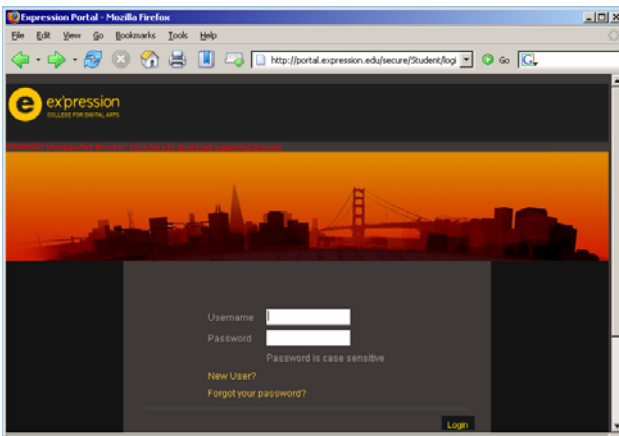
4. Once you have entered your information, you will be asked to **verify** that your email address is correct.
 - a. If your email address is incorrect, click **"No"** (you will be required to change it through the Registrar's Office).
 - b. If your email address is correct, click **"Yes"**.

5. 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.

6. 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.



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 6.
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.

APPENDIX C

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 cope 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.

APPENDIX D

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 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.

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.
- 2) Federal benefits could be denied: Social Security, VA Benefits, Retirement, Welfare, Health, and Disability.
- 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)

21. U.S.C. 881(a) (4)

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.

APPENDIX E

RULES, REGULATIONS, & PROCEDURES FOR STUDIO BOOKING AND RESERVING FINAL CUT PRO SUITE TIME

I. STUDIOS

This section is meant to familiarize you with the procedures and regulations related to booking personal time in Ex'pression's studios (Softimage DS Suites, Tascam Suites, Audio Control, Hendrix, SSL 6/9k, & Studer). As a general rule, any use of the above facilities for personal time must be requested and approved through the Studio Manager. If you need extra time for academic reasons (i.e. to complete a class assignment) please talk to your course director directly; your course director will most likely book academic time for you.

A. Policies

1. Eligibility:

- 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
- Students *must* be in Intermediate Recording 2 or higher and demonstrate a reasonable level of proficiency prior to any request being approved or scheduled
- All booking requests *must* be cleared through the Master Scheduler and approved by *both* of the requesting student's current course directors

2. Time Allotment:

- Only 12 HOURS TOTAL PER STUDENT, PER MONTH in any combination of studios will be allotted, and only 12 hours total may be requested at one time. Students may combine their allotted time if they work together
- Unless notification of cancellation is made to the Master Scheduler 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
- 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
- Ex'pression reserves the right to cancel a booking without warning, but will make an effort to notify the Student

3. Rules of Usage:

- Students *must* use the studios responsibly, and ensure that any guests (artists, friends, etc.) do likewise
- Only fresh reels of Quantegy GP9 may be used on the Otari Machines in Hendrix or SSL ...NO EXCEPTIONS!
- No food or drinks are allowed at any time in the control rooms or isolation booths
- 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.
- Do not bleed into the next person's session by waiting until the very end of your session to clean up
- Other than for Sound Reinforcement purposes, do not block the studio windows under any circumstances
- 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!!!
- All Students are required to have an underclassman assist on their sessions (& complete the associated portion of this form)
- Upon completion of each session, the Student *must* complete a billing summary sheet/assistant evaluation form and return it to the Master Scheduler. No further sessions will be approved until this is done.

4. Discipline:

- 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
- Anyone caught in any studio without permission will be put on immediate conduct probation, a second infraction will result in a permanent loss of studio privileges
- Anyone discovered altering the configuration of a studio IN ANY WAY will automatically lose all studio privileges

B. Procedures

1. Check for Availability

- Check the Online Schedule in the World-Wide-Web lab by typing schedule.expression.edu into the web browser address bar (this site is only accessible from Ex'pression computers for security purposes). The page will open up with a calendar.
- Click on the date you are interested in and a schedule (list format) will open up. For an easier read version, click on "Activity View" at the top of the schedule. This will bring up 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.

2. Make a Request

- Once you have found a time slot and room you wish to reserve, send an email to **booking@expression.edu** (walk-in requests will *not* be accepted) and include the following information:

Your name (& Partner's name if pairing up with another student)

Current Course

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 & Meyer Hall)

Phone number where you can be reached in case we need to cancel or reschedule your session

- Please note that all requests must be made a minimum five business days in advance)

3. Confirmation

- Once your request is received, the Studio Manager will check to see that you are eligible and then tentatively put your session on the Master Schedule.
- 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.
- Turn this in to the Studio Manager prior to the session date and your studio time will be confirmed.

4. Billing Summary (Sound Studios)

- 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.
- These are available from the Studio Manager as well as from a file hanger located in the hall outside the office of the Studio Manager.
- These must be completed and returned to the Studio Manager before the student may book more studio time.

II. FINAL CUT PRO SUITES

A. Policies :

1. Eligibility:

- To be eligible for Final Cut Pro Suite time, Students *must* be actively enrolled in classes and in good financial standing with Ex'pression while maintaining satisfactory progress in their current courses
- Students *must* have completed Media Sound & Visual 1 and demonstrate a reasonable level of proficiency with the equipment prior to any Final Cut Pro request being approved or scheduled
- All booking requests *must* be cleared through the Director of Media Sound & Visual and approved by *both* of the requesting student's current course directors

2. Personal Time Allotment:

- Only 12 HOURS TOTAL PER STUDENT, PER MONTH in the Final Cut Pro 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
- Students *must* make all requests a minimum of 5 business days in advance to be considered for booking. Requests *may not* be made more than 3 weeks in advance
- Ex'pression reserves the right to cancel a booking without warning, but will make an effort to notify the Student

3. Rules of Usage:

- Students *must* use the studios responsibly, and ensure that any guests (artists, friends, etc) do likewise
- No food or drinks are allowed at any time in the Final Cut Pro Suites
- DON'T LEAVE A MESS!!! Rooms should be set back to "normal" (console must be zeroed out, monitors turned and lights turned off, chairs replaced, doors locked, etc.) for the next session. All equipment must be undamaged and intact upon leaving.
- Do not bleed into the next person's session by waiting until the very end of your session to clean up
- Students *must not* benefit financially from their time in an Ex'pression studio... THIS MEANS YOU CANNOT BE PAID FOR PROJECTS DONE AT EX'PRESSION!!!

4. Discipline:

- Any failure to adhere to Section 3 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
- Anyone caught in any studio without permission will be put on immediate conduct probation, a second infraction will result in a permanent loss of studio privileges
- Anyone discovered altering the configuration of a studio IN ANY WAY will automatically lose all studio privileges

B. Procedures

1. Verify "Final Cut Pro Personal Time Eligibility"

- Obtain a "Final Cut Pro Personal Time Eligibility" sheet from the wall-mounted boxes outside the Final Cut Pro Suites
- Get your Current Course Directors to complete the associated portions of the form.

- Hand the completed form back to the MSV Director and your eligibility is confirmed for the date range specified (maximum two week range from date signatures received).

2. Check for Availability:

- Once you have been granted eligibility for personal time, check the Online Schedule for studio availability by typing schedule.expression.edu into a web browser address bar. The page will open up with a calendar.
- Click on the date you are interested in and a schedule (list format) will open up. For an easier read version, click on "Activity View" at the top of the schedule. This will bring up 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.

3. Make a Request:

- Once you have found a time slot and room you wish to reserve, send an email to MSV Director (Andy Peterson andy@expression.edu or Eric Arvai earvai@expression.edu) and include the following information:

Your name (& Partner's name if pairing up with another student)
Brief description of the project you are working on and why you need the room

Current Course

Suite you are requesting

Date & time slot you are requesting

Number of people that will be present

Phone number where you can be reached in case we need to cancel or reschedule your session

- The MSV Director will check to make sure you have a valid "Final Cut Pro Personal Time Eligibility" sheet on file and then forward your request to the Studio Manager as approval.
- Please note that all requests must be made a minimum two business days in advance)

4. Confirmation:

- Once your request is received from the MSV Director, the Studio Manager will put your session on the Master Schedule.
- You will then receive a return email stating this has been done.
- Just arrive at the specified time and show your badge at the front desk to gain entry to the suite.

APPENDIX F

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 (www.expressionstudents.com), 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/839- 8900
www.eastbayaa.org

**National Council on Alcoholism
& Drug Addiction – Bay Area**

(415) 296-9900
24 hr hotline

CA Dept. of Rehabilitation

1841 Berkeley Way at MLK Way
883-6000/M-F 8a-5p/WCA
Vocational counseling; employment, assistance
and referrals; Berkeley residents.

Narcotics Anonymous

444-HOPE
24 hour hotline
www.sfna.org
www.naalamedacounty.org

Marijuana Anonymous

287-8873

Nar-Anon, Inc.

526-2455
Self-help for family & friends of substance
abusers/addicts

Children, Youth and Family Services

Bananas

5232 Claremont, Oakland
658-7101/M-Th 9:30a-4:30p, Tu 7p-9p, F 9:30a-
1p/WCA
Child care information; baby-sitters; toys;
equipment; children's clothing.

**Berkeley-Albany Licensed Day
Care**

612 Bancroft Way (near Aquatic Park)/549-
1223/M-F 9a-5p
Short-term (a few hours) free emergency child
care; long-term, low-fee child care.

Child Protective Services

483-9300/24 hr
Handles reports of children in danger; facilitates
family reconciliation; provides referrals.

Parental Stress Service

893-5444/24 hr phone from M 9a-Sa 9a/closed
Sa 9a-M 9a/call for office hours
Telephone counseling and support; respite care;
education; counseling.

Counseling

National Crisis Hotline

800-SUICIDE

Crisis Cuppot Services

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

Megan Kelly Smith, MFT

2709 Alcatraz Avenue, Berkeley
649-5911
First 3 sessions at no cost to Ex'pression
Students.

Berkeley Free Clinic

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

Berkeley Mental Health

Individual counseling; CM; referrals
Adults: 2640 MLK at Derby/644-8562/M-F 8a-
5p/WCA
Families, Youth & Children: 1925 Derby/644-
6617/M-F 8a-5p/WCA
Court Program: 1844 Addison at MLK/644-
8574/M-F 8a- 5p
Mobile Crisis Team: 7 days 11a-11p/644-
8566/outreach.

Pacific Center for Human Growth

2712 Telegraph/Admin: 548- 8283
 Counseling: 548-2192; Hotline: 841-6224
 Drop-In Center Open: M-F 10a-10p/Sa 12p-4p,
 6p-10p/Su 6p-9p
 Switchboard: M-F 10a-10p/Sa
 10a-4p
 All sexual minority community issues.

Disability Services

BORP

(Bay Area Outreach & Recreation Program)

830 Bancroft Way/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
 841-4776/M-F 9:30a-12n, 1p- 5p
 Disability support and referrals; peer counseling;
 TTY/TTD.

Easy Does It

2319 - Spaulding St.
 464-8582 - Emergency
 845-5513 - Office/M-F 12n - 5p
 464-8583 - TTY/TTD
 24 hr emergency services, including wheelchair
 repair, attendant care,
 transportation, sign language interpreting.

A-Paratransit

807 - 54th Ave., Oakland/534-8585
 M-F 11a-5p Wheelchair transportation.

Food, shelter and clothing

Berkeley Emergency Food Project

2140 Dwight Way/841-2789
 Benefits asst.; \$ mgt.; phone & mail svc; I&R;
 informal counseling.
 Drop-In Centers:

Berkeley Food Pantry

Friends Church
 1600 Sacramento Street, Berkeley
 525-2280/M/W/F 2p-5p
 need Berkeley/Albany photo ID and referral
 from: Berkeley Free Clinic:

Emeryville Community Action Project

3610 San Pablo Avenue, Emeryville
 Food Pantry

Salvation Army

1535 University @ Sacramento
 549-3426/M/W/F 9a-12n

Health (Medical/Dental)

Berkeley Free Clinic

2339 Durant Ave./548-2570 or 1-800-6-
 CLINIC/WCA
 Medical: M-Th 5:45p
 Dental: M,T,Th 5p
 Men's STD Clinic: Su 5pm

Berkeley Primary Care Access Clinic

2001 Dwight Way/204- 4666/WCA/Call for apt. &
 info.
 Gen'l Med: M 9a-9p/W 9a- 5p/Th 5p-9p/F 1p-5p
 Perinatal: T&Th 9a-5p

Berkeley Women's Health Center

For men and women
 2908 Ellsworth/843-6194/WCA
 M 8a-5p, T,W 10a-7p, Th 9a- 6p, F 8a-5p/WCA
 Women only (over age 12); homeless served
 free; M.D. available

Central Health Dental Clinic

470 - 27th St., @ Broadway, Oakland
 271-4211/T,W,Th 8:30a-5p
 Children only; call for apt.

La Clinica de la Raza

1515 Fruitvale, Oakland/535- 4000
 M-F 8:30a-11a, 1:30p-3p
 Optometry; ophthalmology; dental; bilingual; drop-
 in.

HIV/AIDS Testing & Services

Berkeley Health and Human Services
 830 University Avenue, Berkley
 Phone: 644-8571
 Provides free anonymous testing and counseling
 for people requesting the HIV test.

AIDS Project of the East Bay (APEB)

651-20th St/Oak/834-8181/M-F 10a-12:30p &
 1:30p- 4p)
 HIV+ or AIDS; emerg. \$; food vouchers; SSI
 benefits asst.; housing; support groups.

APPENDIX G

STUDENT HANDBOOK ADDENDUMS

Effective February 27, 2009 through December 2009

PAGE 11 - III. ACADEMICS

APPEALS

If a student disagrees with a school-related decision, he or she may submit a formal appeal.

Deadlines:

- 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.
- Appeals submitted after the deadline will be reviewed at the following Appeals Meeting.

Appeals Procedure

- The student must complete an official Appeal Form, which can be downloaded from the student website (www.expressionstudents.com), 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 submitted to the Director of Student Affairs, either in person or via email. If emailed, the student will receive a confirmation email stating that the form was received. If confirmation is not obtained within 2 working days, 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. It is *highly* recommended that documentation be submitted to support your request, particularly for appeals regarding attendance.
- The Director of Student Affairs will distribute the letter 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.

