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All content appearing in this Parent Handbook is subject to change at any time. The version on the website will be the most current version should any changes be made. For questions, please contact the Office of Student Life at 941.359.7505.

Designed and Edited by Mirald Cake

ACADEMIC CALENDAR

The Academic Calendar is available on our main website at www.ringling.edu on the top right links “Calendar”.

AN IMPORTANT PARTNERSHIP: RINGLING COLLEGE, PARENTS, AND STUDENTS

Ringling College and the staff of the Office of Student Life extend a very warm welcome to parents and families. We have designed a number of ways for you to communicate with us, and to take advantage of Ringling College’s many resources to support your student’s success at college.

Stay connected to our creative community by visiting www.ringling.edu frequently.

Common Purpose. Different Perspective.

The College, parents, and students share a common purpose: we all want a successful, rewarding experience for your student. Yet, we each approach this goal from different perspectives. The College holds obligations to both our students and their families. Sometimes honoring one seems to run counter to the other. Delicate as it seems in the abstract, most times this balance works out easily and naturally in practice. Communicating and sharing relevant information appropriately is an important part of achieving this balance.

NOTE:Content included in this Parents’ Handbook is provided in part by Paperclip Communications: www.paperclip.com.

A NEW CHAPTER

From first steps to first loves, you’ve been through quite a few chapters with your student and no one knows those experiences quite like you. However, it’s time to flip the page and embark upon a brand new chapter together ... the college years.

Transition Time

Transitions can be tough. Whether your student is leaving for college or living at home while attending classes, it’s an adjustment for everyone involved. Emotions are bound to be mixed. For many parents, the “I want them to stay forever young” feelings often conflict with the “Yes, they really need to grow up and go to college now” thoughts. That’s completely natural. This person, whether they’re an angel or a challenge, is part of your life, and that doesn’t have to change.

What will likely change is the frequency of your communication and the nature of that communication. You won’t be able to be involved in every part of your student’s life. You’ll need to trust their instincts and the positive values you instilled in them. This trust is key to making the college transition work for both of you.

A student who feels trusted by their parents:

- has more confidence
- can stand up for their beliefs
- knows they are supported back home
- is better able to say “no” when the situation warrants

A student who feels mistrusted by their parents:

- may defy authorities because it’s expected
- won’t communicate about what’s happening at college
- will look to others, some of whom will be good influences and others who won’t be, to fill that void
- will keep secrets that could be harmful

Okay, there’s all this talk about change. So what stays the same?

Your student:

- needs you
- loves you
- respects your opinion
- is operating based on the values you instilled

An Evolving Relationship

Just because your student heads to college, it doesn’t mean they are leaving you behind. They still need you, your wisdom, your counsel, and your love. They just need you in different ways now. For instance, they need you to let go. It’s difficult for a student to start making their own life at college if the “old life” keeps pulling them back. So, let go to the extent that your conversations contain a balanced mixture of what’s happening on campus and what’s happening at home. And try not to do everything for your student either – the experience of figuring things out on their own can be a real strength-builder.

Students need to be able to make mistakes. Part of exploring this newfound sense of independence involves the inevitable making of mistakes. A student who is terrified of “messing up” in their parent’s eyes may not take positive risks such as tackling a new subject or trying out for a play. Students need support as they take risks. Risks most often lead to growth.

They need to know you believe in them. As your student tries new things, expands their worldview, and questions

assumptions, their perspective may change.

Successful students are able to experiment like this because, at the root of it all, they know someone back home believes in them.

Interested Yet Not Intrusive

Just because your student is at college, it doesn't mean they no longer need you to be involved in their life. It's important for you to stay connected – it's actually quite essential to your student's success!

The key is to be interested in what's happening in your student's life without being too intrusive. Some ways to do just this are:

- Don't make conversations feel like "quizzes."
- Instead of focusing on grades, ask your student what they are learning in class – that takes the pressure off and allows them to share exciting information.
- If your student mentions a new person's name, just casually ask about that person (So, Sam is a friend from...?) rather than drilling for details.
- Don't always ask where they were if they weren't in when you called.
- Do ask what they're getting involved in and what interests them so far.
- Let them share their enthusiasm!

Preparing For A Bigger World

Your student's world is going to become bigger as a result of their college experiences. The things they learn in class, the people they encounter, the experiences they have, the discussions in which they engage ... all can lead to greater understanding, acceptance, and appreciation.

We want your student to become the best person they can be. A solid citizen. A compassionate friend. A critical thinker. An accepting individual. All of this and more is possible, with your assistance.

Role Modeling

Your student looks to you for an example. They will treat people a certain way and believe things about certain groups quite possibly as a result of your example. So, consider your role in shaping their beliefs.

Being Open To Diversity

Chances are that your student is going to be positively challenged by new people they encounter on campus. The roommate with very different political views, the friend with a different religious background, the classmate from a different culture ... all will open your student's eyes, if they are willing. Encourage this type of growth because a student who is open to diversity will experience a much broader world.

Contributing To Diversity

It may start out as a stint with an on-campus club. Then, your

student may get involved in community service. Soon, they may be leading an organization or doing an internship with a group they believe in. Community involvement means different things to different people. What's most important is that they find a way to contribute their time and talents outside the classroom.

As your student prepares for a bigger world, it doesn't mean you will be left behind. Freedom, independence, self-sufficiency ... these are things that we wish for students. Yet, they'll always need you. Allowing your relationship to evolve as your student dives into the college world requires compromise, flexibility, and trust. With these tools at your side, the college experience can be a wonderful, eye-opening journey for both of you.

STUDENT LIFE

941-359-7505 • studentlife@ringling.edu

The Office of Student Life provides a variety of programs and services designed to promote the artistic development, academic success, personal growth, and overall well-being of the student body. The staff strives to advise, support, and advocate for individual students and groups. Students are encouraged to take advantage of the resources provided by the staff for problem-solving and assistance.

The Office of Student Life is committed to promoting learning and growth beyond the classroom: providing support networks, creative programs, social activities, leadership opportunities, and cultural diversity for the student body. Because daily life on the Ringling College of Art and Design campus brings new perspectives to concepts studied in class and otherwise helps to broaden horizons, full participation in campus life is considered an integral part of the Ringling College experience.

Goals are to provide students with opportunities to experience education outside of the classroom, to encourage their participation in leadership roles, to celebrate diversity, to help them lead a healthy and balanced lifestyle, to get them engaged in service learning projects, and to support them in enjoying the rights and responsibilities as members of the Ringling College community.

Student Development

What is student development about?

- We provide opportunities for students to achieve competence in academic and non-academic areas.
- We challenge them while also providing support.
- We teach them how to manage emotions, from anger to self-esteem, and everything in between.
- We help them become autonomous so that they are no longer dependent but, rather, interdependent, on others.
- We encourage them to determine who they really are on many levels.
- We support the development of positive relationships, including

those with friends, partners, and diverse individuals.

- We help students identify and pursue their purpose.
- We offer assistance as they develop their values and figure out what they stand for.

Many members of the campus community are involved in the student development process on a daily basis. They include:

- faculty members
- recreation and wellness staff
- orientation leaders
- support staff
- student leaders
- student life staff
- career services staff
- mailroom staff
- campus counselors
- academic support services
- campus ministry staff
- residence life staff
- and many more!

The Campus Approach

- We make ourselves very available to students, during “office hours” and on evenings and weekends if needed.
- We welcome students coming to us with a problem.
- We treat students as adults, getting them involved in solving their own problems instead of relying upon others to do it for them.
- We intervene if we become aware of potentially life-threatening behavior occurring.
- We respect students’ privacy yet don’t always promise confidentiality – we may need to get others involved in order to ensure a student’s well-being.
- We don’t serve as “baby-sitters” for students.
- We are concerned with students’ safety so we educate them on ways to keep themselves and others safe.
- We are here to support the students.

Claiming Responsibility

Self-responsibility is one of the most important things your student can learn at college. It may initially take some trial and error for the lessons to kick in but, once they do, your student will have learned a valuable fact: no one is responsible for their life but them.

We expect students to take responsibility for their own lives. For

example, they are responsible for:

- their behavioral choices
- following the rules
- academic honesty
- personal integrity
- developing healthy study, eating, and sleep habits
- seeking academic assistance when needed
- being a positive member of the campus community

That is why it’s not up to parents to “fix” things when something happens. Many people are available to your student to help them right a wrong. As long as students take responsibility for their choices and actions, they’ll find support every step of the way.

We Treat Them as Adults

One of the best ways to support your student is by understanding the College’s role in their life. We’re not here to take over the parenting role – that’s solely up to you. We are here, however, to help your student develop into a responsible, healthy adult.

Finances

Some students are money-savvy while others struggle along. You can help your student adhere to smart financial practices by using these tips:

- Warn your student not to apply for every credit card offered – credit card companies prey upon students.
- Have them chip in to pay expenses rather than always relying on you.
- Set spending limits if your student is using a credit card you provide.
- Work together to set up a budget plan for the entire school year.
- Discourage frequent visits to the ATM.
- Encourage your student to keep an eye out for scholarship opportunities.

Smart money management is a lifelong skill, which will greatly benefit your student.

WHAT IS FERPA?

Our interactions with students and families with respect to sharing information are guided by our common purpose to foster the independence and maturity of the student. The dealings are also regulated by a federal law – the Family Educational Rights and Privacy Act (FERPA.) This act regulates how and to whom information about a student can be released. Our policies reflect this law and our practice may change given any changes in federal legislation.

What Will The College Tell Me?

Consistent with our philosophy of working directly with students as adults, the College will notify parents of dependent students

in the following situations:

1. The College will contact you if your student is suspended or expelled as a result of the College's judicial process. You may not be notified if your student has a minor College judicial record. You will not be notified if your student is receiving confidential services from various College offices, such as the Counseling Center, Residence Life, or the Academic Advisor.
2. Medical records are kept confidential: however, the College will notify you if a serious health situation arises involving your student. In the case of an emergency hospitalization, the College will contact you.
3. College faculty and administrators may discuss grades and other academic matters with parents only when the student provides a written statement authorizing the disclosure of academic matters to the parent(s). Students' grades are posted online each semester on Self Service, and are accessible only by the student via a password-protected login. Students who receive a grade point average below 2.00 will have their academic progress reviewed by the Academic Standards Committee and will be notified of the Committee's decision by letter. Students will be placed on academic probation or they may be academically dismissed if they fall into one of these categories: 1) they are on academic probation for two consecutive semesters; 2) they have failing grades for six or more semester hours in one semester; 3) or, they are first semester students who have a semester GPA below a 1.00. Parents will not be notified if their student receives an academic warning, is placed on academic probation, or is academically dismissed. We strongly encourage parents to discuss their student's academic progress with them on a regular basis.

What Can Parents Do?

Call us any time you have concerns! Our working assumption is that parents are communicating with their student. Parents can be an excellent source of support in having their student contact the appropriate office should a question arise. Often, a gentle nudge from a parent can make a difference. As we work with students at Ringling College of Art and Design, we encourage them to communicate regularly with their parents.

To ensure we can reach you in case of emergency, please make sure we have your current address and telephone numbers. When planning a move, students or parents should update their information with the Office of Advising, Records & Registration Services at 941.359.6116.

ACADEMIC ADVISING PROGRAM

941.359.6116 • advising@ringling.edu

Ringling College has an academic advising program to help

students set educational and career goals, choose electives and majors, obtain advice concerning transfer of liberal arts and art history credits, and monitor progress toward a degree. The program is headed by the Director of Advising, Records & Registration Services and is staffed by Academic Advisors. Advising also handles and oversees Veterans Administration benefits. Additionally, international students will have additional advising from the Director of International Student Affairs.

ACADEMIC RESOURCE CENTER

941.359.7627 • askarc@ringling.edu

Director: Virginia B. DeMers

vdemers@c.ringling.edu

Reading, Study and Time management:

Barbara Gentry bgentry@c.ringling.edu

Paula Brooks-Jawitz, Ph.D. pjawitz@c.ringling.edu

Writing: writingcenter@ringling.edu

Accessibility Services: Virginia B. DeMers

Located in the Goldstein Library, 2nd Floor

Ringling School's Academic Resource Center (ARC) supplements and supports classroom instruction and activities in various ways. All ARC services are free and available to all Ringling School students:

Reading and Study Skills Appointments

Students can make an appointment for any service through a link (in Student Links) on the Campus Portal: Click Academic Resource Center-Make Appointment and follow the prompts. If they have questions, they can drop by the ARC for help determining the right resource and making appointments.

Hours

9 am to 4 pm for professional services: Reading, Study and Time Management. Some writing consultations also occur at those times.

Evening and weekend hours are available for Writing Consultations but vary from semester to semester. Students can check the appointment system and / or posters around campus for specific hours. Or just call or email.

Test Preparation, Reading and Study Skills

The ARC's two reading and study specialists, Dr. Paula Jawitz and Ms. Barbara Gentry, work with students individually and in small groups to improve their reading comprehension, processing speed, note taking and memory. Their hours are by appointment—with a link for students on the Campus Portal.

Assistive Technology

For students with disabilities, the ARC has both text-to-speech and speech-to-text software to help with creation and decoding of printed text.

MacBooks.

We often have other software for demonstration and can suggest apps for both iPhones and Androids that may help with note-taking, reading and other academic challenges. Any student who thinks such applications might be useful, is welcome to stop by and experiment.

Writing Consultation

This peer-to-peer service is the ARC's oldest program. Great student writers have been helping other students improve their writing skills—and projects—for almost 25 years. Consultants are personable and professional. Any students with writing projects—from academic papers to resumes, short stories and film scripts—can benefit from a second pair of eyes and ears and some friendly, well informed feedback.

Other Support

Some other tutorials may be available. Any student struggling with academics—either studio or liberal arts—should be encouraged to contact ARC staff. If we can't help, we know who can.

ACCESS SERVICES

First year students, especially, need to know that if they have disabilities, Access Services is the place to register and to come to arrange services. All services are determined case-by-case and face-to-face. Accommodations are complemented by ARC's services, as well as those of the Counseling and Academic Advising offices. The Coordinator of Access Services oversees all accommodations and is the first person to contact for further information.

ART AND SUPPLY STORE

941.359.7565 • store@ringling.edu.

The Ringling College Art and Supply Store stocks all necessary art supplies and textbooks required in the courses offered. It also carries a selection of general school supplies. Art materials needed to begin the first semester are available for purchase in convenient pre-packaged kits for all incoming students.

CAMPUS MINISTRY

931.309.0200 • campusministry@ringling.edu

Offering support for students seeking spiritual development or grounding in their own faith communities, Campus Ministry provides programming, on-campus pastoral presence, and religious services.

Religious study and spiritual support groups meet at various times during the academic year. Holy days and religious holidays are commemorated in open gatherings, shared worship services or meetings with students from neighboring colleges. Service learning opportunities with nearby congregations, religious organizations, neighboring colleges

and non-profit groups also occur with Campus Ministry. The Campus Chaplain serves and assists with networking students with local resources for their specific religion or denominational body.

CENTER FOR CAREER SERVICES

941.359.7502 • www.ringling.edu/talent

When students take the initiative to visit, they will find that the Center for Career Services offers a variety of career planning programs and resources for all majors. Opportunities are provided to make important connections with industry professionals beginning at the freshman level through graduation and beyond.

To help in the career planning process, the Center for Career Services offers the following programs:

- Individual and small-group career planning consultation.
- An extensive career resource library including books, magazines, industry directories, company profiles and tapes, resume samples, internship files.
- An on-line Career Services website for students to post resumés and portfolio work as well as job listings 24-hours-a-day, 7-days-a-week. Listed are freelance, part- and full- time job opportunities and internships. Students and alumni may log onto the website, www.ringling.edu/talent and follow the onscreen directions to set up a personal account and take advantage of all resources available instantly.
- On-campus recruiting visits allow students the opportunity to attend presentations from noted firms such as Sony, DreamWorks, Disney, Electronic Arts (EA), Pixar, Hallmark, American Greetings and many other companies.
- Workshops on issues for visual artists including copyright laws, starting your own business, taxes, marketing, etc.
- A robust Career Services website including Focus Explorer that “spiders” thousands of job boards and websites.
- INSIGHT events produced with student committees to bring guest speakers, Portfolio reviews, mock interviews and job fair component.
- Other support services.

We encourage students to begin working with the Center for Career Services early in the first year.

COUNSELING SERVICES

941.893.2855 • counseling@ringling.edu

College can be an exciting time as well as a time when students are faced with major life challenges and stressors. The Peterson Counseling Center, located on-campus in the Student Health Center at Ringling College, provides a safe, supportive atmosphere for students. The staff consists of qualified, trained mental health care

professionals who respect students and are concerned with providing them the best possible treatment.

Services include both group therapy and short-term individual therapy. Common concerns confronting students include low self-confidence, self-defeating behaviors, academic problems, questioning one's feelings, and decision making dilemmas.

Feedback from students who have used the services of the Peterson Counseling Center shows that when they actively engage in the therapeutic process they often feel relief, clarity, a new perspective, and an improved overall sense of well-being.

Counseling services are available with an appointment and are generally offered Monday through Friday. All services provided by Ringling College counselors are confidential and free to enrolled students. In order to follow legal guidelines and protect confidentiality, students will need to complete a release of information form if they wish to allow the staff to confirm attendance or otherwise communicate with a parent, faculty member, or outside provider. Copies of the release which must be signed by the student may be found on our website.

The Peterson Counseling Center is housed in the Student Health Center on the corner of Old Bradenton Road and Martin Luther King Jr., Way. For the most up-to-date information please visit us online at <http://health.ringling.edu>.

ENVIRONMENTAL HEALTH & SAFETY

The Environmental Health and Safety (EHS) department is responsible for the management of the academic and occupational EHS programs for the College. The department works closely with academic and administrative departments to help provide a learning and living environment that is safe and healthy for students. To ensure that EHS is incorporated into the students' learning, everyone receives initial orientation training and then departmental specific EHS training.

The College's EHS website provides a wealth of information and is broken down into sections to make the information easier to find. There is a web-form to allow anyone to contact EHS to ask questions, make comments or confidentially file a report. The department is always trying to work proactively. The aim is to provide safe, healthy and environmentally conscious learning spaces and housing. Inspections are performed by many departments, including EHS, and improvements to the facilities help promote academic development.

FOOD SERVICES

941.359.8064 • dineoncampus.com/Ringling

Meal Plans

Three different meal plans are available to provide flexibility and meet the needs of resident and commuter students. All meal plans may be purchased through the Office of Residence Life,

located in Ann and Alfred Goldstein Hall, Suite 114.

Resident students living in Ann and Alfred Goldstein Hall, Appleton, Harmon, Idelson, and Keating Halls are required to participate in the **full 19-meal per week plan**.

Resident students living in the Ulla Searing Student Center must participate in either the full 19-meal plan or the 15-meal plan.

Resident students living in the Cove must participate in either the full 19-meal plan, the 15-meal plan or the 7-meal per week plan.

With all meal plans, students can eat in Hammond Commons, Brickman Cafe and Outtakes.

Optional Meal Plans for Commuters and Residents of Bayou Village, Bridge Apartments, Palmer Quadrangle and Other Campus Housing

Any of the meal plans outlined above may be purchased by commuter students and resident students living in campus apartments or houses where meal plans are not required.

LIBRARY SERVICES & COLLECTIONS

Library Services and Collections

941.359.7587
www.lib.ringling.edu

Ringling College's Alfred R. Goldstein Library provides access to print, digital, and media materials to support students' learning and co-curricular activities. The Library is open seven days a week when classes are in session and five days a week during summer and breaks. The online catalog and 40+ web-based databases are accessible over the Internet through the Library website.

Physical collections include more than 75,000 books, periodicals, articles, DVDs, Blu-rays, videos, CDs, and videogames. Students may have up to 40 of these items checked out at any time. Digital collections include 135,000 online e-books, millions of art history images, downloadable sound effects and music tracks, periodicals, online language learning lessons, and reference sources. Student recommendations for new materials are welcomed. At least one copy of each textbook in use for the current semester is available for in-library use.

Students can learn the software applications used in their courses at their own pace with the Library's subscription to Lynda.com online video tutorials, linked from the Library's website. Lynda is an online, self-paced, video-based training site for learning software applications. It has more than 114,000 individual online videos covering a wide range of software applications, including those in use at Ringling College, such as Maya, Final Cut, Flash, Photoshop, AutoCAD, MS Word, Excel, and PowerPoint, Adobe Acrobat, FrontPage, Zbrush, 3dsMax, JavaScript, After Effects, Pro Tools, and many others. Lynda.com

is free to Ringling students when they link through the Library's website.

Research is an important component of all courses and programs in the Ringling College curriculum, so instruction in research skills and library use is a priority of the Library and Faculty. Students get assistance with research for assignments in classroom and small group sessions and individual consultations with the librarians and student research consultants. Students also receive copyright instruction and assistance with using copyrighted content of others and protecting copyright in the work they create.

The Alfred R. Goldstein Library's advanced IT infrastructure includes widespread wireless and wired connectivity. General purpose and discipline-specific hardware, including PC, Mac, and Cintiq workstations and powerful software tools such as ZBrush are deployed across the Learning Commons computer labs on the 1st and 2nd floors. The library is also equipped with larger format scanners and black and white and color printers around the library.

The Goldstein Library also features a wide variety of quiet, group study, and work process spaces. Looking for a quiet study area? Make your way up to the 3rd floor to look for a book in the Research Collection or peruse the new art magazines while relaxing in comfortable seating. When the weather is nice, you can take your coffee from Roberta's Café (located on the first floor) to one of the four terraces to work outside and enjoy the sights and sounds of nature. The library also features 10 group study rooms available to students on a first-come first served basis for collaborative work and quiet study.

Ringling College Library works cooperatively with other libraries throughout the United States to offer interlibrary loan services and access to thousands of other collections. Students may also register for circulation privileges at public libraries in Sarasota County and may use the libraries of USF/New College, the John and Mable Ringling Museum of Art, Mote Marine Laboratory Library, and State College of Florida for research purposes. Commuter students living in Manatee County can also apply for circulation privileges at the public libraries in Manatee County.

Ringling College graduates have lifetime circulation privileges. The Library is also open to the community for art and design research.

Website: www.ringling.edu/library

Telephone: 941-359-7587

Email: library@ringling.edu

madeby Gallery

941.822.0442 • madeby@ringling.edu

madeby Gallery is part of Ringling College of Art and Design. The Gallery is located in Ulla Searing Student Center / 1st Floor T

2700 North Tamiami Trail Sarasota, FL 34234. *madeby* gallery sells the artwork, jewelry, photography, etc, of Ringling College students and alumni.

We offer students and alumni a 60/40 split on sales and we help them price their work, if needed. Artwork does not have to relate to what they are studying at Ringling. Our submission guidelines are listed on our website, www.madebygallery.com so students just need to go online and read the form, fill it out and call us for an appointment.

We invite you to bring your son or daughter over to *madeby* gallery to see the artwork and we encourage you to come and support the gallery! This is quite a unique opportunity for your student. We are one of only several art colleges in the country that offer this type of opportunity to their students and alumni.

We are open year-round so while your students are studying, we are working to promote them. Please visit our website for hours of operation.

MEDICAL SERVICES

941.301.4000 • medical@ringling.edu

Ringling College has partnered with Sarasota Memorial Hospital to offer on campus medical services. An ARNP or PA is available 8:30am-4:30pm, Monday through Friday with medical oversight provided by the physician group that staffs Sarasota Memorial's Urgent and Emergency Centers. The on-campus Health Center is located on the northeast corner of Bradenton Road and Martin Luther King Jr., Way.

Services at any off-campus Sarasota Memorial Hospital Urgent Care facility (smh.com/urgentcare) are also available during the academic year to all enrolled Ringling Students at no additional cost. (Costs may be incurred to the student if any additional services are provided.)

The Health Center is equipped to diagnose and treat most common illnesses and conditions including: colds and flu, earaches, sore throats, eye injuries, bronchitis, minor lacerations and burns, sinus infection, skin rashes, urinary problems, physicals, gynecological problems, and sprains, strains and fractures.

There are no out-of-pocket costs to see a provider for a general medical office visit.

The following services are provided at no additional cost for Ringling students:

- Visits with a mid-level provider
- Annual flu shot for every student
- Annual routine female gynecological exam and pap smear
- Allergy injection therapy
- STD Testing
- On-site laboratory testing including urine dip, rapid strep,

rapid flu and pregnancy.

The following services can be provided at the on-campus Health Center for an additional fee. Some of these fees can be billed to insurance depending on individual coverage or can be paid for at the time of service utilizing our discounted self-pay prices:

- Vaccinations
- Medications administered in the clinic
- Laboratory fees for send out tests that cannot be completed in the clinic
- Medical supplies such as splints and slings
- Laceration repair and incision and drainage procedures.

The following services are not provided directly onsite but can be arranged and coordinated within Sarasota Memorial's comprehensive network of services:

- Radiology services
- Physical therapy services
- 12-lead EKG
- Follow up care for specialist visits within Sarasota Memorials' comprehensive Health Care System
- Urgent or emergency room care

The Student Health Fee helps make our health services possible. A valid, working ID card may be required for admission to the Health Center, and students may be required to complete a medical questionnaire and show their Ringling ID and insurance card when visiting the on-campus Health Center or SMH Urgent Care Centers. The Health Center and SMH Urgent Care Centers are not emergency facilities. For emergency care call 911, visit a local ER, or contact Public Safety.

OFFICE OF PUBLIC SAFETY

941.309.4142 or 941.359.7500 (24 Hour Emergency Line) • dps@ringling.edu

The Office of Public Safety is located on the first floor, east side of Harmon Hall. The Communication Center is staffed 24 hours per day, seven days per week. Our non-emergency phone number is 941-309-4121 and our emergency number is 941-359-7500

The Office of Public Safety is responsible for the safety and security of the College community. The staff in the department are available 24-hours-a-day, 365-days-a-year. All officers must complete a 40 hour Security Officer's Training Course offered by the State of Florida and receive a state Security Officer License. They are also trained in basic first aid and are CPR and AED certified.

Ringling College's Public Safety Officers conduct foot and

mobile patrols of the campus 24-hours-a-day, 7-days-a-week. They are charged with securing the campus buildings and other facilities, issuing parking tickets, and enforcing facility closing hours. On campus, they enforce all policies of the college and laws of the State of Florida. Public Safety Officers also are instructed to confront persons who are in violation of campus policies or regulations and report those violations to the Director of Public Safety. However, their purpose is more one of safety and community assistance than "police work." Public Safety Officers with Ringling College are not armed or authorized to make arrests. The department maintains an excellent working relationship with the Sarasota Police Department. The Office of Public Safety works closely with law enforcement agencies as needed, to assist with incidents that occur both on and off-campus. The Public Safety will sometimes share written reports and information with those agencies.

Ringling College actively investigates any reported illegal drug activity and enforces the college alcohol policies and state laws regarding alcoholic beverages.

Alcohol is allowed only within the residences of those 21 or older. The cooperation of students in the campus safety program is absolutely necessary.

Members of the Ringling College community are encouraged to report crimes, suspicious persons and emergencies to the Office of Public Safety immediately by dialing 941-309-4121 or 359-7500 or using one of VOIP blue light phone towers located around campus. An Officer will respond to the site of the incident/emergency and assist as needed. Officers then prepare and submit incident reports, request additional assistance, or forward complaints to the appropriate persons for investigation.

Security Cameras

In addition to the security cameras located at each blue light phone tower, there are additional cameras recording activity in some of the Ringling Campus parking lots and adjacent city streets.

Personal Safety

The odds of staying safe vs. becoming a victim will fall more in your student's favor if they follow these important safety tips:

- Do not walk alone in isolated areas, or after dark.
- Never accept a ride from someone under the influence of alcohol or drugs.
- Always refuse drinks from strangers (a drug could have been slipped in).
- Keep their room locked at all times.
- Do not store valuables in a residence hall room or apartment.
- Do not give out any personal information to new friends immediately.

- Report any obscene phone calls to authorities right away.
- Avoid being alone in isolated places.
- Never become so intoxicated that the ability to stay safe is lost.

Share safety tips with your student and encourage them to keep their wits about them. Campuses can be a very safe place, as long as students play it smart.

CAMPUS PROGRAMS

Involvement = Success

Studies show that students who are involved in campus life are more likely to stay in school. We believe that to be true, not because researchers tell us, but because we've seen it!

When a student gets to campus, they are searching for a sense of belonging. They look to peer groups for acceptance and camaraderie. Getting involved in a campus organization is a positive way for them to belong, while taking up with those who are involved in dangerous activities just to be "accepted" – isn't.

If your student calls and says they'd like to join a campus activity, try not to squelch their enthusiasm. They can focus on academics while participating in activities. As a matter of fact, involved students tend to do better in school. So, encourage your student to get involved. You'll be guiding them on the pathway to both curricular and co-curricular success.

INTERNATIONAL STUDENTS

Upon arrival, international students must check in with the International Student Advisor in the Office of International Student Affairs to ensure that all of their paperwork is in order. The Director of International Student Affairs is the PDSO (Primary Designated School Official) and keeps track of paperwork to ensure proper status is maintained and USCIS (United States Citizen & Immigration Services) forms are properly completed.

The I-20 AB Form must be signed on the back by an International Student Advisor at the beginning of the fall semester to validate full-time student status. The I-20 needs to be revalidated every 12 months.

NEW STUDENT ORIENTATION

nso@ringling.edu

Ringling College provides a dynamic New Student Orientation experience to assist our entering students with the transition to our campus community. Orientation is conducted prior to the start of each fall semester. The program includes opportunities to meet other students, presentations on academic expectations, an introduction to student organizations, a parents' orientation, and a variety of social activities.

RECREATION & WELLNESS

rec@ringling.edu

The Recreation and Wellness Department is committed to engaging students, faculty and staff in recreation, health and wellness through an environment that promotes awareness, understanding and opportunities for promoting a healthy lifestyle. The Recreation and Wellness program strives to give a holistic approach to campus health by offering diverse programming and exceptional learning environment to meet the needs of today's students. The Susan Palmer Fitness Center, Outdoor Recreation and Clubs Sports are all components of the Recreation and Wellness Department.

THE RESIDENTIAL CAMPUS

reslife@ringling.edu

On-campus housing is currently available for approximately 1150 students. In addition to the convenience of campus living, residents benefit from a variety of individual hall programs, Resident Assistant staff support, and campus food service.

STUDENT ORGANIZATIONS

www.ringling.edu/studentlife/studentorgs.php

Special-interest groups develop or phase out, depending on the interests of each year's students. Ringling College has had clubs for cartoonists, mathematicians, photographers, wildlife artists, computer animators, fantasy illustrators, and environmentalists, among others. For information on current organizations, students can talk to members of the specific group, view descriptions online at www.ringling.edu/studentlife/studentorgs.php, or visit the Office of Student Life. Students who have an idea for a club or an organization they would like to start should contact the Coordinator of Student Activities and Leadership Development for helpful tips on setting up and running a student organization.

STUDENT WELL-BEING

We all agree: your student's well-being is of utmost concern! We want them to flourish, to learn from mistakes, to experience triumphs, and to stay healthy. And there are ways you can help in these pursuits.

Wellness:

Staying well can sometimes be a tall order for busy students. Yet, it's vital to their success.

So, consider:

- sending healthy snacks instead of "junk" food
- touting the benefits of enough sleep
- encouraging community service and involvement

- suggesting ways for them to incorporate physical activity into their day

- taking emotional issues seriously and encouraging your student to talk with a counselor, a Resident Assistant, an advisor or a campus minister

- encouraging your student to use the new state-of-the-art Susan Palmer Fitness Center in the Ulla Searing Student Center

With your encouragement and support, students can stay well during their time at college.

Alcohol and Other Drugs:

It's possible your student will be tempted to experiment with alcohol and other drugs during their college years. You can help them make wise choices by:

- talking openly about alcohol and other drugs
- empowering them to say "no"
- learning all you can about alcohol, "date rape drugs," and other substances
- not glorifying your own "college drinking days"
- helping them learn from their mistakes
- leaving the lines of communication open for mutually respectful, adult conversations rather than judgments

There are no guarantees that your student will always make the wisest choices when it comes to alcohol and other drugs. Yet, your efforts are bound to have an impact, whether big or small, recognized or unrecognized.

SUSAN PALMER FITNESS CENTER

rec@ringling.edu

The Susan Palmer Fitness Center is dedicated to providing a safe and interactive environment for all our members! Located on the 1st floor toward the west side of the Ulla Searing Student Center, this facility is furnished with an abundance of state of the art exercise equipment and amenities. The Fitness Center houses top-of-the-line cardiovascular and strength training machines, a wide range of dumbbells, Medicine Balls, Swiss Balls, Therabands, and much more to ensure a fantastic, heart-pumping workout. The Center also offers a wide range of classes including but not limited to: Yoga, cardio kick boxing, Zumba, and more. Membership is free with a valid Ringling College ID.

VOLUNTEERISM

volunteerism@ringling.edu

The Office of Student Volunteerism and Service Learning

coordinates community service projects for Ringling College. The staff help match volunteer opportunities with student interests and talents, and oversees a number of volunteer initiatives each year. Students can participate in the College's outreach programs, paint murals for non-profit organizations, get professional experience by volunteering in their fields, or assist with other numerous projects that benefit our community.

Outreach programs include, but are not limited to, after-school projects teaching art, literacy skills, or homework assistance, or teaching art to varying community populations such as those in nursing homes, substance abuse programs, or those with disabilities.

The Volunteer Program at Ringling College of Art and Design makes every effort to provide experiences for students that offer opportunities to use art and other skills in service to community. Staff members work with the service beneficiary agencies to consider student schedules, safety, and skills required to complete the projects. When the project suggests that special safety techniques or equipment requires training, the Student Volunteerism and Service Learning staff arranges with the site to provide and/or provides such. Students must also take responsibility in choosing actions that secure their own safety.

STUDENT SERVICES

Campus Communication

Fliers are posted in a number of glassed-in bulletin boards around campus; however, the majority of activities and events are announced via e-mail announcements sent to all students and are posted to the internal web portal. Students are encouraged to check their e-mail daily for updates and important information on campus activities.

Health Forms

Student health forms are in the Student Health Services. Strict confidentiality is maintained with the forms.

Bus Schedules

SCAT and MCAT (Sarasota County Area Transit and Manatee County Area Transit) schedules are available in The Cab Office and from the Office of Student Life. Students ride free with a valid Ringling College I.D..

Local Area Information

Information about performing arts events, gallery exhibitions, Sarasota maps, and general information can be obtained in The Cab Office or from the Office of Student Life.

The Sarasota Herald-Tribune is also available in the Goldstein Library.

Lost & Found

"Found" items may be turned in to The Office of Public Safety where they will be held for the duration of the semester. At the close of the semester, any unclaimed items will become the property of Ringling College and will be donated to charity.

Incoming Mail

Every student is assigned a physical mailbox, which is located in the mailroom in Ann and Alfred Goldstein Hall. All mail received at the College for students, and any messages or notices from College offices, instructors, or other students on campus, will be placed in student mailboxes – including official College business communication. Students should check their mailboxes at least once per week when College is in session to ensure official College business communication is received. These critical items include pre-registration materials, campus events, deadlines for financial aid, spring semester bills, graduation materials, invitations, etc. For large packages, large magazines, and express mail deliveries, a notice will be left in the student's mailbox. These items can be picked up at the mailroom. To send mail to your Ringling College student, address it to:

Student Name
Ringling College of Art and Design
1130 Greensboro Lane / Mailbox #
Sarasota, FL 34234-5895

The College does not forward mail during the Winter or Spring breaks. First- and second-class mail will be forwarded to the student's permanent address for the first three months of the summer vacation – May, June, and July. Afterward, first- and second-class mail will be held at the College until the Fall Semester begins in August. All bulk and third-class mail will be discarded. Stamped letters may be mailed at the mailroom.

Residence Hall Keys/ Access Cards

For security reasons, locks must be changed when keys to residential campus housing are lost. Replacement costs are \$65-\$80.

Phone Messages

Messages can be left for students by calling the Office of Student Life at 941.359.7505 during normal business hours. The Student Life staff will inform students of messages via Ringling College e-mail. Emergency messages can be left after hours with our 24-hour Public Safety staff at 941.359.7500. Messages will be placed in student mailboxes. In an emergency, such as with messages of an urgent medical nature, every effort will be made to locate the student promptly.

Student ID Cards

Every student is issued an official Ringling College identification card. Students should carry their ID Card at all times while on Ringling College property or on College business away from campus. Students are required to show their valid ID to check out any books or other materials from the Goldstein Library. The ID card remains the property of Ringling College of Art and Design and must be surrendered upon request by an Authority of the College. Under no circumstances should students allow their ID to be used by another person. Lost or stolen ID cards should be reported to the Office of Student Life immediately. A \$25 fee

will be charged for a replacement card.

FREQUENTLY ASKED QUESTIONS

Do Parents Frequently Receive Copies Of Student Grades?

No. Grades are posted online to Self-Service and accessibly only by the student via their login name and password.

Is Class Attendance Mandatory?

Ringling College of Art and Design has a strict attendance policy, which is outlined in the College catalog and Student Handbook.

Can Students Change Classes?

Yes. Add/Drop Week is the first week of the semester and students may add or drop a class during this time. After Add/Drop Week the students' schedules are official. Students may withdraw from a class through week ten of the semester but may no longer add a class after the first week of school.

How Does the Advising System Work at Ringling College?

All 1st-year students are assigned an Academic Advisor. The Academic Advisors work with the Counseling staff and the Student Life staff to help students adjust to College and studio expectations. The Academic Advisors schedule students' classes, track students' progress towards the degree and talk with students about educational planning, changing majors, choosing concentrations and/or minors, time management, instructor conflicts, school policies and procedures and refer students to appropriate campus support services when necessary. The Academic Advisors see students on a walk-in basis or by appointment.

Where Do Students Buy Art and Other College Supplies?

The Campus Art and Supply Store stocks supplies for all courses, as well as other books, school supplies, and Ringling College sportswear and memorabilia.

My Student Receives Financial Aid from Ringling College – Do We Need to Apply Every Year?

Need-based financial assistance is determined on an annual basis. A Free Application for Federal Student Aid (FAFSA www.fafsa.ed.gov) must be completed each year. For details on Ringling College Financial Aid programs and application requirements visit www.ringling.edu/finaid or email the Office of Financial Aid at finaid@ringling.edu. Merit-based financial aid is renewed annually for up to four years, contingent on full-time enrollment and maintaining at least a minimum cumulative grade point average.

Is Continuing Financial Aid Contingent on Academic Performance?

In order to receive federal financial assistance, satisfactory progress is required. Students are expected to successfully complete at least 24 credits during the previous academic

year in order to maintain eligibility, and an academic grade point average of 2.0 or above must be maintained. One semester of probationary federal assistance is allowed if these requirements are not satisfied. For details visit www.ringling.edu/finaid

Is Federal Work Study Income Taxable?

Yes. It must be added to other wages earned by the student when filing a tax return. When applying for financial aid, however, Federal Work Study wages are deducted from other wages earned prior to determination of financial aid eligibility for the following academic year.

How are Students in need of Accessibility Support Accommodated?

Access Services are offered through this office in Goldstein Library. Guidelines are available on the website (under College at www.ringling.edu). Students with disabilities (or students who think they may have disabilities) should contact Access Services Directly.

What Kind of Accommodations Might My Student Receive?

Accommodations vary depending on the disability, the individual student, and the classes involved. In other words, accommodations are determined on a case by case.

The Coordinator of Access Services will be glad to discuss the student's needs and what adjustments might be appropriate. Once documentation is on file, staff and your student will meet to determine what accommodations will be made, and faculty will be notified.

Should Ringling College Students Carry Health Insurance Coverage?

All students must either purchase the health insurance made available through the College or maintain insurance equal to or greater than that offered by the College. Students on an F-1 visa are required to purchase health insurance with specific coverage while in the United States.

Whom Can I Talk to if I Have a Concern About My Student?

The Office of Student Life, at 941.359.7505, is the best place to start. Staff can provide general information and refer parents to other appropriate staff who can discuss specific concerns.

In Case of An Emergency, How Do I Reach My Student When Campus Offices are Closed?

The Office of Public Safety is available 24-hours-a-day, 7-days-a-week and can assist you in an emergency. Call 941.359.7500.

How Are Problems with Residence Rooms or Roommates Handled?

If students have physical problems with their rooms (e.g. light bulb, broken shelf), they can contact their Resident Assistant (RA) who will submit a request to the Facilities Department. Students may log in and submit maintenance requests themselves through the Portal. If a student is having problems with their roommate, their RA and the Professional Residence Life Staff are able to offer mediation and support. They can

assist the student by providing other room options if a decision is made to change rooms.

What About Laundry?

Idelson Hall, Appleton Hall, Harmon Hall, Keating Hall, The Cove, The Bayou Village, the Roy and Susan Palmer Quadrangle, the Ulla Searing Student Center and Ann and Alfred Goldstein Hall presently have coin-operated laundry facilities available to residential students.

What is Family Weekend?

Family Weekend is designed to provide parents and other family members an opportunity to visit with their student and learn more about Ringling College. For details call the Office of Student Life at 941.359.7505, or check online.

Where May I Find Information About Crime on Campus?

Any incident occurring on campus that violates state or federal law is reported to the Office of Public Safety, who compiles an annual crime statistics report. It is available online at: <http://publicsafety.ringling.edu/crimestatistics.shtml>.

Can Students Living on Campus Have a Car?

Yes. First-year and returning students must register their vehicles with the Office of Public Safety during New Student Orientation or upon their arrival to campus to obtain a parking sticker. Student vehicles parked on campus must adhere to proper parking regulations.

Please note that on-campus parking spaces are limited and the use of bicycles is encouraged.

What is the Weather Like in Sarasota?

The weather in Sarasota is primarily sunny. The summers are hot and humid, with usual afternoon rainstorms. The fall, winter, and spring weather is typically mild during the day, with temperatures dropping off after sunset. For a list of average temperatures by month, go to: <http://welcome.ringling.edu/visiting.php>

How Can Parents Become Involved with the College?

There are a number of ways parents can get more involved with Ringling College, by participating in campus events, introducing new friends to the College, recommending prospective students, and connecting the College to new employees or donors. We invite you to send names of prospective students to the Admissions Office via email at admissions@ringling.edu, or by phone at 941.359.7524.

Join the Parents' Association as well! For more information email: pa@ringling.edu.

We encourage you to participate in our creative community by volunteering your time or talent to help with various Ringling College programs and events.

In addition, by taking classes or workshops through our Continuing Studies and Special Programs

(www.ringling.edu/continuingstudies/) area, or by visiting the dynamic Ringling College Galleries exhibitions, you will get a true sense of the Ringling College community of which you are now such an important part.

WHERE TO FIND HELP

The College's main telephone number is 941-351-5100. You may also contact the Office of Student Life at 941-359-7505 during office hours or Public Safety at 941- 359- 7500 (24-hour emergency number). Individual offices are listed under "Resources" on the main website at www.ringling.edu.