

Welcome to the College of Visual and Performing Arts.

This Student Manual is for all undergraduate students in the College of Visual and Performing Arts (CVPA). It has been prepared to familiarize you with CVPA's policies and procedures and to help you learn what you need to know about the College or where you need to go to find the information. We encourage you to take a little time to read this document. Use it. Refer to it first when you have questions. It will save you lots of time and unnecessary frustration.

If you have questions that are not addressed in this Student Manual, please contact the Dean's Office for more information. The staff is well versed in the ways of the College and is eager to help you.

We will update this Student Manual periodically and we welcome your suggestions regarding any additional information you believe would be of use to other students. Feel free to drop your ideas off in the Dean's Office.

CVPA Web Address www.umassd.edu/cvpa/

Communication within CVPA and the University PLEASE NOTE:

Every UMass Dartmouth Student is assigned an email address. While you probably have a personal email address already, you are expected to use your UMass address for academic communications. It is your responsibility to do so. Similarly, it is your responsibility to maintain current contact information in the Registrar's office.

Fall
2004

Directory of Important Contact Information

CVPA Dean's Office

Michael D. Taylor	Dean	508.999.8564	mtaylor@umassd.edu
Charlotte Hamlin	Assistant Dean	Group IV Star Store	508.910.6635 508.999.8911
Joanne Randall	Secretary / Admin. Support	or	508.999.8564 508.999.9295
Jarrad Nunes	Event Coordinator / Grad. Studies	Star Store	508.999.8010 508.999.6669

CVPA Department Chairs and Directors

Karl Berger	Chair, Music Department	508.999.8569	kberger@umassd.edu
Marc St. Pierre	Chair, Fine Arts Dept.	508.999.6404	mstpierre@umassd.edu
Arlene Mollo	Chair, Art Education Dept.	508.999.9204	amolollo@umassd.edu
Bruce Maddocks	Director, Foundation Studio Arts	508.999.8565	bmaddocks@umassd.edu
Magali M. Carrera	Chair, Art History Dept.	508.999.8552	mcarrera@umassd.edu
Alan Burton Thompson	Chair, Artisanry Dept.	508.999.8921	althompson@umassd.edu
Mark Millstein	Chair, Design Dept.	508.999.8551	mmillstein@umassd.edu
Kathy Miraglia	MAE Graduate Director	508.910.6936	kmiraglia@umassd.edu
Lasse Antonsen	Gallery Director	508.999.8555	lantonsen@umassd.edu
Stephen Whittlesey	Director, MFA program	508.999.8923	swhittlesey@umassd.edu

CVPA Staff

Paula Bettencourt	Art Education, Fine Arts	508.999.8548	pbettencourt@umassd.edu
Denise Dennis	Star Store	508.999.8904	ddennis@umassd.edu
Barbara Lynch	Star Store Building Coordinator	508.999.8903	blynch@umassd.edu
Charlene Ryder	Art History, Design	508.999.8546	cryder@umassd.edu
Michelle Cieto	Music	508.999.8568	mcieto@umassd.edu

UMD Administrative Offices

Main Switchboard	508.999.8000
Admissions Office	508.999.8605
Registrar's Office	508.999.8615
Student Affairs Office	508.999.8600
Campus Store	508.999.8182
Career Resource Center	508.999.8647
Counseling Center	508.999.8650
Health Services	508.999.8982
Equal Opportunity/Diversity/Outreach	508.910.6405
Financial Aid	508.999.8771
Student Activities	508.999.8127
Torch	508.999.8158
University Library	508.999.8678

*Consult University telephone directory for full listing.

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I. INTRODUCTION

The College of Visual and Performing Arts (CVPA) is a comprehensive arts college strategically located in Southeastern Massachusetts. Its facilities are housed on two campuses—one in Dartmouth and the other in downtown New Bedford at the Star Store. The College offers some of the finest arts facilities in the region.

In the fall of 2001, CVPA moved its New Bedford programs into the historic Star Store, built in the late nineteenth century and centrally located in the downtown Arts and Culture District. This beautifully renovated facility includes galleries, a performance hall, state-of-the-art studios, workshops, and classrooms.

CVPA is one of five distinct colleges, which make up the University of Massachusetts Dartmouth. The others include: the College of Arts and Sciences, the Charlton College of Business, the College of Engineering, and the College of Nursing.

As such, CVPA is able to offer you all the advantages a larger university has to offer. As a student within the College of Visual and Performing Arts, you will have access to a well-rounded education and be prepared not only for careers in the arts but will also acquire the tools to pursue many other career options.

UMass Dartmouth is accredited by the New England Association of Schools and Colleges and the National Association of Schools of Art and Design, the national accrediting body for the visual arts.

II. ADMINISTRATION

From the administrative staff in the Dean's Office to individual Department Chairs and support personnel, staff is available to guide you through all the policies and procedures of the College. This section will introduce you to the administrative staff and direct you to the most appropriate person to answer your questions and meet your immediate needs.

Dean's Office

Dean Michael D. Taylor

Group VI, Dartmouth Campus
Dean's Office Suite, Room 307

Tel: 508.999.8564
508.999.9295

Fax: 508.999.9126

Email: mtaylor@umassd.edu

Star Store, New Bedford

Tel: 508.999.8902

The Dean's Office is the hub of much of the administrative activity in the College. Staff include both the Dean and Assistant Dean as well as the Dean's Administrative Assistant, and many work study students. This Student Manual will refer you to the Dean's Office from time to time. If you have questions that are not addressed in this manual, the Dean's Office is a good place to begin your quest.

Michael D. Taylor	Dean	mtaylor@umassd.edu
Charlotte Hamlin	Assistant Dean	chamlin@umassd.edu
Joanne Randall	Administrative Assistant	jrandall@umassd.edu
Jarrad Nunes	Graduate / Events Coordinator	jnunes@umassd.edu

The Dean's Office on the Dartmouth campus of the University is open year-round, Monday through Friday 8:30 am - 4:30 p.m.

The Dean's Office is located in room 307 on the Third Floor Upper in the College of Visual and Performing Arts building on the Dartmouth Campus. This building is referred to as "Group VI." It is located next to the Foster Administration Building. Park in Parking Lots #8 or #9.

Please be advised... each floor in CVPA has two levels--Upper and Lower.

Assistant Dean's Office

Assistant Dean Charlotte Hamlin

Group VI, Dartmouth Campus,
The Dean's Office Suite, Room 303
Tel: 508.910.6635
Fax: 508.999.9126
Email: chamlin@umassd.edu

Star Store, New Bedford, Room 259
508.999.8911

The Assistant Dean is available consult and advise students and to problem solve and/or mediate student related concerns. When you have questions, please do not hesitate to ask!

As the Assistant Dean teaches at the Star Store and is also in Group VI, it is best to call or email and arrange an appointment.

Problem Solving

The process outlines below is the most efficient way to answer questions and solve problems concerning your classes and Program. First, consult with:

1. your course Professor;
2. your Advisor;
3. your Department Chair (or);
4. your Program Director, if applicable; and finally,
5. if, in your opinion, you do not have a satisfactory answer to your question or resolution to your concern, you are encouraged to make an appointment to consult with the Assistant Dean.

Advising

In complex matters or in matters of grave concern whereby a student has not been able to achieve resolution through the established procedure (see above), the Assistant Dean is available to advise students.

Also, students must consult with the Assistant Dean regarding Probation Contracts and Leaves of Absence.

Department Chairs Program Directors, and Staff

Department Chairs are responsible for all issues relating to curricula and programming within their department. A Department Chair is the contact person for students who wish to or who have declared a major in a specific department. Department Chairs hold scheduled office hours (posted on the Chair's office door) and are, additionally, available to advise or consult with students by appointment. For routine questions, each department secretary can and will ably assist you.

Chair, Art Education Department
Prof. Arlene Mollo, Group VI, 352A
Tel: 508.999.9204

amolloy@umassd.edu

The Office of the Art Education Department is located in Group VI, Rm. 204A.

Secretary: Paula Bettencourt; 508.999.8548; pbettencourt@umassd.edu

Chair, Art History Department
Prof. Magali M. Carrera, Group VI, 313
Tel: 508.999.8552

mcarrera@umassd.edu

The Office of the Art History Department is located in the Dean's Office Suite, Group VI, Rm. 303.

Secretary: Charlene Ryder; 508.999.8546; cryder@umassd.edu

Chair, Artisanry Department
Prof. Alan Burton Thompson, Star Store, Rm. 234
Tel: 508.999.8921

althompson@umassd.edu

Chair, Design Department
Prof. Mark Millstein, Group VI, 310A
Tel: 508.999.8551

mmillstein@umassd.edu

The Office of the Design Department is located in the Dean's Suite, Group VI, Rm. 301.

Secretary: Charlene Ryder, 508.999.8546; cryder@umassd.edu

Chair, Department of Fine Arts
Prof. Marc St. Pierre, Group VI, 204E
Tel: 508.999.6404

mstpierre@umassd.edu

The Office of the Department of Fine Arts is located in Group VI, Rm. 204A.

Secretary: Paula Bettencourt, 508.999.8548; pbettencourt@umassd.edu

Chair, Music Department
Karl Berger
Tel: 508.999.8569

The Office of the Music Department is located in Group VI, Group VI, Rm. 204C.

Secretary: Michelle Cieto, 508.999.8568 mcieto@umassd.edu

Director, Freshman Foundation Studio Art Program
Prof. Bruce Maddocks, Group VI, Rm. 155
Tel: 508.999.8565
BMaddocks@umassd.edu

Director, University Gallery
Lasse Antonsen, Star Store, Rm. 127
508-999-8555; lantonsen@umassd.edu

Director, MFA program
Prof. Stephen Whittlesey, Star Store, Rm. B25
Tel: 508.999.8923
swhittlesey@umassd.edu

Director, MAE program
Prof. Kathy Miraglia, Group VI, Rm. 221
Tel: 508.910.6936
kmiraglia@umassd.edu

Coordinator of Graduate Studies / Event Programming
Jarrad Nunes, Group VI, Rm. 303
Tel: 508.999.8010
jnunes@umassd.edu

Star Store Staff:
Barbara Lynch, Building Coordinator, Rm. 129; 508-999-8903; blynch@umassd.edu
Denise Dennis, Secretary, Rm. 126; 508-999-8904, ddennis@umassd.edu

III. ACADEMIC PROGRAMS

This section contains information specific to students enrolled in any one of CVPA's undergraduate degree programs. This is meant as a quick reference for you. If you cannot find the information you need in this section, do not hesitate to contact the Assistant Dean's Office for further direction.

Academic Degrees

Users of this Student Manual are referred to the current University of Massachusetts Undergraduate General Catalogue for detailed information pertaining to each degree program and courses within each program or, visit CVPA's Website at www.umassd.edu/cvpa/.

BA Art History

BFA Art Education

BFA Visual Design with options in:

Electronic Imaging

Graphic Design

Illustration

Photography

BFA Artisanry with options in:

Ceramics

Jewelry / Metals

BFA Textile Design / Fiber Arts

BFA Painting / 2D Studies

BFA Sculpture / 3D Studies

BA Music with areas of study in:

Western Music

World Music/African American Music

Music Education

Music Technology

Minors are available in:

Minor in Art History

Minor in Music

Minor in Music Therapy

Certificate in Artisanry

Certificate in Fine Arts

Admissions Overview

Chances are, if you are reading this CVPA Student Manual for Undergraduate Students you have already been accepted into the College. If not, we refer you to the current UMass Dartmouth General Catalog for specific requirements for admission to the University. Information contained in this Student Manual reviews admission information relevant only to the College of Visual and Performing Arts. The Admissions Office request line can be reached at 508 999-8605.

There are two types of applicants: **Freshmen** and **Transfer**.

Freshman

All incoming freshmen into the visual arts programs (BFA candidates) are automatically enrolled in the Freshman Foundation Studio Art Program (see below). Freshmen are encouraged to seek admission as "Studio Art Unspecified." During your Foundation Year, you will have an opportunity to select a specific area of study in consultation with your advisor (see page 25 on "Faculty Advisors").

Transfer Students

Transfer students from other colleges and universities, and from within UMass Dartmouth, are admitted into specific majors only. Your Art Portfolio (see below) will be used as an aid in the evaluation of your previous work if submitted for transfer credit at UMass Dartmouth. CVPA offers extensive programming options within its areas of study (see page 10). Transfer students selecting a major with program options, such as Visual Design, will be required to select an option when accepted. Transfer students who wish to be admitted into courses above the sophomore level must bring a portfolio to Transfer Orientation. Acceptance into advanced courses is not automatic.

Freshman Foundation

The Freshman Foundation Studio Arts Program is a rigorous program designed to promote creativity and assist young artists to develop an understanding of the language of the visual arts. Emphasis is placed on developing drawing skills, refining abilities to work with two- and three-dimensional design problems, and identifying professional interests. Initially, Professor Bruce Maddocks, Director of the Program, acts as advisor to all students enrolled in the Program (See Page 25 on "Faculty Advisors").

All students entering their Freshman Year are pre-registered in a very specific set of courses regardless of discipline or individual direction. The curriculum includes two art history courses, two drawing courses, two two dimensional design courses, two three dimensional design courses, General English 101 and 102, and two Social Science courses of their choice.

(See current [UMass Dartmouth Undergraduate General Catalogue](#) for course descriptions.)

Additionally, as a freshman, you will attend a two-semester Freshmen Colloquium

designed to help you define your goals. The Graduate Assistant will conduct two interviews each semester with you in order to answer your questions and to explain the process by which you select a major.

Freshmen Advising

All Freshmen students are considered "undeclared" regardless of their interest; all Freshmen must select a major course of study in the spring around mid-semester. You will be directed by Professor Maddocks to indicate your field of interest. Professor Maddocks will then pass this information along to the appropriate Department Chair together with your transcript.

Finally, in the spring of your freshman year, representatives from each Department within the College will meet with students individually to help solidify each individual's goals. At this time, depending on the procedure within each Department, your official advisor will be assigned or chosen.

IV. ACADEMIC POLICIES AND PROCEDURES

This section contains information of value to all students. This is meant as a quick reference guide. If you cannot find the information you need in this section, do not hesitate to contact the Dean's Office, the Assistant Dean's Office, your Department Chair, your Advisor, or the Director of the Freshman Foundation Studio Arts Program. For additional information, please see the current UMass Dartmouth General Catalogue.

Academic Integrity

All students are expected to act with honor and integrity. Your work should be original and at all times be the result of your best efforts to achieve your creative goals.

Academic Ethical Standards/Plagiarism Warning

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. Academic dishonesty of any variety, whether the result of a failure to understand proper academic and scholarly procedure or as an act of intentional dishonesty will not be tolerated. You are expected to understand the necessity of citing sources in all academic work to avoid plagiarism.

GRADES

Grading System:

Letter Grade	Quality points	Letter Grade	Quality points
A	Excellent	C	Satisfactory
A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B	Good	D	Marginal
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
F	Unsatisfactory		
F	0.0		

Selection of Pass/Fail

During the first 5 weeks of the semester, Sophomores, Juniors, and Seniors may select a Pass/Fail option for one course per semester (up to a maximum of four courses), except in the following cases:

1. any course specified as a degree requirement
2. any course in your major, unless the Department rules otherwise
3. any course used to satisfy general education requirements or the distribution requirements of the degree program in which the student is enrolled.

Grade Point Averages

A grade point average (G.P.A.) is determined for each student at the end of each term. Your G.P.A. is computed by multiplying the credit of each UMD course by the quality points of grade received in that course. The sum of the above is then divided by the total number of course credits in which you were enrolled.

Grade Point Average is used to determine your academic progress through your college experience. Satisfactory levels are as follows:

Cumulative credits	GPA requirement
To 30	1.500
31-60	1.700
61-90	1.850
91-above	2.000

Incompletes

May only be given in exceptional circumstances at the instructor's discretion and at the student's request made no more than 48 hours after the final examination or class. The student must be passing at the time of the request or sufficiently close to passing for the instructor to believe that upon completion the student will pass the course. If the work is not completed within a year of recording the I, the grade will become an F(I). "I" grades cannot be changed to W.

Withdrawals

A student may withdraw from a course after the Add/Drop period, and up to the completion of the tenth week of the semester. No credit is awarded. W grades do not affect a student's GPA. More than 24 credits of W makes the student subject to dismissal from the university.

Grade Appeal

You can pursue a Grade Appeal through a formal process which is outlined in the University's Grade Appeal Policy. A copy of the full policy and an outline of procedures are available in the Dean's Office, the Academic Advising Center, the Office of Academic Affairs, and now online at www.umassd.edu/acadivising/gradeappeal.cfm. Only final course grades may be appealed. For purposes of appeal, a final grade may be alleged to be 1) unfair because of unequal application of grading standards within the course section, or 2) in error because of a clerical or computational error. Formal appeals are addressed in writing to the Grade Appeal Facilitator (currently Dr. Linus Travers, Professor of English, LTravers@umassd.edu), and must be initiated within the first 20 class days of the following semester, excluding summers, or within 25 working days from the date that the grade report is mailed from the Registrar's Office, whichever is later.

ATTENDANCE

There is no University-wide attendance policy. **HOWEVER, CLASS ATTENDANCE HAS A MAJOR IMPACT ON YOUR ACADEMIC STATUS.** You are expected to be present at all scheduled activities related to courses in which you are enrolled and are responsible for the course work missed during any absences. (Refer to each course syllabus for policy pertaining to individual classes.)

CVPA's individual faculty members will inform their students of the attendance rules for each class and the penalties for violating them. Faculty members are solely responsible for the enforcement of these rules. If you have more than three absences from any class during a given semester, contact the Assistant Dean's Office for assistance.

ACADEMIC STATUS

Academic Warning

If you have a semester grade point average below 2.0 at the conclusion of any term, you shall be issued an academic warning. Students who receive three or more grades of "I" (Incomplete) or "W"(withdrawal) in a semester shall also be issued an academic warning. If you believe that the Academic Warning status has been inappropriately applied to you, you should discuss this with the Assistant Dean who has the authority to rescind an Academic Warning if warranted.

Note re. Academic Warning: Be aware that the Registrar's office does not send out an official notification of warning status after each semester. It is your responsibility to review your grades and GPA every semester via webstudent online at <http://student.umassd.edu/> .

Academic Probation

If you have a cumulative grade point average below 2.0 after the completion of 30 credits and two semesters at UMass Dartmouth, or if you have received an Academic Warning in two consecutive semesters, you shall be placed on Academic Probation. You will meet with the Assistant Dean to discuss your academic situation and establish a learning contract for the subsequent semester.

If the Assistant Dean determines that the Academic Probation status has been inappropriately applied, said status may be rescinded. In such a case, the Probationary status shall be deleted from your record.

If you are placed on Academic Probation, you may request a leave of absence from the Assistant Dean. Length of the Leave and terms of readmission will be negotiated between you and the Assistant Dean, but leaves are generally for a period of no more than two years.

Academic Dismissal

Any student whose cumulative grade point average falls below a satisfactory level in relation to the number of credits completed (see p. 14) or who shall have been on Academic Probation for more than three consecutive terms shall be subject to dismissal by the Dean for unsatisfactory academic performance.

Students who withdraw from more than 24 credits or who earn more than 30 credits in excess of their degree requirements are subject to dismissal. Special circumstances can be discussed with the Assistant Dean.

COURSE DEFINITIONS:

Directed Study

If you would like to take a regular University course in a semester when it is not offered, you may seek to do so through a Directed Study option. However, you must understand that because the appropriate faculty member must be available and approvals must be granted, the option of Directed Study for a particular course is not always available.

The procedure to enroll in a Directed Study is as follows:

1. Contact the faculty member who teaches the desired course. The faculty member must agree to provide you with close supervision to achieve the same course objectives that would have been accomplished had you taken the course on a regular class basis.
2. Once you receive the permission of the faculty member who teaches the course and after consultation with your faculty advisor, you must then obtain permission from the Department Chair and the Assistant Dean of CVPA.

Independent Study

Independent Study is faculty-supervised research into areas of study outside the current curriculum. Independent Study offers you the opportunity to investigate a research topic independently, under the close supervision of a faculty member. Independent Study will only be approved for research into areas of study that do not duplicate the University's current curriculum of courses.

The procedure to enroll in an Independent Study is as follows:

1. Present your Independent Study proposal to the faculty member who you are asking to be your sponsor. Your proposal should include the subject of your research, your objective, and details of how you will achieve your objective, and how you will be evaluated.
2. If approved by your faculty sponsor-who must agree to assume responsibility for coordinating the Independent Study, evaluating its results, and determining an appropriate grade, you must also obtain permission from the Department Chair and the Assistant Dean of CVPA.

Permission Forms for Directed and Independent Study

Directed Study and Independent Study forms are available at the Registrar's office in the Foster Administration Building, ground floor. Each form must be signed by:

1. your course professor or faculty sponsor
2. the Department Chair
3. the Assistant Dean and then returned to the Registrars office for processing.

Note: Directed Study courses will be so designated on your transcript, displaying the title of the course undertaken. Directed Study courses are offered at each course level in order to match the level of the course of record.

Independent Study courses will be so designated on your transcript, displaying an annotation of the topic undertaken.

CREDITS

Major degree programs within the College of Visual and Performing Arts require varying numbers of credits. Refer to the current [UMass Dartmouth Undergraduate General Catalogue](#) for details.

Minor degree programs consist of at least 18 credits of which 9 must be of the upper division level. Individual departments designate their upper division courses. Any degree candidate who has earned at least 54 credits with a cumulative grade point average of 2.0 and with a 2.5 grade point average in his or her major, may request admission to a Minor from the department in question. Minors are currently available in Art History, Music, and Music Therapy.

Successful completion of a Minor will be noted on your transcript. Departments offering a Minor may establish other specific requirements.

Full-time: 12 or more credits per semester. Note: a graduating senior in the final semester may be considered full-time with fewer credits.

Course Load

Maximum Load: Undergraduate students who wish to register for more than 18 credits in a semester must obtain approval of the Assistant Dean.

Transfer Credits

Course equivalents are determined in the Transfer Credit Approval Process administered by the University. If a course from elsewhere is found equivalent to a UMass course, the credits will be accepted. If, while a student in CVPA, you would like to enroll in courses at another university or college for transfer credit to UMass, you should have such course approved in advance by completing the Prior Approval form, available online or at the Registrar's office. The courses must be approved by the appropriate Department Chair and the Assistant Dean in order to ensure the transferability of such credits.

Prior Learning Credits

Non-traditional Prior Learning is an innovative program enabling participants to gain academic credit based on previous learning experiences. It is designed for the returning adult student who would like to earn credits toward a degree, and is available to degree-seeking students. An individual's college-level skills and knowledge derived from prior learning or work experience will be documented during a one-semester workshop. Evaluation for credit of the documented learning experience will be completed at the end of each academic year. This program is coordinated by the Division of Continuing Education. Consult first with your Advisor to see if she/he believes you are eligible for earning credits through this program.

REGISTRATION

Registration is the process by which you enroll in courses each semester. Returning students are responsible for registering during the established registration period. New and transfer students and re-admitted students register according to the most recent instruction from the Office of the University Registrar (508.999.8615). Registration will not be considered effective until all financial obligations to UMass Dartmouth are met.

ACADEMIC FORMS

In order to assure that your transcript records all your course work correctly, reflecting any changes you might make during the semester, it is critical that you complete the appropriate forms as outlined below. Most of these forms will soon be available through Web Student and the student "self service" features. The following is offered for your quick review. Unless otherwise noted, all forms can be obtained in either the Registrar's Office or in the Academic Advising Center located on the Lower Level of the Foster Administration building. Please follow the directions on each form and be sure to obtain all the signatures required.

Add/Drop Course Form

You can officially add or drop a course up to the end of the first week of the semester without its appearing on your record. In the case of a class that meets only once a week, the Add/Drop period shall be two weeks.

Change of Major Form

Requests for change of your CVPA major must be approved by the Department Chairs involved and by the Assistant Dean of the College.

Directed Study and Independent Study Form

Forms are generally available in Department offices and at the Registrars office. See P. 16 & 17 for details.

Leave of Absence Form

You may apply to the Assistant Dean for a Leave of Absence for a period no longer than two calendar years. Application must stipulate the reason for the request and the time period requested. You may return within the stipulated period by writing to the Department Chair, Registrar and Assistant Dean at least four weeks prior to the first day of classes in the semester of return. If you exceed the stipulated time for a Leave of Absence, you will be considered to have withdrawn and will be subject to re-admission procedures.

INTERNSHIP OPPORTUNITIES AND EXPERIENTIAL LEARNING**Internships**

Internship opportunities vary from Department to Department within the College. Some are paid others unpaid; some are for credit, others not-for-credit. Check with your individual Department Chair for the available opportunities within your field of interest.

In some instances, it is also possible for you to find your own internship opportunity and propose the idea to your Advisor or Department Chair. The Department Chair must approve internships.

Art History Department

Art History does sponsor and encourage internships at arts organizations for its art history majors. Several examples include the New Bedford Art Museum and ArtWorks! in New Bedford, and Heritage Plantation in Sandwich. Typically these are unpaid but course credit is given. Contact your advisor in Art History.

Design Department

There are a limited number of internship opportunities available in the Design Department. Interested students majoring in Graphic Design, Letterform, or Electronic Imaging should contact Laura Franz (508.999.9285) to explore the available options.

Artisanry Program

Internship opportunities exist in Ceramics, Jewelry / Metals, and Textile Design / Fiberarts. Contact your advisor for the most up-to-date information, as new opportunities become available each semester.

Experiential Learning

Under the direction of a faculty sponsor, arrangements are made to work under the immediate supervision of a supervisor at a work site, which may be located on or off campus. The range of project types and settings is almost limitless, creating exciting ways to enrich one's academic studies, to test a tentative career choice, and to gain valuable experience. Contact the Career Resource Center for more information, 508.999.8658.

Experiential learning requires:

1. A contract proposal for the work experience
2. Faculty and work site sponsors
3. Maintenance of a work log and a written evaluation of how the experience's goals were achieved
4. At least 45 hours per academic credit

ALTERNATIVE STUDY OPPORTUNITIES

Summer Institutes

The College of Visual and Performing Arts generally offers several Institutes each summer. Many courses can be taken for credit and applied towards credit requirements for undergraduate and graduate degree programs. Institutes are typically one- to two-week intensive courses of study. For details regarding the Summer Institute, contact Continuing Education.

Division of Continuing Education (DCE)

Full-time day students are allowed to take one DCE course in the evening during the fall and one course in the evening during the spring semesters only. They will receive a tuition waiver, but will still be responsible for the \$25.00 registration fee. This does not apply to the intersession and summer semesters.

Study Abroad

The university encourages its students to study abroad. A number of exchange agreements have been established to facilitate study abroad, together with procedures for academic advisement, registration, and planning personal finances. In addition, a wide variety of programs are available, both of short duration and for a semester or a year. Opportunities currently exist in France, Germany, Portugal, Italy, Australia, United Kingdom, Latin America and Spain.

For more information, contact Professor Tony Miraglia at 508.999.8573

EXHIBITION/PERFORMANCE OPPORTUNITIES

CVPA's significant contribution to the regional arts scene is evident in its dynamic presence within the community and in the high caliber of exhibitions held in each of its galleries: Campus Gallery, Gallery One, Gallery Three, and the Design Gallery (Gallery U3). Each located on the University's Dartmouth campus, the University Gallery 244, and the Spring Street and Purchase Street Window Galleries, located on the University's New Bedford campus at the Star Store.

VISUAL ARTS

University Art Gallery Gallery Director: Lasse Antonsen Star Store, Rm. 151: 508.999.8555.

The University Art Gallery is devoted to presenting important developments within contemporary art and features exhibitions devoted to international, national, and regional art. Exhibitions cover many areas of interest including installation, painting, sculpture, video, photography, illustration, book arts, printmaking, ceramics, furniture design, electronic imaging, jewelry, weaving, design, folk art, and primitive art. Consistent with CVPA's mission, exhibitions feature an educational program with lectures and tours. The University Art Gallery also features the graduate students' MFA exhibitions.

The gallery has an Advisory Committee, which is comprised of faculty, staff, and students. Students who have a special interest in the programming are welcome to contact the Gallery Director for possible participation in the Committee's planning meetings.

Gallery One

Gallery Coordinators:

Professor Susan Hamlet	SHamlet@umassd.edu
Professor Eric Lintala	508.999.6662
Professor Laura Franz	508.999.9285

Gallery One is devoted to student work, especially undergraduate students. Exhibitions are coordinated by Professors Hamlet, Lintala, and Franz. Students are welcome to participate in the programming. Gallery One is also open for students who would like to get experience in installing and planning exhibitions. The gallery is located on the First Floor Lower in the CVPA building, Group VI, on the University's Dartmouth Campus.

Gallery Three

Gallery Three is devoted to undergraduate students' work, especially Fine Arts students in drawing and painting. It is located on the Third Floor Lower of Group VI.

Gallery U3 (Third Floor Upper)

Display cases on the Third Floor Upper of Group VI are administered by the Design Department. Exhibitions are devoted to student work, especially in photography, illustration, surface design, and electronic imaging.

Outdoor Student Sculpture Exhibition

Each spring, the sculpture program mounts an Outdoor Student Sculpture exhibition on the Dartmouth Campus. This exhibition gives students practical experience in creating public art. Students are guided through each aspect of public sculpture from the conception of the idea to the proposal, and the model making to the creation of the public work and the outdoor installation of each sculpture. While the exhibition is held on the main campus on the grounds surrounding Group VI, construction of each sculpture occurs on the New Bedford Campus.

Gallery 244

Gallery Coordinator: Professor Eric Lintala; 508.999.6662

Gallery 244 is located in CVPA's studios at the star store on the New Bedford Campus of the University. A Graduate Student Committee approves show proposals that sometimes include open calls for work from the undergraduate and graduate community, based on various thematic topics.

PERFORMING ARTS

The Music Department offers many choral and instrumental ensembles. Non-music majors are welcome although they may have to audition to participate. Obtain details from Michelle Cieto in the Music Department (508.999.8568). Credits can be earned. Consult with your Advisor.

UMass Dartmouth Chorus

Director: Michael Driscoll, 508.999.8568

Performs major choral works, along with a wide variety of world folk and popular music. It is open to students, staff, and faculty. Sightreading is not required but minimal experience in group singing is desirable. In recent years, the Chorus has collaborated in performances with the New England Conservatory Camerata and the Wheaton College Chorale.

Wind Ensemble

Director: Tobias Monte, 508.999.8568

The Wind Ensemble is an opportunity for qualified students to perform major standards and contemporary band literature.

Contemporary Jazz

Director: John Harrison, 508.999.8568

This ensemble is designed for instrumentalists and vocalists desiring a small group experience in the performance of jazz, blues, and popular music styles. It is an appropriate in-class experience for students who intend to practice consistently and prepare repertoire for performance. At the end of the semester, public performances are encouraged. An audition is required.

Latin Jazz Ensemble Director: Santi Debriano, 508.999.8571

Spirits Director: Santi Debriano, 508.999.8571

Chamber Ensemble Director: Paul Cienniwa, 508.999.8568

Percussion Ensemble Director: Jamie Eckert, 508.999.8568

West African Drum and Dance Ensemble Director: royal hartigan, 508.999. 8572. The West African Drum and Dance Ensemble performs instrumental music, dance, and song of the peoples of West Africa. It is open to all people and we invite you to share our intense celebration of these ancient and contemporary cultural expressions.

Gospel Choir

Director: Dana Scott, 508.999.8568

Open to all, the group will sing traditional and contemporary music with African influences. Sightreading is not required but minimal experience in group singing is desirable.

UMD Spinners Vocal Ensemble Director: Michael Driscoll, 508.999.8568 The UMD Spinners Vocal Ensemble is a select choral ensemble that performs frequently, both on and off campus. In addition to classical performances at choral festivals and performances in such venues as the New Bedford Whaling Museum, the group sings lighter repertoire on campus at student events and pep rallies.

Jazz Vocal Ensemble Director: John Harrison, 508.999.8568 Performance of contemporary "Big Band" literature built on the elements of jazz. The band performs music regularly during the school year. Music varies from contemporary jazz-rock to big band swing. Permission of instructor is required.

EXHIBITION/PERFORMANCE OPPORTUNITIES OFF CAMPUS

Overview

Many area galleries and museums feature work by undergraduate and graduate students as well as faculty. Several have long-standing relationships with the College, mounting annual exhibitions of student work with publicized opening receptions and media coverage. There is also a wealth of major galleries and museums in the area and within an hour and one half drive to Boston or Providence, Rhode Island.

Galleries and Museums

Local

AHA!, Thursday Nights in New Bedford each Thursday evening, the College joins with galleries and museums in New Bedford to present an evening of the arts. It is a city-wide event with over a dozen participating organizations. A brief list of area galleries and museums includes: Artworks at Dover Street. Gallery X, New Bedford Art Museum, Westport River Vineyard Et Winery/Russell Gallery, New Bedford Whaling Museum.

Regional

Some regional galleries and museums include: Attleboro Museum Center for the Arts, Brown University, Fuller Art Museum in Brockton, Institute for Contemporary Art in Boston, RISD Museum, Rhode Island College/Bannister Gallery, and Salve Regina McKillop Gallery.

Performing Arts

A partial list of performing arts venues locally and regionally includes: New Bedford Symphony Orchestra, Zeiterion Theater, the Berklee School of Music, and the Boston Symphony Orchestra. The Library offers a pass program relating to the CVPA area of study including:

American Textile History Museum (Lowell), Institute of Contemporary Art (Boston), Museum of Fine Arts (Boston), New Bedford Museum of Art, New Bedford Whaling Museum, and Rhode Island School of Design (RISD Museum Providence). Passes are available to current UMD students, faculty, and staff. Call to reserve at Circulation Desk x8750 / x8675

V. FACULTY AND STAFF

Department Chairs

For Department Chairs, see Page 8 of this Student Manual.

Faculty Advisors

Communicating with your Advisor

Your advisor is prepared to help you. We encourage you to meet with her/him on a regular basis (all faculty have regularly scheduled office hours, posted on their office door) to discuss your career goals and any questions you might have about the College or courses you are taking or wish to take. The responsibility is yours to use your Advisor as a resource to your best advantage. He or she will help you move successfully through the College.

Transitioning into Sophomore Year

As you transition from the more structured Freshman Foundation Studio Arts Program to your sophomore year, you might find your first semester a little confusing. Your advisor is here to help you make the change more easily. Do not hesitate to ask for help when you need it.

Procedures for finding a CVPA Faculty Advisor vary from department to department. Specifics for each department follow:

Freshman Foundation Studio Arts Program

All incoming freshmen are pre-registered in the Freshman Foundation Studio Arts Program and are advised initially by the Director of that Program, Professor Bruce Maddocks. See Page 11 of this Student Manual to review how advisors are assigned to freshmen during the mid-spring semester.

Art History Department

Art History students are assigned advisors by the Chair of the Department. Periodically, lists of students and advisors are posted on or near the Secretary's Office (Group VI, Rm. 303), the Chair's Office (Group VI, Rm. 360A), and the Art History classroom (Group VI, Rm. 156). If you are uncertain as to the identity of your Advisor, contact the Department Secretary, Charlene Ryder at 508.999.8546, or the Department Chair, Michael Taylor at 508.999.8547 or (mtaylor@umassd.edu).

Design Department

Advising for VIDG (Graphic Design Option) Majors

In the Spring of their first year, VID students are invited to attend a VIDG workshop on how to plan for and take the necessary courses for graduation. Once a student is declared as a VIDG major

(including transfer students), they are assigned a faculty member who will remain their advisor until graduation.

Every semester, approximately 3 weeks before registration begins, signs are posted to remind students to see their advisor. Advisors' names, office numbers, and office hours are posted as well. It is the student's responsibility to see their advisor in a timely fashion, and to take an interest in and responsibility for their own academic planning.

Electronic Imaging, Illustration, and Photography: Your advisor is the professor in your major class, that semester.

Artisanry: Your advisor is assigned by the option head and will be your advisor until graduation.

Art Education Department

Art Education students are assigned advisors by the Chair of the Department. Faculty generally advise an entire class (e.g. Sophomore, Junior, etc.) each year. Advisor's name and a list of advisors will be posted mid-October and mid-March outside all AED faculty offices and on the AED secretary's door. The Department Secretary may be contacted if you have any questions (Paula Bettencourt; (508.999.8548).

Fine Arts

The Department of Fine Arts academic advisors are full-time faculty who teach the respective major/area (Painting/2D or Sculpture/3d) at the current level that students are in that semester.

Faculty By Department

We have tried to be as comprehensive as possible in assembling the following list of faculty members. However, each new academic year, we welcome new part-time and full-time visiting lecturers and we may have inadvertently missed someone. If so, please let the Dean's Office know so we can correct the omission in the next printing of the Student Manual. (Note: Area code for all telephone numbers listed below is 508. Unless otherwise noted, the first three digits of each number, are: 999.)

FACULTY LIST Fall 2004

Administration & Support Staff

Hamlin, Charlotte	x6635	VI-303	Assistant Dean
	x8911	Star Store	
Laughton, John	x8564	VI-307	Dean
Nunes, Jarrad	x8010	VI-303	Graduate/Events Coordinator
Randall, Joanne	x9295	VI-305	Administrative Assistant

Art Education

Lori Bradley	x8548	Star Store	Lecturer
Maura Erwin	x8548	VI-261	Lecturer
Jane Lewis	x8548	VI-261	Lecturer
Kathy Miraglia	x6936	VI-155	Lecturer
Arlene Mollo (Chair)	x9204	VI-352A	Professor
Steve Saunders	x8548	VI-352A	Lecturer
Kerri Sloat	x8548	VI-261	Lecturer

Art History

Antonsen, Lasse	X8555	SS-127	Gallery Director
Carrera, Magali	X8552	VI-313	Chancellor Professor
Connett, Christina	X6959	VI-253	Lecturer
Cywin, Allison	X8701	VI-253	Visual Resources Curator
Dempsey, Anna	X8553	VI-360A	Assistant Professor
Holloway, Memory	X8554	VI-360A	Associate Professor
Nellis, Anne	X6960	VI-313	Lecturer
Ryder, Charlene	x8546	VI-301	Secretary
Taylor, Michael D. (Chair)	X8547	VI-313	Professor
Teasley, Sarah	X6472	VI-157	Assistant Professor

Design

Ahrens, Scott	x9292	VI-306A	Assistant Professor
Allaux, Jean-Francois	x8557	VI-302A	Assistant Professor
Allen, David	x6448	VI-311	Lecturer
Bohn, Heather Heflin	x9284	VI-157	Lecturer
Chapman, David	x8315	VI-351E	Lecturer
Crayhon, Victoria	x6448	VI-311	Assistant Professor
De la Rosa, Victor	x8916	SS-225	Lecturer
Edwards, James	x9290	VI-302A	Lecturer
Fairbairn, Janet	x6466	VI-351D	Lecturer
Fisher, Elaine	x8559	VI-311	Chancellor Professor
Franz, Laura	x9285	VI-351A	Assistant Professor
Goldman, Harvey	x8563	VI-353A	Chancellor Professor
Hamlet, Susan	x8920	SS-223	Professor
Hamlin, Charlotte	x8911	SS-259	Lecturer
Hutchinson, Rebecca	x6683	SS-422	Assistant Professor
Ladd, T. Spencer	x8048	VI-155	Associate Professor
Lawton, James	x8906	SS-421	Associate Professor
Lee, Yoon Soo	x6449	VI-351A	Associate Professor
Maddocks, Bruce	x9293/8565	VI-302A	Lecturer

Medeiros, Paula Erenberg	x8893	SS-231	Technician
Migliori, Marianne	x9284	VI-157	Lecturer
Miller, Joy	x8463	VI-251	Technician
Millstein, Mark (Chair)	x8551	VI-353A	Associate Professor
Msangi, Ziddi	x9291	VI-310A	Assistant Professor
Oliveira, Sheila	x6448	VI-311	Lecturer
Puryear, Marjorie	x8916	SS-225	Professor
Ryder, Charlene	x8546	VI-301	Secretary
Towne, Shawn	x6626	VI-351C	Lecturer
Thompson, Alan Burton	x8921	SS-234	Associate Professor
Whittlesey, Stephen	x8923	SS-B25	Associate Professor
Windham, Howard	x8558	VI-310A	Professor
Wong, Janine	x8562	VI-310A	Associate Professor

Fine Arts

Beal, Donald	x8548	VI-357A	Lecturer
Bettencourt, Paula	x8548	VI-204A	Secretary
Creighton, Richard	x8556	VI-051	Professor
Davenport, Alma	x9294	VI-051	Professor
Elliott, Willoughby	x6663/8567	VI-357A	Chancellor Professor
Fisher, Anthony	x8548	VI-356A	Lecturer
Haines, Severin (Sig)	x9281	VI-357A	Professor
Hoss, Pamela	x356A	VI-356A	Lecturer
Kaplowitz, Laurie	x8908	VI-356A	Chancellor Professor
Leone, Anne	x9287	VI-356A	Associate Professor
Lewis, Ellen	x8548	VI-356A	Lecturer
Lintala, Eric	x6662	SS-327	Professor
McFarlane, Bryan	x9152	VI-356A	Associate Professor
Miraglia, Anthony	x8573	VI-204E	Professor
Murphy-Hlynsky, Jamie	x8548	VI-357A	Lecturer
Nixon, Andrew	x8548	VI-357A	Lecturer
Savage, Stacy Latt	x6661	SS-328	Assistant Professor
St. Pierre, Marc (Chair)	x6404/8909	VI-204E	Professor
Whitten, Richard	x8548	VI-357A	Lecturer
Wisneski, Kurt	x6664/8567	VI-357A	Professor

Music

Bass, Jonathan	x8568	VI-204	Artist-in-Residence
Berger, Karl (Chair)	x8569	VI-204D	Associate Professor
Betanski, Annette	x8568	VI-204	Lecturer
Boateng, Kwabena	x8568	VI-204	Artist-in-Residence
Britto, Richard	x8571	VI-204	Lecturer
Chin, Wayman	x8568	VI-204	Lecturer

Choi, Hyunjung	x8568	VI-204	Lecturer
Cienniwa, Paul	x8571	VI-204	Lecturer
Cieto, Michelle	x8568	VI-204B	Secretary
Debriano, Santi	x6470	VI-204C	Assistant Professor
Driscoll, Michael	x8568	VI-204	Lecturer
Eckert, Jamie	x8568	VI-204	Lecturer
Gauvin, Marcelle	x8568	VI-204	Lecturer
Harjito, I.M.	x8572	VI-204C	Artist-in-Residence
Harrison, John	x8568	VI-204	Lecturer
hartigan, royal	x8572	VI-204C	Associate Professor
Howarth, Anne	x8568	VI-204	Lecturer
Kirby, Steven	x8568	VI-204	Lecturer
McWain, Andrew	x6574	VI-204	Lecturer
Melbinger, Timothy	x8568	VI-204	Lecturer
Monte, Charlene	x8571	VI-204	Lecturer
Monte, Michael	x8568	VI-204	Lecturer
Monte, Tobias	x8571	VI-204	Lecturer
Murray, Jane	x8571	VI-204	Lecturer
Nelson, Marie	x8568	VI-204	Lecturer
Riley, William	x8568	VI-204	Lecturer
Rolfe, Wendy	x8568	VI-204	Lecturer
Rue, Lisa	x8568	VI-204	Lecturer
Scott, Dana	x8571	VI-204	Lecturer
Tanaka, Rieko	x8568	VI-204	Staff Accompanist
Ueno, Ken	x8570	VI-204C	Assistant Professor

VI. EVENTS AND PROGRAMMING

Calendar of Events

The College has a full calendar of events scheduled for each Academic Year. The Calendar is available in the Event Coordinator's office (VI-303) or 508-999-8010.

CVPA Weekly Arts Events Calendar

A weekly calendar of lectures, visiting artist, performances, and exhibitions is emailed every Thursday to all CVPA students, staff, and faculty at your umassd.edu address. To register an email address to receive the calendar, send a request to Jnunes@umassd.edu.

Visiting Artist Program

CVPA offers a strong Visiting Artists Program through which the College hosts nationally and internationally known artists, performers, art critics, and arts professionals. Information on this year's program can be obtained in the Event Coordinator's Office.

VII. EXTRACURRICULAR CLUBS AND ASSOCIATIONS

Clubs and Associations

The College offers several clubs and associations of interest to its students. You are encouraged to speak with a professor in the discipline of your interest to learn about opportunities available to you. The following is a partial listing of clubs and associations.

Art Educators: if you are interested in Art Education, contact Professor Arlene Mollo (508.999.9204), Chair of the Art Education Department to learn about the student chapter of the NAEA (National Association of Art Educators,) within art education.

Art History Society: the Art History Society plans visits to museums/galleries in the New England area and sponsors visiting lectures. Ask your art history professor for details.

Book Arts: contact Professor Janine Wong; 508.999.8562.

Ceramics: Ceramics students should contact Professor James Lawton (580.999.8906) for details pertaining to the Ceramics Club.

Communicatus: Visual Design student organization. Contact Professor Ziddi Msangi at 508.999.9291.

Fibers Club: open to undergraduate and graduate students interested in all aspects of textile design, history, fashion, field trips, and contemporary fiber work. They will also organize exhibits, sponsor visiting artists, and participate in special workshops. Contact Charlotte Hamlin, 508.999.8911 or Marjorie Puryear, 508.999.8916.

Fine Arts Committee: the Fine Arts Committee is made up of students from the Fine Arts Department who organize exhibits of students' work on campus as well as in galleries in the surrounding community. Contact Professor Marc St. Pierre, Chair, Department of Fine Arts and Faculty Advisor to the Committee, at 508.999.8909 or 910.6404.

Jewelry / Metals: For extracurricular opportunities available in Jewelry contact Professor Susan Hamlet (508.999.8920); for information about the Metals Guild, contact Faculty Advisor Professor Alan Burton Thompson (508.999.8921).

VIII. FACILITIES AND SERVICES

Located on both the Dartmouth and New Bedford campuses of the University, the facilities and equipment available to students in the College of Visual and Performing Arts are among the finest in New England. CVPA offers spacious artist studios, ample classroom space, state-of-the-art computer labs, artisanry workshops, photography and printmaking studios, music practice rooms, and recital hall as well as the many additional features of the University.

North Dartmouth Campus

The College's Dartmouth Campus includes classrooms, studios and work spaces for Music, Fine Arts, Design, Art Education and Art History.

Star Store

The University's Star Store Campus houses CVPA's studios, facilities, and equipment for its program in Artisanry and Fine Arts programs. The Star Store Campus is located at 715 Purchase Street, in historic New Bedford, Massachusetts at the University's downtown campus.

CVPA Studio Practice

The studios within CVPA comply with current EPA and OSHA standards for the safe handling of all studio materials and equipment. The faculty will instruct you as to the proper use and disposal of the studio materials you will be using in class. You will be asked to read your studio area's Safety Manual and sign a consent form that signifies that you have understood the safety policies and comply with them. It is your responsibility to follow these guidelines; if you are unsure about the correct procedure, locate the faculty or studio technician for complete instruction.

Security Emergency: 9191

Director of Public Safety: Mark Porter; 508.999.8105

The Department of Public Safety provides 24-hour a day protection of the entire campus. It is important for you to remember that University police officers are vested with full law enforcement powers, identical to police in the surrounding community. Officers are responsible for a full range of public safety services including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of laws regulating underage drinking of alcoholic beverages, the use of controlled substances, weapons, and all other incidents requiring police assistance.

Star Store Security

Star Store Security Desk – 508-999-8905

On weekdays, the doors are opened at 8 am. Access at this time is intended for students, faculty, and staff. Security has the right to restrict entrance to anyone except persons with current UMD identification between 8 am and 5 pm. Visitors will not normally be stopped if they are accompanied by UMD people or if they know their destination.

After 5 pm, access is restricted by security to only UMD students with current ID s, faculty and UMD staff. Everyone must sign in.

University Library

The University Library, located on the Dartmouth Campus, provides print and non-print information media to support and supplement all programs of instruction and student and faculty research at the University. In addition to books and monographs, the Library maintains an expanding collection of journals, U.S. government documents, microfilms, and audio-visual materials.

Useful library Phone number extensions include:

Library hours: x8678; Archives: x9282; Audio Visual Scheduling: x8695; Circulation: x8750/
x8675 Reference: x8687 The University Library offers passes at art museums: Museum of Fine Arts, RISD Museum, see page 24.

Health Services

508.999.8982

Hours:

Mon-Fri	8:30 am-5:00 pm
Sat	10 am - 1:45 pm
Sun	closed

NOTE: FALL 2004- Health Services will be located in the Elmwood Study Lounge. Hours are 9-4 Monday through Friday. You can call x8982 for an appointment. If you feel that you need first aid or have an urgent problem, you may come to the Elmwood Location. On Saturdays the Health office will not be open for walk-ins. If you call or make an appointment **before** Saturday you will be seen on Saturday at another location. Once the renovation to the Health Office is completed, the schedule below will resume.

Health Services is an **Out-Patient** facility. During the academic year, the **hours** are 8:30 am - 5:00 pm, Monday-Friday. When classes are not in session, the hours are 8:00 am - 3:30 pm, Monday-Friday. Dr. Maria Del Beccaro is available for appointments from 10:00 am - 12:00 pm each class day and a nurse practitioner is available for appointments from 8:00 am -4:40 pm. Walk-ins are taken from 9:30 to 2 pm Monday through Friday. Saturday hours are 10-1:45 pm with both appointments and some walk-in time available.

The office can **evaluate and treat most problems** that students have... Sore throats, coughs, the flu, skin problems, gyn problems, birth control, orthopedic injuries, and stress issues are some of the more common complaints. We also help students with chronic health problems.

Visit the webpage at: <http://www.umassd.edu/studentaffairs/health/whattodo.cfm>

UMass Dartmouth Counseling Center

508.999.8648

508.999.8650

Developmental Counseling

Confidential short-term individual, group and couples counseling are provided to assist students with personal, developmental, and psychological concerns related to their educational progress and personal growth.

They Help People:

Develop Competence • Manage Emotions • Develop Autonomy • Establish Identity • Develop Purpose • Develop Integrity • Establish Satisfying Interpersonal Relationships

Areas of Assistance:

Academic Motivation • Anxiety, Depression, Loneliness • Alcohol and Drug Problems • Assertiveness • Attention Deficit Disorder • Career Interest Testing • Changing Habits or Other Behavior • Choosing a Major • Domestic or Courtship Violence • Eating Disorders - Anorexia, Bulimia, Compulsive Eating • Family Problems • Goal Setting • Incest/Sexual Abuse • Relationship Issues • Relaxation/Stress Management • Self-esteem • Sexuality • Test Anxiety • Time Management • Unplanned Pregnancy • Other Personal Concerns

The staff are licensed psychologists and counselors. They also have interns from masters and doctoral programs. A psychiatrist is available once a week for consultation and to prescribe medication.

D. Christine Frizzell, Ed.D.

Max Zurflueh, Ph.D.

Gordon McLennan, Psy.D.

Deborah Taylor, MA

Laurajane Fitzsimons, M.ED., A.C.D.P.

Jonathan Schwartz, M.D.

The services are free and confidential

Hours: 8 a.m. to 5:00 p.m. during the semester

8:30 a.m. to 4:30 p.m. during the summer.

Walk-in Hours (12:30 - 2:00 p.m.).

The University Counseling Center is in the upper level of the Student Development Center adjacent to the Auditorium Building.

Visit the website at: <http://www.umassd.edu/counseling/>

Or email CFrizzell@umassd.edu

Parking

Dartmouth Campus

If you wish to use your car on the campus, you must register with the Department of Public Safety (x8105) and receive a parking sticker. Residence students may keep a vehicle on campus. Parking decals are also available at the UMass Pass office located in the Campus Center near the Campus Store. Decals for handicapped parking will be issued at the Department of Public Safety. Parking is free.

New Bedford Campus

Parking and shuttle information is available in the Dean's office at the Star Store.

Shuttle System to the Star Store

The Tremblay Bus Company Shuttle Van leaves from Group VI Loading Dock area at UMass Dartmouth Campus to the New Bedford Campus: At the New Bedford Campus, from the bus stop in front of the Star Store on Purchase Street. You can get a copy of the bus schedule from the Dean's Office. Contact Barbara Lynch, coordinator with any questions or complaints (508.999.8903). Students must show their UMass Pass to the van driver in order to ride the shuttle van.

Shuttle and Escort Service

The University provides the "DART," a shuttle van for on-campus safety transportation. The service begins at 6:30 each evening and ends at 11:30 pm or at 2 am when the Library's computer lab closes late. When there are special events on campus, extended service is provided for one-half hour after the event closes. There is a pre-set route that takes approximately 20 minutes to complete. DART service stops are designated with a sign and are located at the residence halls, the Campus Center, the gym, Cedar Dell, and the Library. DART does not respond to special requests for transportation except to provide direct service for disabled students.

The Department of Public Safety provides safety escorts upon request, depending upon availability of officers. Service is requested by dialing University Police at x8107.

UMass Pass: Student Identification/Debit Card

At Fall Registration, new students receive a photo ID card called the UMass Pass. If you are a continuing student, your ID card is revalidated. At any time during the year, if you lose or damage your ID card, it can be replaced for a fee. You can obtain your student identification card at the UMass Pass Office located in the Campus Center. You must carry your ID card at all times and present it to a University official upon request.

Your student ID card serves many purposes such as obtaining library services, participating in athletic or social events, and validating checks in the Campus Store.

Your UMass Pass can also serve as a debit card used to make transactions otherwise requiring cash. You may deposit money into your account by depositing a check. You can use your card as a debit card for the following services: all cash food operations, Campus Store, Convenience Corner, vending machines, laundry services,

and University Box Office. The UMass Pass is also honored at a growing number of off-campus businesses.

IX. FINANCIAL AID / WORK STUDY OPPORTUNITIES

Financial Aid Notes

Establish a relationship with the Financial Aid Office early and often. The regulatory and administrative ground changes frequently and they are dealing with 5000 students receiving financial aid. Anticipate that an award of financial aid will require an investment of your time, patience, and common sense.

Keep copies of everything for your records.

Keep receipts of transactions with Financial Aid.

Keep receipts for all supplies; make photocopies for your files.

Know the difference between all the kinds of available aid, i.e. unsubsidized loan, subsidized loan, scholarship, work study, teaching assistantship tuition waiver.

Make it your responsibility to inform Financial Aid of all changes of address, employment status, enrollment status, marital status, etc.

Funds are not dispersed until after Drop/Add: late September for Fall semester and late February for Spring semester.

Promissory notes seem to take a while to catch up with any changes. You may feel as though you have indentured yourself and then refunds you were expecting don't come through (because of a change in status) and you're convinced that you will be accountable for the cash 40 years from now, but you can get an accounting of what you've actually borrowed to date from Financial Aid. Make sure it matches what you think you've received.

Work Study

If you have been awarded a Work/Study allotment as a part of your financial aid package (See page 22 of the UMass Dartmouth General Catalogue), you may receive the necessary support to obtain your Work/Study assignment from the Career Resource Center (508.999.8655). Informational sessions are held during the summer and into the fall semester. If you missed these sessions, contact the Career Resource Center for guidance. Off-campus Work/Study is also available through the Community Service Learning Program.

Be aware that Work/Study is awarded only if you are applying for Federal Financial Aid; it is not a University-funded program. The Work/Study program operates on a very fluid basis. Financial Aid awards three times more work/study than it receives from the Federal Government because so many students elect not to work after all. In order to keep the cash flowing to those students who do work, it is therefore necessary to keep constant (i.e. weekly) tabs on the overall picture through payroll. If you are not on the payroll (through Student Employment Office in Career Services) by the fourth week of the semester, you will be dropped from work/study so that someone else can get

the cash. Financial Aid needs to spend all the cash they get so that Federal Government keep giving it and hopefully increasing the amount. Work it out with your faculty supervisor so that youre working every week and a weekly time card is submitted.

You can contribute toward your college expenses and gain valuable work experience through a variety of student employment options including Work Study and additional on and off-campus work opportunities.

Additional Work Opportunities

It is possible for you to find a campus job regardless of whether or not you have a demonstrated financial need or have received an aid award. You can also seek part-time or summer work off campus. The Career Resources Center (508.999.8661) can help. Its' Student Employment Director lists positions with various campus organizations and departments. Career Resources Center staff will assist you in matching your interests and qualifications with the available positions. The office also maintains a listing of off-campus part-time work and summer jobs, posting vacancies on bulletin boards in the office. Full-time opportunities are also posted.

X. FREQUENTLY ASKED QUESTIONS

If you don't find your question here, refer to the Index in this Student Manual to find the section which corresponds to your question. If that fails, contact the Dean's Office for assistance.

Selection of a Major

Do I have to know which major I want to be in when I register?

No. We encourage students entering the visual arts programs to enter the College as "Art-Unspecified" freshmen since all students in the first year take the same classes for the entire first year regardless of the intended major. (See Foundation Studio Arts Program, Page 11)

What if I choose a Major and want to change it?

You must speak with your advisor and obtain the permission of the Department Chairs in both the department you are entering and the department you are leaving. Be sure, also, to fill out the "Change of Major" form and have it signed by the appropriate people (See Page 19).

Policies and Procedures

See also page 13-19.

I need to take a Leave of Absence from my studies for personal reasons. Is that possible? How do I proceed?

Make an appointment to see the Assistant Dean. Under certain circumstances, it is possible to take a Leave of Absence for up to two academic years.

What is the difference between an Independent Study and a Directed Study?

A Directed Study can sometimes be arranged when a student wants to take an existing University course in a semester during which it is not offered. An Independent Study is a course of study initiated by the student and is not a regular part of the in the University curriculum. See Page 16.

I am doing an Independent Study. I wrote my proposal, got it approved by my Advisor. Now what?

Be sure your form is signed by the appropriate individuals (See page 17) and then submit it to the Registrar's Office. Then set up regular appointments with your faculty sponsor to monitor your progress.

I got a "B" in my class but I really believe I deserved an "A." I have spoken to my course professor and he will not budge. Do I have any other recourse?

Yes. You can submit what is called a Grade Appeal to the Grades Appeal Facilitator. See Page 15.

I registered for a class and at the last minute I was told that the class was full and I must find another course. I want to take the class in which I enrolled. How can I do this?

There may be nothing you can do. Classes have quotas. We suggest you speak with the course professor to let him/her know your interest. There may be a possibility that a student will drop the course during the Add/Drop period and, in such case, make room for you.

Computer/Supplies

Do I need to buy a computer to bring with me?

Not necessarily. You may access computers at one of the University computer clusters. During the first year, you will need a computer mostly to write papers.

How much will it cost to buy art supplies and what should I buy?

We give a rough estimate of \$600 needed for supplies each semester. You have to realize that supplies are often going to replace books in studio courses. If you have some art supplies already, you may want to bring them, but otherwise just wait to buy anything until you meet your professors. They will tell you exactly what they expect you to have for each course that you are taking.

Miscellaneous

I would be graduating this spring but I am 3 credits short. Is there anything I can do so I can graduate with my class?

Make an appointment to see the Assistant Dean. It is possible that arrangements can be made so that you can walk in the graduation procession but not receive your diploma. You must then make up the missing credits, after which your diploma will be sent to you.