

# Student Handbook Certificate and MFA Programs



# THE CENTER FOR CARTOON STUDIES

## STUDENT HANDBOOK

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## CONTACT INFORMATION

### KEY STAFF

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### SUPPORT STAFF

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### CAMPUS BUILDINGS

#### **CCS MAIN BUILDING (COLODNY BUILDING)**

94 South Main Street, White River Junction, Vermont  
TEL: (802) 295-3319  
FAX: (802) 295-3399  
WEB: cartoonstudies.org

#### **GATES-BRIGGS CLASSROOM**

39 South Main Street, Room 205, White River Junction, Vermont  
Classroom for lecture and workshop space, also available for after-hours use by student groups

#### **SCHULZ LIBRARY**

58 Bridge Street, Unit 7, White River Junction, Vermont  
\*Hours posted each semester at entrance of building, on the CCS intranet, and on the Student Activities boards in the Colodny and Old Telegraph buildings

#### **OLD TELEGRAPH BUILDING**

7 Currier Street, White River Junction, Vermont  
Senior and Inkubator Studios, Media Room, and a faculty office

### MAILING ADDRESSES

The Center for Cartoon Studies  
PO BOX 125  
White River Junction, Vermont 05001

FED EX/UPS SHIP TO ADDRESS:  
The Center for Cartoon Studies  
94 South Main Street  
White River Junction, Vermont 05001

## **MISSION & PURPOSE**

The Center for Cartoon Studies (CCS) is dedicated to providing the highest quality of education to students interested in creating visual stories. The CCS curriculum of art, graphic design, and literature reflect the wide array of skills needed to create comics and graphic novels. CCS emphasizes self-publishing and prepares its students to publish, market, and disseminate their work.

CCS, recognizing the central role that socially responsible businesses can play in a community, will initiate and be responsive to innovative ways to improve the local cultural and economic quality of life.

CCS is operating under the charter of The National Association of Comics Art Educators, a 501(c)3 tax-exempt institution. CCS does not discriminate in its admissions policy for reasons of race, religion or ethnic origins.

All decisions relating to our operations and day-to-day function are tested for their best effect in support of the school's mission.

## **BOARD OF DIRECTORS**

Legal and actual responsibility for governance of The Center for Cartoon Studies (CCS) is vested in the Board of Directors. Board members are identified by a Nominating Committee and elected; they are selected from a broad community and represent many constituencies of CCS. The Board is responsible for all aspects of the College program including, but not limited to, admissions policies, buildings and grounds, the academic program, performance criteria for faculty and staff and appointment of senior staff. The Board serves as the final internal review in any institutional grievance procedure. The Board, first empowered as of April 2004, operates through a committee system. An 11-member Board of Directors governs CCS. For a current list and bio of each member, visit: [cartoonstudies.org/about/directors.html](http://cartoonstudies.org/about/directors.html).

## **ACADEMIC CALENDAR**

### **FALL 2009**

August 14:	Tuition due
September 4:	Y2 Orientation
September 5:	Y1 Orientation
September 8:	Fall semester begins
November 26-27:	Thanksgiving Holiday
December 18:	End of semester

### **SPRING 2010**

January 19:	Spring semester begins
March 22-26:	Spring Break
May 7:	End of semester
May 10-14:	Commencement Week
May 15:	Commencement

## **FACILITIES**

All CCS facilities are located in the historic district of the village of White River Junction.

### **CCS Main Building (Colodny Building)**

94 South Main Street, White River Junction, Vermont

CCS signed a long-term lease for its main building, the Colodny, which includes two levels, totaling 5,000 square feet. The main building has a gallery, classroom, computer lab, production lab, screen-printing lab, student lounge and kitchen, three administrative offices, and two restrooms.

### **Gates-Briggs Classroom**

39 South Main Street, White River Junction, Vermont

The Gates-Briggs classroom is a full-service space for lectures, workshops, and studio courses. It is also available for use by student groups after hours. Reserve the space and check out the keys with the Operations Manager.

### **Schulz Library**

58 Bridge Street, Unit 7, White River Junction, Vermont

The school has an offsite Library located three blocks from the CCS Main Building, adjacent to the Main Street Museum. The Library houses over 7,000 comics, graphic novels, and reference books. The Library also has wireless high-speed internet. Hours are posted at the beginning of each semester with access and book check out privileges granted only to CCS students, alumni who have paid the lab fee, faculty, staff, interns, and the CCS Board. The collection can be found on the online catalog at [librarything.com/catalog/ CartoonStudies](http://librarything.com/catalog/ CartoonStudies).

### **Old Telegraph Building**

7 Currier Street, White River Junction, Vermont

The Old Telegraph Building includes Second-Year studios, a faculty office, and the Media Room. The Media Room houses the Schulz Library's collection of VHS tapes, DVDs, Laser Discs, CDs and other media. It has a flat screen TV and various media players as well as comfortable seating for student use, and a faculty office.

### **CCS Operation Hours**

CCS operation hours are 9am-5pm, Monday-Friday. CCS offices are closed on New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Additional days may be announced throughout the year and posted on the online message board and in the physical building.

### **Design and Facility Changes**

Design and facility changes are evaluated and approved as procedure by local and state permit and zoning requirements. Equipment is purchased based on the program needs and input from faculty. Student and faculty input is queried by course surveys for ongoing improvement opportunities. The facility and equipment are of the highest quality used in the field.

## **TRANSFER CREDIT STATEMENT**

Credits earned at CCS are transferable only at the discretion of the receiving school.

## **GOVERNANCE**

Legal and actual responsibility for governance of The Center for Cartoon Studies is vested in the Board of Directors. Board members are identified by a Nominating Committee and elected; they are selected from the broad community and represent the many constituencies of the College. The Board serves as the final internal review in any institutional grievance procedure.

## **NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

National Association of Comic Arts Educators, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## **ACADEMIC ADVISING**

All students are assigned an advisor to assist them in choosing appropriate internship/externships, senior thesis projects, degree program and personal goals. Special problems and unusual circumstances should be referred to the Director.

## **ACADEMIC AFFAIRS**

The Director is responsible for the operations of the academic programs including the faculty, academic leadership, and instructional programs, as well as related departments.

## CERTIFICATE IN CARTOONING

One- or Two-Year, full-time course of study

The Certificate in Cartooning program provides students with the opportunity to explore studio production in cartooning. The curriculum is designed with a balance of both structure and independence, encouraging individual development. The program stresses the importance of a profound understanding of the conditions in which comics are produced and focuses on the wide array of approaches and techniques of cartooning, with a focus on self-publishing. Students are exposed to methodologies of inquiry that foster innovative, analytic, and speculative thinking skills necessary for artistic development and creative production.

The program's internationally accomplished and recognized faculty are actively engaged in a range of disciplines and areas of cartooning that include writing, illustration, and design.

The program wishes to attract motivated students who will benefit from interaction with a diverse and challenging faculty in an environment focused on cartooning.

The Center for Cartoon Studies (CCS) Certificate in Cartooning is a one- or two-year, full-time degree program.

<p><b>Year 1: Semester One</b></p> <p>Cartooning Studio I - <i>3 credits</i>            Drawing Workshop I - <i>3 credits</i>            Life Drawing Session            Publication Workshop I - <i>3 credits</i>            Reading and Writing Workshop I - <i>3 credits</i>            Survey of the Drawn Story I - <i>3 credits</i>            Visiting Artists Seminar I</p>	<p><b>Year 1: Semester Two</b></p> <p>Cartooning Studio II - <i>3 credits</i>            Drawing Workshop II - <i>3 credits</i>            Field Trip and Visitors I - <i>3 credits</i>            Publication Workshop II - <i>3 credits</i>            Reading and Writing Workshop II - <i>3 credits</i>            Survey of the Drawn Story II</p>
<p><b>Year 2: Semester Three</b></p> <p>Thesis Project I - <i>6 credits</i>            Thesis Seminar I - <i>3 credits</i>            Internship/Externship:                Community Narratives - <i>3 credits</i>            Professional Practices - <i>3 credits</i>            Visiting Artist Seminar II - <i>3 credits</i></p>	<p><b>Year 2: Semester Four</b></p> <p>Thesis Project II - <i>6 credits</i>            Thesis Seminar II - <i>3 credits</i>            Field Trip and Visitors II - <i>3 credits</i></p>

Total credits required for degree completion:  
 One-Year Certificate in Cartooning – 30 credits  
 Two-Year Certificate in Cartooning – 60 credits

## **Certificate in Cartooning Course Descriptions**

### **Year 1, Semester One:**

#### **Cartooning Studio I**

This studio class explores the formal underpinnings of comics and provides an overview of tools and techniques involved in making them.

#### **Drawing Workshop I**

Drawing is seeing, a powerful tool for creating and thinking. This class focuses on observational drawing.

#### **Life Drawing Session**

This course focuses on building a solid foundation in basic drawing skills through observation.

#### **Publication Workshop I**

This course focuses on graphic design and desktop applications. Weekly assignments revolve around creating online and traditional publications using various technologies and applications.

#### **Reading and Writing Workshop I**

What is good writing and how do you create it? This class poses this question by various exercises, writing assignments and close readings of classic literature, essays, graphic novels, and plays.

#### **Survey of the Drawn Story I**

From the tapestries of Medieval Europe to the woodcut novels of Frans Masereel, to MAUS and the modern graphic novel, this lecture gives an exhilarating overview of the drawn story.

#### **Visiting Artists Seminar I**

A series of seminar/studio dialogues with the CCS artist-in-residence and visiting artists.

### **Year 1, Semester Two:**

#### **Cartooning Studio II**

Continuation of the studio class that explores the formal underpinnings of comics and an overview of tools and techniques. Weekly assignments challenge students to create clear and compelling visual narratives.

#### **Drawing Workshop II**

A continuation of Drawing Workshop I with an emphasis on perspective and figure drawing and sketchbook practice.

#### **Field Trip and Visitors I**

A weekly seminar where guest artists are invited to talk about a wide array of tools and techniques and their own approach to their work. This class also includes field trips to locations like Montreal, Boston, and New York to visit artists, studios, publishers, print shops, and museums.

#### **Publication Workshop II**

A continuation of Publication Workshop I, this class will teach students to color a comic, and create printer-ready documents. Student will also gain experience by working on professional assignments supervised by the instructor.

#### **Reading and Writing Workshop II**

A continuation of Reading and Writing I with an emphasis on dialogue and scriptwriting.

#### **Survey of the Drawn Story II**

This course will cover contemporary comics history with a focus on self-publishing, the rise of alternative comics and the modern graphic novel. Through critical reading and discussion students will develop a deeper understanding of the modern classics, which will inform their own creative work.

## **Year 2, Semester Three:**

### **Thesis Project I**

#### *Independent Study*

The student will formulate a yearlong project that builds upon the skills acquired during year one. This will involve research and creating a preliminary proposal to present to a thesis committee comprised of CCS instructors. In addition, students will choose an artist as their thesis faculty advisor. They work with the thesis advisor on a one-to-one basis and establish a work schedule to research, write and visualize their thesis project.

### **Thesis Seminar I**

This studio seminar provides opportunity for students to participate in and experience group critique of their work and that of others. Seminar includes discussion of intention, structure, content, context and meaning of the studio work, and sessions with guest critics and artists.

### **Internship/Externship: Community Narratives**

Students can choose between community-based teaching externships and industry internships.

### **Professional Practices**

Students are introduced to career paths available to cartoonists as they prepare to enter the professional arena. By assembling a portfolio and creating promotional materials they learn how to market themselves as artists. Students learn the vernacular of the publishing industry and are instructed on their creative rights. Featured speakers lecture on the professional aspects of cartooning.

### **Visiting Artists Seminar II**

A series of seminar/studio dialogue with the CCS artist-in-residence and visiting artists.

## **Year 2, Semester Four:**

### **Thesis Project II**

#### *Independent Study*

The student will continue to work on their yearlong thesis project guided by their thesis advisor. Students will be required to produce a publication documenting their thesis by semester's end and present the project to the thesis committee. Students are also required to exhibit their work.

### **Thesis Seminar II**

A continuation of the studio seminar that provides opportunity to participate in and experience group critique of their work and that of others. Seminar includes discussion of intention, structure, content, context and meaning of the studio work, and sessions with guest critics and artists.

### **Field Trip and Visitors II**

A continuation of Field Trip and Visitors I, this class will include lectures and field trips to visit artists, studios, publishers, print shops, and museums.

## MASTER OF FINE ARTS IN CARTOONING

Two-year, full-time course of study

CCS provides individuals seeking advanced study in the arts an opportunity to secure the recognized terminal degree in the studio arts. The MFA in Cartooning serves students of high personal motivation, independent thinking and significant writing, design, publishing, studio experiences.

CCS's unique structure encourages graduate students to develop an interdisciplinary program outside of the required structured Certificate in Cartooning curriculum. A study that meets the student's specific needs and interests. Based in mentoring, the program utilizes individualized learning contracts. Students participate in required liberal arts seminars, studio critique sessions and a thesis exhibition.

The learning environment for the MFA candidates is supported by faculty and staff committed to teaching. Each graduate student is provided with a faculty mentor, e-mail privileges and access to internet and other network resources for research, creative work or other communication needs. The College's spaces for exhibition of work are available to graduate students including off-campus exhibition programs in the Upper Valley. Upon completion of the MFA program in Cartooning, CCS students are required to exhibit their work in the main gallery with an extended show until the end of June. Local partnerships with nearby galleries are possible.

The program wishes to attract motivated students who will benefit from interaction with a diverse and challenging faculty in an environment focused on cartooning.

The Center for Cartoon Studies (CCS) Master of Fine Arts in Cartooning is a two-year, full-time degree program. The second year may be completed with a low residency option upon approval.

<p><b>Year 1: Semester One</b></p> <p>Cartooning Studio I - <i>3 credits</i>            Drawing Workshop I - <i>3 credits</i>            Life Drawing Session I            Publication Workshop I - <i>3 credits</i>            Reading and Writing Workshop I - <i>3 credits</i>            Survey of the Drawn Story I - <i>3 credits</i>            Visiting Artists Seminar I</p>	<p><b>Year 1: Semester Two</b></p> <p>Cartooning Studio II - <i>3 credits</i>            Drawing Workshop II - <i>3 credits</i>            Field Trip and Visitors I - <i>3 credits</i>            Publication Workshop II - <i>3 credits</i>            Reading and Writing Workshop II - <i>3 credits</i>            Survey of the Drawn Story II</p>
<p><b>Year 2: Semester Three</b></p> <p>Thesis Project I - <i>6 credits</i>            Thesis Seminar I - <i>3 credits</i>            Internship/Externship:                Community Narratives - <i>3 credits</i>            Professional Practices - <i>3 credits</i>            Visiting Artist Seminar II - <i>3 credits</i></p>	<p><b>Year 2: Semester Four</b></p> <p>Thesis Project II - <i>6 credits</i>            Thesis Seminar II - <i>3 credits</i>            Field Trip and Visitors II - <i>3 credits</i></p>

Total credits required for degree completion: 60 credits

## **Master of Fine Arts Course Descriptions**

### **Year 1, Semester One:**

#### **Cartooning Studio I**

This studio class explores the formal underpinnings of comics and provides an overview of tools and techniques involved in making them.

#### **Drawing Workshop I**

Drawing is seeing, a powerful tool for creating and thinking. This class focuses on observational drawing.

#### **Life Drawing Session I**

This course focuses on building a solid foundation in basic drawing skills through observation.

#### **Publication Workshop I**

This course focuses on graphic design and desktop applications. Weekly assignments revolve around creating online and traditional publications using various technologies and applications.

#### **Reading and Writing Workshop I**

What is good writing and how do you create it? This class poses this question by various exercises, writing assignments and close readings of classic literature, essays, graphic novels, and plays.

#### **Survey of the Drawn Story I**

From the tapestries of Medieval Europe to the woodcut novels of Frans Masereel, to MAUS and the modern graphic novel, this lecture gives an exhilarating overview of the drawn story.

#### **Visiting Artists Seminar I**

A series of seminar/studio dialogues with the CCS artist-in-residence and visiting artists.

### **Year 1, Semester Two:**

#### **Cartooning Studio II**

Continuation of the studio class that explores the formal underpinnings of comics and an overview of tools and techniques. Weekly assignments challenge students to create clear and compelling visual narratives.

#### **Drawing Workshop II**

A continuation of Drawing Workshop I with an emphasis on perspective and figure drawing and sketchbook practice.

#### **Field Trip and Visitors I**

A weekly seminar where guest artists are invited to talk about a wide array of tools and techniques and their own approach to their work. This class also includes field trips to locations like Montreal, Boston, and New York to visit artists, studios, publishers, print shops, and museums.

#### **Publication Workshop II**

A continuation of Publication Workshop I, this class will teach students to color a comic, and create printer-ready documents. Student will also gain experience by working on professional assignments supervised by the instructor.

#### **Reading and Writing Workshop II**

A continuation of Reading and Writing I with an emphasis on dialogue and scriptwriting.

#### **Survey of the Drawn Story II**

This course will cover contemporary comics history with a focus on self-publishing, the rise of alternative comics and the modern graphic novel. Through critical reading and discussion students will develop a deeper understanding of the modern classics, which will inform their own creative work.

## **Year 2, Semester Three:**

### **Thesis Project I**

#### *Independent Study*

The student will formulate a yearlong project that builds upon the skills acquired during year one. This will involve research and creating a preliminary proposal to present to a thesis committee comprised of CCS instructors. In addition, students will choose an artist as their thesis faculty advisor. They work with the thesis advisor on a one-to-one basis and establish a work schedule to research, write and visualize their thesis project.

### **Thesis Seminar I**

This studio seminar provides opportunity for students to participate in and experience group critique of their work and that of others. Seminar includes discussion of intention, structure, content, context and meaning of the studio work, and sessions with guest critics and artists.

### **Internship/Externship: Community Narratives**

Students can choose between community-based teaching externships and industry internships.

### **Professional Practices**

Students are introduced to career paths available to cartoonists as they prepare to enter the professional arena. By assembling a portfolio and creating promotional materials they learn how to market themselves as artists. Students learn the vernacular of the publishing industry and are instructed on their creative rights. Featured speakers lecture on the professional aspects of cartooning.

### **Visiting Artists Seminar II**

A series of seminar/studio dialogue with the CCS artist-in-residence and visiting artists.

## **Year 2, Semester Four:**

### **Thesis Project II**

#### *Independent Study*

The student will continue to work on their yearlong thesis project guided by their thesis advisor. Students will be required to produce a publication documenting their thesis by semester's end and present the project to the thesis committee. Students are also required to exhibit their work.

### **Thesis Seminar II**

A continuation of the studio seminar that provides opportunity to participate in and experience group critique of their work and that of others. Seminar includes discussion of intention, structure, content, context and meaning of the studio work, and sessions with guest critics and artists.

### **Field Trip and Visitors II**

A continuation of Field Trip and Visitors I, this class will include lectures and field trips to visit artists, studios, publishers, print shops, and museums.

## **COURSE SCHEDULE**

A detailed printed copy of the entire semester schedule and academic calendar is provided to each admitted student prior to the beginning of the semester. It is also posted in the classroom and lab, and on the Intranet ([cartoonstudies.org/intranet](http://cartoonstudies.org/intranet)). Classes meet Monday through Thursday between 10am and 6pm.

## **LENGTH OF COURSES**

Course lengths are scheduled for two to four hours depending on the type of course. A four-hour class includes a block of time dedicated to studio and one to one coaching. Adequate time is allowed for lunch and breaks.

## **FULL-TIME / PART-TIME ENROLLMENT**

The Center for Cartoon Studies offers programs that are for full-time enrollment. No part-time status is available at this time.

## **CREDIT TRANSFER INTO PROGRAM**

The Center for Cartoon Studies doesn't accept credits from outside institutions. Our programs are structured to accommodate varied levels and the curriculum is designed as a sequential program.

## **GRADING / EVALUATION SYSTEM**

Faculty will assess student performance.

### **CCS Grading Policy**

CCS will operate on a pass/no credit system.

<b>Pass (P)</b>	The student has completed the course requirements in a satisfactory manner for a pre-professional course of study.
<b>No Credit (NC)</b>	The student has not satisfactorily completed a sufficient portion of the course requirements to receive credit. The student will have 12 months to complete the course and receive a Pass.
<b>Evaluation</b>	Student work will be evaluated throughout the semester in the form of group critiques, individual critiques, peer review, and/or written comments.
<b>Withdraw (W)</b>	After Add/Drop period.
<b>Incomplete (I)</b>	A grade of incomplete may be granted to students who have suffered serious illness during the academic term, resulting in failure to complete all the assignments by the end of the semester. Documentation from a physician is required and must be attached to the petition for the grade of incomplete.
<b>No Grade (NG)</b>	No Grade received from instructor due to extenuating circumstances

An appropriate senior faculty member will be pleased to write a specifically addressed letter of recommendation outlining a student's skills and achievements for the purpose of employment, grant opportunity, or entry at another school for up to three years after graduating CCS. After three years it is expected that your portfolio and career achievements will be your best representations.

## **STANDARDS OF PROGRESS**

A mid-semester review of each student's status will be performed by each instructor. Student performance will be addressed individually with the student, as needed, by the CCS director.

## **GRADUATION REQUIREMENTS**

### **ONE-YEAR CERTIFICATE IN CARTOONING**

1. Completion of all courses.
2. Completion of all missing or incomplete grades.
3. Payment of all financial obligations and return of all Library and Lab materials.

### **TWO-YEAR CERTIFICATE IN CARTOONING**

#### **MASTER OF FINE ARTS DEGREE**

1. Completion of all courses.
2. Completion of all missing or incomplete grades.
3. Payment of all financial obligations and return of all Library and Lab materials.
4. Final exhibition of work at conclusion of last semester.

## **DEGREES & CERTIFICATES AWARDED**

Approved from the State of Vermont Department of Education:

CERTIFICATE IN CARTOONING

MASTER OF FINE ARTS IN CARTOONING

## **TUITION REFUND POLICY**

Tuition refunds after the beginning of a term are made only if a student is dismissed by the College or if a student submits a formal written notice of withdrawal to The Center for Cartoon Studies. The effective date of the withdrawal shall be the date upon which the written notice is accepted. Refunds are based on the effective date of withdrawal or the date of dismissal as established by the College. The application fee, tuition deposit, tuition deposit late fee and installment plan fee are not refundable. The amount of refund is calculated from the withdrawal date as a percentage of the full tuition for the entire semester, according to the schedule below.

### **FEES 2009-10 ACADEMIC YEAR**

Application fee:	\$50	Nonrefundable
Deposit:	\$500	Nonrefundable. Applied toward tuition.
Lab fee:	\$250	
Tuition:	\$16,000/year	See refund schedule below.

### **REFUND SCHEDULE**

<b>100%</b>	Prior to the beginning of the semester
<b>80%</b>	Through Friday of the first week
<b>60%</b>	Through Friday of the second week
<b>40%</b>	Through Friday of the third week
<b>20%</b>	Through Friday of the fourth week
<b>0%</b>	After Friday of the fourth week

## **FINANCIAL AID**

The Center for Cartoon Studies (CCS) is not accredited so therefore cannot participate in federal loan programs.

### **PRIVATE LOANS**

CCS students are eligible for private loan programs through Vermont Student Assistance Corporation (VSAC) or Chittenden Bank. VSAC Choice Loans are private, credit-based loans requiring a co-signer, with repayment terms up to 15 years and variable, credit-based interest rates (currently ranging from 5-9%). Chittenden Bank loans are also private credit-based loans with re-payments terms and interest rates that vary from borrower to borrower.

### **TUITION PAYMENT PLAN**

CCS offers a tuition payment plan, which includes a down payment due at the August 14 tuition due date, and 10 monthly payments from September – June. The payment plan must be arranged prior to the tuition deadline date of August 14. The tuition invoice statement is mailed to admitted students in early summer, and includes the payment plan enrollment option.

### **EMERGENCY LOAN PROGRAM**

CCS makes interest-free loans with 6-month repayment terms available to currently enrolled students for emergency situations (health, housing, emergency travel, etc.). Students may receive up to \$500 in Emergency Loans per academic year. Students must apply in person with the Operations Manager and must be in good standing with their student account.

## **ACCREDITATION & MEMBERSHIPS**

The Center for Cartoon Studies (CCS) is not accredited. The State of Vermont has issued CCS a Certificate of Degree-Granting Authority to offer MFA degrees and Certificates in Cartooning.

CCS is a member of the Vermont Higher Education Council (VHEC), an organization of all the Vermont public, proprietary, and independent colleges. [www.vhec.info](http://www.vhec.info).

Key staff memberships include the National Association of Schools of Art & Design, College Art Association, and AIGA.

## **CLOSING POLICY DUE TO INCLEMENT WEATHER**

The Center for Cartoon Studies may close due to extreme weather or serious conditions. In the case of a closure:

- 1) A message will be posted on the school's Intranet: [cartoonstudies.org/intranet](http://cartoonstudies.org/intranet)
- 2) There will be a voice mail message announcement on CCS's main line (802-295-3319) by 8am the day of the closing. The message will indicate whether the school has a delayed opening or a full closure for the day. All classes canceled will need to be rescheduled for a future date.

## **CLOSING POLICY**

A decision to close a CCS educational program, or the entire institution requires thoughtful planning and careful consultation with all affected constituencies. Every effort should be devoted to informing each constituency as fully as possible about the conditions compelling consideration of a decision of such importance, and all available information should be shared. As much as possible, the determination to close a program, or the institution, will be made through a consultative process and only after alternatives have been considered, but responsibility for the final decision to close rests with the CCS Board of Directors. Since the immediate interests of current students and faculty are most directly affected, their present and future prospects require especially sensitive and timely attention and involvement.

If CCS decides to close an educational program, or the entire institution, it will consider the following options:

1. The institution teaches out currently enrolled students; no longer admits students to programs; and terminates the program, the operations of a branch campus, or the operations of an institution after students have graduated.
2. The institution enters into a contract for another institution or organization to teach-out the educational programs or program. Such a teach-out agreement requires State and Board of Directors approval.

CCS will apply every effort possible to maintain operations, but if due to uncontrollable circumstances, the school should need to close we will aggressively work with partnership schools to transfer and maintain students records and oversee requests. If we are unable secure a transfer of files and partnership with another institution, we will transfer all student files to:

**Vermont Department of Education**  
120 State Street, Montpelier, VT 05620-2501

Students, faculty, vendors, and members of the community will be notified as soon as possible of the decision to close the institution. A message will also be posted on the schools main web site: [cartoonstudies.org](http://cartoonstudies.org) and a voice mail message announcement on CCS's main phone line (802) 295-3319 will include the schedule and plans for the closure.

## **STANDARDS OF CONDUCT**

The following are standards of conduct expected from CCS Students. Violations of the following standards will have repercussions that may range, depending on the severity of the offense, from warning to probation to dismissal.

### **Alcohol and Drugs**

The possession and/or consumption of alcohol or illicit drugs are expressly forbidden on CCS property.

### **Fireworks/weapons**

The use or possession of firearms, other weapons, explosives or fireworks is prohibited.

### **Tobacco**

No one under the age of 18 is allowed to smoke since it is illegal in the state of Vermont. Those who are 18 or older may smoke outdoors.

### **Harassment**

The intimidation or harassment of any student will not be tolerated under any circumstances.

### **Safety**

Behavior that threatens or endangers the safety of one's own well being or the well-being or property of other persons is prohibited.

### **Fire Safety**

Students must evacuate the CCS facilities when a fire alarm sounds. Tampering with, disconnecting or obstructing fire alarm bells, smoke detectors or other fire equipment is prohibited. Fire doors cannot be used to enter or exit buildings and should not be opened except in emergencies.

### **Loss**

CCS accepts no responsibility for personal items that are lost, stolen or damaged.

### **Other College Policies**

Additional CCS policies are outlined in the Student Handbook, which is provided to all students. CCS reserves the right to hold students to generally accepted standards of behavior. CCS reserves the right to make changes to policies when necessary.

## **STUDENT SERVICES**

### **BANKS AND ATMS**

The following banks have branches and ATMs in downtown White River Junction: Chittenden Bank, Citizens Bank, and Mascoma Savings Bank. There is also an ATM in the Hotel Coolidge lobby.

### **CCS INTRANET: [CARTOONSTUDIES.ORG/INTRANET](http://CARTOONSTUDIES.ORG/INTRANET)**

The CCS Intranet is a portal to resources, information and links for students, alumni, faculty, and staff.

### **COMPUTER AND NETWORK SERVICES**

All CCS students receive an e-mail address, CCS Message Board access, internal mailbox, and student print server account. Students can also check out CCS's Apple laptops for a 24-hour period.

### **COMPUTER AND SOFTWARE DISCOUNTS**

#### **APPLE EDUCATION**

CCS students, faculty, and staff are eligible for educational discount pricing on Apple products. For helpful online resources and to make purchases, visit the Apple Education/Apple Store: [www.apple.com/education](http://www.apple.com/education)

Select The Center for Cartoon Studies to see institutional pricing and to make purchases. Payments must be made by credit card.

#### **GovConnection**

Software educational discounts are made available to all CCS students, faculty, and staff by GovConnection: [govconnection.com/cartoon](http://govconnection.com/cartoon)

To inquire about discounts and to place an order, contact:

Angelo Mullen

E-mail: [amullen@govconnection.com](mailto:amullen@govconnection.com)

(800) 800-2222

### **COMPUTER LABS**

The Center for Cartoon Studies computer labs offer a wide range of the latest hardware and software and a Lab Tech to assist your creative endeavors. All currently enrolled students, faculty and staff, and alumni who have paid the lab fee may use the computer facilities.

All CCS lab Apple computers are equipped with:

- \* Adobe Creative Suite 4 Design Premium (InDesign, Photoshop, Illustrator, Flash, Dreamweaver, Fireworks, Acrobat 9 Pro)
- \* Microsoft Office X (Word, Excel, PowerPoint)
- \* Corel Painter IX
- \* FontLab Studio 5
- \* Fetch 5.0.5
- \* Google SketchUp

### **COUNSELOR**

Students are granted **three free sessions** per year with local counselor, Sara De Gennaro, MA, LCMHC, LADC, CCS, a licensed behavioral health & social service provider, counselor, and substance use addiction counselor in VT & NH. To arrange an appointment, call Sarah at (802) 233-8755. Her office is located in the Gates-Briggs Building, Suite 203, White River Junction, Vermont. Enter the building at the Northern Stage Briggs Opera House door and proceed to the second floor. Students must show CCS ID.

## **DATA STORAGE POLICY**

When a student returns a checked out laptop, all files from that laptop will be removed.

On the first and third Tuesday of every month, all files and user folders on the desktops of lab and classroom computers will be deleted, along with any files on CCS LaCie storage drives not sorted into student or PROJECTS folders.

Students should always utilize some form of data backup (thumb drive, CD, etc.) when working on CCS computers. The CCS LaCie drives should never be used as the only storage for your files.

## **DISCOUNTS AT LOCAL BUSINESSES**

CCS students, faculty, and staff are eligible for discounts with CCS ID at the following local businesses:

<b>The Bakers Studio White River Junction, VT</b>	Free coffee with the purchase of a bagel on Wednesdays
<b>Bean's Art Store Hanover, NH</b>	10% discount on art supplies
<b>Dartmouth Book Store Hanover, NH</b>	10% discount on books (see Operations Manager for an enrollment form to obtain your personal savings card)
<b>Dukes Art &amp; Frame Shop Lebanon, NH</b>	10% discount on art supplies
<b>FedEx Kinko's West Lebanon, NH</b>	Discount on printing – varies based on services
<b>Grape Vine Gift Shoppe White River Junction, VT</b>	15% discount on art supplies
<b>Tip Top Pottery &amp; Beads White River Junction, VT</b>	Waive the \$8 Pottery Studio Fee
<b>Twin State Typewriters White River Junction, VT</b>	10% discount on supplies
<b>Two Rivers Printmaking Studio White River Junction, VT</b>	Discounted membership of \$200/ semester. Members receive unlimited access to the studio facilities.
<b>Upper Valley Aquatic Center White River Junction, VT</b>	Discounted rates for annual or month-to-month membership for individuals and families, and discounted day passes. For rates: <a href="http://cartoonstudies.org/intranet">cartoonstudies.org/intranet</a>
<b>Upper Valley Food Co-op White River Junction, VT</b>	5% discount on purchase on Wednesdays (requires a special discount card)

## **E-MAIL SERVICES**

E-mail is used by The Center for Cartoon Studies as the official means of communicating with the student body. Official College announcements regarding policy, classes, registration, deadlines, etc. are delivered



## **LIBRARIES**

CCS has an institutional library card for the Dartmouth College libraries in Hanover, NH. Students, faculty, and staff can obtain the Dartmouth library card from the Operations Manager. Bring the print-out of the books and materials checked out back to the Operations Manager when returning the library card. Individuals are responsible for returning materials on time and for any fines accrued. Local libraries include branches in Hartford, West Hartford, Quechee, Wilder and West Lebanon.

## **LOCAL TRANSPORTATION**

**Advance Transit** provides free local bus service to many towns in the Upper Valley of Vermont and New Hampshire. White River Junction has several pick up locations, including one in front of the Hotel Coolidge and one on Bridge Street across from the Main Street Museum. For more information, route maps, and schedule: [www.advancetransit.com](http://www.advancetransit.com).

### **Local taxi service:**

Big Yellow Taxi - (802) 281-8294

P & P's Twin State Taxi - (802) 295-7878

## **LOCKERS**

Lockers are available for daily use in the Colodny Building in the student kitchen and lounge area downstairs. Students can lock up items by using a personal lock. All locks and items must be removed by the end of the day.

## **LOST AND FOUND**

Lost and Found is located in the faculty office of the Colodny Building. Items will be at the beginning of each month.

## **MAIL**

White River Junction has two Post Offices.

27 S. Main Street - un-staffed satellite located in the village with a postage scale and drop boxes.

195 Sykes Avenue - The main post office is located near the highway exits on Sykes Avenue in White River Junction and operates from 8am – 5:30pm Monday-Friday and Saturday 8am -12noon.

## **MESSAGES**

Urgent telephone messages for students may be given to the staff of CCS at (802) 295-3319. They will write out the message and put it in the student mailbox and/or post it to the student message board. It is the student's responsibility to check their mailbox daily. Students should also check their e-mail on a regular basis.

## **NETWORK-SYSTEMS USE AND PRIVACY**

The CCS computer network, workstations, servers, and software are the property of CCS and are provided to support the operation of the College. Use of network, equipment or services for personal business or profit; to attempt unauthorized access to user accounts, workstations, servers, networks or other attempts to disrupt services on CCS's local network or other sites on the internet is not permitted. Usage violation may result in loss of user accounts, suspension, immediate dismissal and/or criminal and civil penalties as outlined by Federal, State and local statutes. The College also has the right to discontinue the e-mail access of any student who misuses their privilege by sending abusive, intrusive and/or offensive e-mail to any student, faculty or staff member. Personal file security on the computer network, e-mail and file servers are not guaranteed by CCS. Network services should be treated as public domain and items that are of a sensitive and/or personal nature should not be conducted via e-mail.

## **PARKING**

Free parking is available in the village at either the town lot located on Main Street or behind the American Legion Hall on South Main Street. Parking on the street is limited to two hours. There is no overnight parking between December 1-May 1.

## **PRINTING AND COPYING**

The printer network provides wireless access to single print, copy at station, or multiple copy printing. Each student is assigned a personal code that works for all print and copy services. The code is provided at student orientation. Each student is provided 1,000 black and white copies as part of their lab fee and can purchase additional black and white or color copies in volume. Black and white copies are \$0.07 each; color copies are \$0.50 each. (Copy prices subject to change.)

## **ROOM SCHEDULING AND USE OF SPACE**

Students, faculty, and staff can use the Colodny or Gates-Briggs classrooms, lab, and library during official operation hours with the exception of scheduled use for instruction or events. Special use proposals can be submitted to the Operations Manager.

## **VERMONT ID CARDS AND DRIVERS LICENSE**

A Vermont ID card makes it easier for out-of-state residents to cash checks. Students who want to obtain a Vermont driver's license or photo identification may do so at the Vermont Department of Motor Vehicles.

White River Junction has a mobile Department of Motor Vehicles office located at:  
The American Legion, 36 South Main Street, White River Junction, Vermont.

State of Vermont Motor Vehicle Department  
[www.dmv.org/vt-vermont/department-motor-vehicles.php](http://www.dmv.org/vt-vermont/department-motor-vehicles.php)  
[www.aot.state.vt.us/dmv/ABOUTUS/OFFICES/OFFICES.htm](http://www.aot.state.vt.us/dmv/ABOUTUS/OFFICES/OFFICES.htm)

## **WIRELESS NETWORKS**

CCS has high-speed wireless at all campus locations. The following White River Junction locations have free access high-speed wireless internet:

Hotel Coolidge  
Main Street Museum  
Revolution Vintage  
Tip Top Media Arts building  
Tip Top Café  
Tuckerbox

Nearby Hanover and Lebanon, NH, cafés and restaurants that offer free wireless internet:

Panera Bread, West Lebanon  
Borders Café, West Lebanon  
EBA's, Hanover  
Boloco, Hanover

## **RECORDS POLICY AND TRANSCRIPT REQUESTS**

An individual can send in a request for a transcript from CCS through the mail or in person and fill out a Transcript Request form. Requests cannot be taken over the telephone. All requests must be in writing and carry the individual's signature. No one may request another's transcript unless they have the individual's written permission. Transcript requests will not be honored if the requester owes CCS money and/or if the requester does not enclose the required transcript fee. There are two types of transcripts. An official transcript copy is signed and dated by the Registrar and is placed into a sealed envelope addressed directly to the recipient. An unofficial transcript copy (i.e., one issued directly to the student) is identified as a student copy. Unofficial transcripts are issued free of charge to current students. The transcript request form is available on the Intranet.

Fees:

Unofficial transcripts are free for all enrolled students.

Unofficial transcripts for non-current students are \$5 each.

Official transcripts for all current and former students are \$10 each.

All rush orders are \$15 each.

Please make checks payable to The Center for Cartoon Studies.

## **WITHDRAWAL FROM THE SCHOOL**

Students who wish to drop all classes and withdraw from CCS during the school year should schedule an appointment with the Director and complete a Notification of Student Withdrawal form. The student should officially withdraw from the College before the end of the current semester. Students who stop attending classes for which they have registered without either formally dropping the classes or withdrawing from the College will receive a grade of "No Credit" for each class not attended.