



## **PreCollege 2023 Student Handbook**

**WHAT TO BRING!! What to leave home.  
CHECK IN and ORIENTATIONS SCHEDULE  
And much more...**

**[precollege@ringling.edu](mailto:precollege@ringling.edu)**

Please use this email address for ALL communications.  
Refer to the PreCollege Student Handbook and FAQs for more information.  
Please READ all forms process instructions carefully before completing the forms.  
Follow the step-by-step instructions.

**In case of EMERGENCY  
Please call Public Safety at 941-359-7500**

**Ringling College PreCollege**  
2700 North Tamiami Trail, Sarasota, Florida 34234-5985  
[precollege@ringling.edu](mailto:precollege@ringling.edu) P: 941.955.8866  
Emergency 24-hour Phone: 941.359.7500



WELCOME!

Dear PreCollege Student and Family,

Welcome to Ringling College of Art and Design, a leader in higher education for ambitious and creative young artists. As a PreCollege student you will study with Ringling College faculty and be mentored by upper-class students both in and outside class time. This PreCollege Student Handbook details the College's expectations of students as members of the Ringling College of Art and Design community.

In combination with rigorous academic studies, Student Life contributes to student success through co-curricular activities that complement the education experience and promote collaboration among peers. Within this learning community Ringling College fosters personal growth, encourages leadership, illuminates career directions, and promotes the spirit of exploration.

***Family support is equally important.***

We respectfully appeal to families and students to refrain from requesting campus visits and/or student leave from campus for non-emergency reasons during this short challenging program.

Please allow your student to immerse in their work and community, to utilize the College's resources and to network with their peers during this exceptional opportunity. Plan family and friend visits before or after the PreCollege program to support your students' steps into young adulthood.

It is our goal to provide a friendly, comfortable and supportive atmosphere for all PreCollege students. We look forward to welcoming you to the Ringling College PreCollege Community!

Sincerely,

The Ringling PreCollege Team

#### **IMPORTANT CONTACT INFORMATION**

**IN CASE OF EMERGENCY: 24/7 PHONE PUBLIC SAFETY 941/359-7500**

**ALL other inquiries: email [precollege@ringling.edu](mailto:precollege@ringling.edu)**

**PRECOLLEGE STUDENT HANDBOOK  
4-WEEK RESIDENTIAL PROGRAM**

<b>WELCOME</b>	<b>page 1</b>
<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>APPLICATION &amp; ENROLLMENT INSTRUCTIONS</b>	
• APPLICATION: STEPS 1, 2, & 3	6
• <u>SECURING YOUR ENROLLMENT</u> - <b>IMPORTANT</b>	<b>12</b>
• SCHOLARSHIPS & FINANCIAL GRANT APPLICATION	12
• TUITION & FEES	12
• PROGRAM REFUND POLICY	12
• FORMS FOR ACCEPTED PRECOLLEGE STUDENTS	13
 <b>CHECK IN &amp; ORIENTATIONS</b>	
• TRAVELING TO/FROM RINGLING COLLEGE	15
• CAMPUS MAP	16
• PRECOLLEGE CHECK IN	17
• STUDENT ORIENTATION (required)	
• PARENT/GUARDIAN ORIENTATION (recommended)	
 <b>CLOSING EVENTS &amp; CHECK OUT</b>	
• EXHIBITIONS	18
• PRESIDENT’S PICNIC	18
• CLOSING CEREMONY	18
• RESIDENCE HALL CHECK OUT	18
 <b>PRECOLLEGE HOUSING</b>	
• RESIDENCE HALLS INFORMATION	19
• STUDENT ACCESS SERVICES - Disability Accommodations	19
• WHAT TO BRING	19
• YOU MUST BRING	19
• YOU MAY WANT TO BRING (Optional)	19
• DO NOT BRING	20
• <b>SENDING MAIL/PACKAGES TO STUDENTS</b>	<b>20</b>
• PHONE SERVICE AND INTERNET ACCESS	20
 <b>PRECOLLEGE ACADEMICS</b>	
• EARNING COLLEGE CREDIT	21
• PRECOLLEGE COURSEWORK EXPECTATIONS	21
• STUDENT ACCESS SERVICES - Disability Accommodations	21
• CANVAS LMS and COURSEWORK ASSESSMENT REPORTS	21
• ELECTIVE MINI-WORKSHOPS	21
• CLASS POLICIES	22
• SAVING YOUR FILES AFTER PRECOLLEGE	22
• REQUESTING YOUR COLLEGE TRANSCRIPT	22

## **ACADEMIC POLICIES & PROCEDURES**

- CLASS SCHEDULES 23
- STUDENT ACCESS SERVICES - Disability Accommodations 23
- ATTENDANCE - MEDICAL AND NON- MEDICAL EXCUSES 23
- EXCUSED ABSENCE, UNEXCUSED ABSENCE AND/OR TARDINESS 23
- OPEN STUDIOS 24
- ETHICS - PLAGIARISM 24
- SPECIAL CONCERNS IN A CLASS 24
- ART MATERIALS and MODELS IN THE CLASS 24
- ACADEMIC FIELD TRIPS 24

## **ACADEMIC RESOURCES**

**24**

- ALFRED R. GOLDSTEIN LIBRARY
- STUHLBERG, SMITH, BASCH, THOMPSON, AND SKYLIGHT GALLERIES
- STUDENT CROSSLEY GALLERY
- STUDENT ACCESS SERVICES (SAS)
- STUDENT LEARNING CENTER

## **DISABILITY ACCOMMODATIONS - Student Access Services**

**25**

## **HONORS LIST AND RINGLING TUITION SCHOLARSHIPS AWARDS**

**25**

- **ACADEMIC HONORS:** AWARDED TO THE TOP 10% OF ACADEMIC ACHIEVERS IN THE PROGRAM.
- **ACADEMIC SCHOLARSHIP AWARDS:** \$5K TOWARD 1<sup>ST</sup> YEAR TUITION FOR TOP 10 HONORS RECIPIENTS
- **STUDENT LEADERSHIP INITIATIVE AWARDS:** \$5K TOWARD 1<sup>ST</sup> YEAR TUITION FOR TOP 2 STUDENT LEADERS

## **STUDENT LIFE PROGRAMS**

**25**

- VOLUNTEERISM & COMMUNITY SERVICE
- LEADERSHIP INITIATIVES
- DIVERSITY & INCLUSION
- STUDENT RECREATION AND THE FITNESS CENTER
- EQUIPMENT CHECK-OUT: BASKETBALL, PING PONG, BILLIARDS, VOLLEYBALL, AND MORE
- E-SPORTS
- CAMPUS EVENTS: ICE BREAKERS, DANCE, KARAOKE, MOVIES AND MORE
- FIELD TRIPS

## **STUDENT LIFE AND RESIDENCE LIFE AND STUDENT SERVICES**

- RESIDENCE LIFE 25
- ATM ACCESS ON CAMPUS – SPENDING MONEY DURING PRECOLLEGE 26
- HEALTH AND MEDICAL SERVICES 26
- SARASOTA MEMORIAL HEALTH CARE SERVICES ON CAMPUS 26
- COUNSELING SERVICES 27
- DINING SERVICES - CUNIFFE COMMONS AND OUTTAKES CAFÉ 27
- LAUNDRY FACILITIES – NO COST. BRING LAUNDRY DETERGENT 29
- LOST & FOUND 29
- ROOM ENTRY: REPAIRS AND PERIODIC CLEANING 29
- STUDENT MAIL 29
- SHIPPING ARTWORK HOME 29
- STUDENT ID CARDS 29

<b>FOR YOUR SAFETY</b>	<b>28</b>
• BLUE LIGHT TOWERS	28
• EMERGENCY PREPAREDNESS – TROPICAL STORMS AND HURRICANES	28
• <b>24/7 EMERGENCY PHONE: 941-359-7500</b>	<b>28</b>
 <b>STUDENT LIFE/RESIDENCE LIFE POLICIES</b>	
• ALCOHOL – PRECOLLEGE IS SUBSTANCE FREE	30
• APPLIANCES	30
• CURFEWS	30
• DAMAGE POLICY	29
• DOOR PROPPING / RESIDENCE HALL SECURITY	29
• FAILURE TO COMPLY	29
• FIRE ALARM SYSTEMS	30
• FIRE DRILLS	31
• GUESTS- Visiting other students rooms	31
• ILLEGAL DRUGS – PRECOLLEGE IS SUBSTANCE FREE	31
• INSURANCE	31
• HALL SPORTS	31
• KEYS, ID CARDS, +/-OR FOBS	31
• LEAVING CAMPUS “ Please see the Welcome Letter	1
• OPEN FLAMES	32
• QUIET HOURS	32
• SMOKE-FREE CAMPUS: PRECOLLEGE IS SUBSTANCE FREETOBACCO FREE	32
• WEAPONS ARE PROHIBITED	32
 <b>RINGLING COLLEGE POLICIES and PRECOLLEGE CODE OF CONDUCT</b>	<b>32</b>
UPDATES POSTED AT:	
<a href="https://www.ringling.edu/policies-and-procedures/">HTTPS://WWW.RINGLING.EDU/POLICIES-AND-PROCEDURES/</a> AND	
<a href="https://www.ringling.edu/titleix/">HTTPS://WWW.RINGLING.EDU/TITLEIX/</a>	
• STUDENT’S RIGHTS	32
• CODE OF STUDENT CONDUCT	33
• HARASSMENT	33
• SEXUAL MISCONDUCT	33
• RETALIATION	33
• THREATENING CONDUCT	33
• THEFT, DAMAGE, VANDALISM	33
• UNAUTHORIZED ENTRY	33
• FORGERY	33
• WILLFUL NEGLIGENCE	33
• DISORDERLY CONDUCT	33
• VIOLATION OF FEDERAL, STATE, OR LOCAL LAW	33
• DISRUPTION	34
 <b>RESPONSIBLE USE OF ELECTRONICS</b>	<b>35</b>
• EXAMPLES OF VIOLATIONS COVERED	35
• GUIDELINES RELATED TO CONFIDENTIALITY	35
 <b>PRECOLLEGE DISCIPLINARY PROCEDURES</b>	<b>36</b>
• SANCTIONS	36

<b>RINGLING COLLEGE POLICIES</b>	<b>37</b>
• NON-DISCRIMINATION POLICY	37
• TITLE IX REQUIREMENTS	37
• INQUIRIES	38
• PROCEDURES FOR COMPLAINTS	38
• TITLE IX COORDINATORS	38
• EQUAL OPPORTUNITY EMPLOYMENT	38
• NON-HARASSMENT POLICY	39
• DEFINITION OF SEXUAL HARASSMENT	39
• NOTE TO FACULTY, TEACHING ASSISTANTS, STAFF, AND OTHER PERSONS IN POSITIONS OF POWER	40
• HUMAN RIGHTS COMMITTEE	40
• STUDENT TO STUDENT HARASSMENT	40
• “ON NOTICE” OPTION OF COMPLAINT	40
• PROCEDURES FOR INFORMAL COMPLAINT	40
• PROCEDURES FOR FORMAL COMPLAINT	41
• PROTECTION OF COMPLAINANT AND OTHERS	41
• CHILD PROTECTION POLICY	42
• ABUSE, ABANDONMENT, OR NEGLECT	42
• REPORTING REQUIREMENTS	43
• CONFIDENTIALITY	43
• FALSE REPORTING	44
• APPENDIX A	44
• GUIDELINES FOR THOSE WORKING WITH OR AROUND CHILDREN	44
• CODE OF CONDUCT FOR WORKING WITH MINORS	44
 <b>FAQs</b>	 <b>46</b>

## APPLICATION & ENROLLMENT INSTRUCTIONS

### PreCollege Application Instructions

#### Communication Essentials

You **MUST** save **precollege@ringling.edu** and **scs@ringling.edu** in your email contacts to assure all email is delivered to you and not diverted to your spam folder.

Do not miss updates and important financial and registration information.

### STEP 1 of 3: Set-up New Student Profile

When prompted by the link below, the **STUDENT** will create an Augusoft account on [rcad.augusoft.net](http://rcad.augusoft.net). **Retain your login information** to access your account for future payments.

- To begin, click [here](#) and add the PreCollege Application Fee to your cart... follow instructions below

Help with Augusoft:

1. Add the “**PreCollege Application Fee**” to Cart
2. Select **CREATE NEW PROFILE** under **New Students** or sign into your existing account.  
If you have an existing account, DO NOT create a new account; use the existing login information. If you forgot your ID or password email [precollege@ringling.edu](mailto:precollege@ringling.edu).

The screenshot shows the Ringling College Continuing Studies website. The header includes the college logo, name, and tagline. A navigation bar has links for 'BROWSE' and 'LAST VIEWED'. The main content area features a 'Sign In' form with fields for username (pre-filled with 'Staff'), password, and a 'Sign In' button. To the right is a 'New Students' section with a 'Create New Profile' button and a link to learn more about membership benefits.

3. Select **NO THANKS** in the Membership Drop-down menu. No membership is required.
4. Check '**Student Profile (single user)**'. Do create a single account for the student (learner). DO NOT create a household.
5. Click Submit.

The screenshot shows the 'Profile Creation' page. It includes instructions on selecting a household profile and a note about membership requirements. Under 'OLLI Membership Types', there are options for Gold (\$85) and Silver (\$25). Under 'Englewood Art Center Membership Types', there are options for Individual (\$60) and Household (\$80). A 'PLEASE NOTE' section explains the difference between a Household Membership and a Household Profile. At the bottom, there is a 'Purchase Membership?' dropdown menu with 'No Thanks' selected, and a 'Select Profile type' section with 'Student Profile (single user)' selected. 'Submit' and 'Cancel' buttons are at the bottom.



## 6. Complete the **CREATE NEW STUDENT PROFILE**

- **Students must use their legally given name for this profile.**
- **Take a photo of these completed screens** to save for your records.
- **KEEP** this login and password information to make future payments.
- Your contact and mailing information must be **up-to-date**. If you have a change of address prior to PreCollege, please email [precollege@ringling.edu](mailto:precollege@ringling.edu)

You are not logged in. [LOGIN/CREATE ACCOUNT](#)

[VIEW CART \( 0 \)](#)

[BROWSE](#)

LAST VIEWED

Step-1

Step-2

Username\*

Username: minimum 6 characters

Password\*

Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&\*)

Strength

Re-enter password\*

Password hint\*

Identity Verification Question\*

None specified

Identity Verification Answer\*

E-mail\*

Re-enter E-mail\*

First name\*

Middle Name

Last name\*

Purchase Membership?

None Specified

Mail preference

May we include you on our mailing lists?

☒ Yes ☐ No

Company

None specified

If your company is not available in the list, select \*\* Add Company \*\* and you will be prompted to add your company's information after submitting this form.

Continue>>

Cancel

[Privacy Policy](#)

## Create New Student Profile

Please complete your Learner Profile. Enrolled students should review our [Policies and Procedures](#). You will be asked to confirm you have read and agree (or do not agree) to our Appearance Release Policy.

\* denotes required information.

Step-1
Step-2

Primary Address

Primary Address Type\*

--select one--

Country\*

U.S.A.

Line 1 \* Address\*

Line 2 \* Address

City\*

State\*

Florida

Zip\*

Zip+4

Secondary Address

☐ Same as Primary Address

Secondary Address Type

--select one--

Country

U.S.A.

Line 1 \* Address

Line 2 \* Address

City

State

Florida

Zip

Zip+4

Phone\*

None spe

999-999-9999

EXT

Additional phone

None spe

999-999-9999

EXT

Birthdate

mm/dd/yyyy

Appearance Release\*

I have read and AGREE the APPEARANCE RELEASE Policy.  
I have read and DO NOT AGREE the APPEARANCE RELEASE Policy.

Have you read and do you agree to our Policies and Procedures policy?

Not a Ringling Employee

RCAD Employee Status

Email / Newsletter  
Event  
Newspaper / Magazine  
Radio




Click-Ctrl to select multiple options

Submit

Cancel

7. Click **Submit**.

8. In the top right-hand corner, click **View Cart** to confirm you have added the PreCollege Application Fee to cart.

 VIEW CART (1)  CHECKOUT  HELP

Shopping Cart clear your cart x

PreCollege On Campus Application Fee

\$50.00 X

Subtotal

\$50.00

Checkout »

9. Click **Checkout** and follow the prompts to process payment.

You will then receive two emails (from [scs@ringling.edu](mailto:scs@ringling.edu)): a receipt and a confirmation.

**Record the Transaction ID** from the top of your receipt. *This is required to complete Step 2, The PreCollege Application.*

**Transaction Receipt**  
**Ringling College Continuing Studies**

1001 S. Tamiami Trail, Sarasota, FL 34236  
Phone: 941-309-5111 Email: [scs@ringling.edu](mailto:scs@ringling.edu)

Transaction Date  
Transaction ID

11/12/2020  
xxxxxx

Registration ID  
Course/Class Number  
Student Name (ID)

Class Name/Item/Schedule

Amount

Registration ID:  
PC001

PreCollege On Campus Application Fee  
::  
Class Skip Dates :Self-Paced  
[View Schedule Details](#)  
Class Registration

\$50.00

Transaction Amount

\$50.00

## Communication Essentials

You **MUST** save **precollege@ringling.edu** and **scs@ringling.edu** in your email contacts to assure all email is delivered to you and not diverted to your spam folder.

Do not miss updates and important financial and registration information.

## STEP 2 of 3: Complete the PreCollege Application

To Complete the PreCollege 2023 Application, click below and follow the Google Forms steps:

To fill out the **Application** Click: [here](#).

- The **PreCollege application fee** must be paid in advance of completing STEP 2 of the PreCollege Application. You are required to enter the Transaction ID number from STEP 1. Please have this ready when you begin.
- **READ the IMMERSION COURSE DESCRIPTIONS to fully understand your selections**, before completing STEP 2 of your application.

## STEP 3 of 3: Request your Teacher Recommender to complete the FORM

After filling out your section of the PreCollege Application, **you will need to invite your Teacher or Counselor Recommender.**

- Copy and paste this [Teacher Recommendation Form](#) link in an email, using this template requesting they complete the form on your behalf within 10 days. An emailed or mailed letter of recommendation will not be accepted. There is comment space on the form.

Hello [teacher name],

I am applying to the accredited Ringling PreCollege summer program! At your earliest convenience please complete the Recommendation Form at the link below within 10 days; my application will be reviewed following your submission.

[Teacher Recommendation Form](#)

To learn more about the program visit at [www.ringling.edu/precollege](http://www.ringling.edu/precollege).

Thank you in advance,  
[student name]  
[student email]

- PreCollege Applications are not complete until the Recommendation has been submitted.  
***Early application is strongly advised to secure your seat in higher ranked Immersions***  
**May 1, 2023: Last day to apply to PreCollege 2023**  
**May 10, 2023: Payments-in-FULL + Accepted PreCollege Student Forms are DUE.**

## APPLICATION REVIEW

Applications will be reviewed **only** upon receipt of all required items including:

- \$50 PreCollege Application Fee
- PreCollege STEP 2 Application Form
- Receipt of STEP 3, the Teacher Recommendation FORM

## ACCEPTANCE

Upon receipt of the complete application package, your application will be reviewed.

Notification of acceptance will be emailed to you, along with the invoice for all program fees.

**The \$500 TUITION DEPOSIT is due on the date specified.**

## IMMERSIONS **TEMPORARY** RESERVATIONS

Immersion offered in your acceptance letter are pending confirmation until payment of the \$500 TUITION DEPOSIT is received. (Scholarship/Grant applicants see below).

*Payments received after the specified DUE DATE may forfeit immersion seats offered.*

## SECURING YOUR ENROLLMENT \*\*

Upon receipt of the tuition deposit, your immersion enrollments are CONFIRMED.

## How do I make payments due on my account?

- To submit a payment, please visit <https://rcad.augusoft.net> and login using the username and password you set up when you paid your application fee.
- Click on "Go to my dashboard" on the homepage.
- From the top tabs, select "My Transactions."
- Under the tabs, you will see your full A/R Account Balance. Click "Pay Now." A table of charges will appear.
- Select "Make a payment."
- Upon receipt, the immersion reservations will be securely enrolled.

*Don't know your augusoft user ID or password : email [precollege@ringling.edu](mailto:precollege@ringling.edu).*

## SCHOLARSHIPS & FINANCIAL GRANTS APPLICATION

Need-based financial support opportunities are available through the application online at [www.ringling.edu/precollege](http://www.ringling.edu/precollege). PreCollege provides financial assistance through scholarships, grants, and matching funds in agreement with contributing organizations and College policies.

The student must have submitted the PreCollege 2023 Application prior to submitting a Need-based Financial Grant Application. **NOTE:** For your security, this application is submitted via Dynamic Forms. Please retain your Dynamic Forms accounts sign-ins. One for the student, and a second for the parent(s).

Due to limited funding, scholarships range from \$500 up to \$3500 toward the tuition, housing, and meals fees. Scholarship funds do not cover the refundable Residence/Damage Deposit or, SHIP-Student Health Insurance Policy, if applicable.

\*\*Applying for funding does not guarantee an offer of funding. Therefore, upon acceptance and notification of **temporarily reserved immersions**, the \$500 TUITION DEPOSIT is due on the date noted in

the acceptance email. Timely payment will secure the immersions offered. Late remittance of the Tuition Deposit may forfeit the temporary immersion reservations. If payment is remitted at a later date, available immersions will be offered at that time.

Partial scholarship/grant financial support may be offered, following committee review of:

- PreCollege Application and Teacher Recommendation
- Scholarship Grant Application & Required financial disclosure as detailed.  
*Incomplete applications will not be reviewed.*

**The Scholarship Application closes March 3, 2023.**

**Funding offers are emailed on or before April 1, 2023. You must ACCEPT or DECLINE the offer.**

In addition, please reach out to your local network, arts, and community foundations to inquire about financial support.

#### **TUITION & FEES**

• Application Fee	\$ 50
• Program Tuition Deposit due upon acceptance	500
• <b><u>Balance Due May 10, 2023</u></b>	<b><u>5,650</u></b>
Sub-total	\$6,200
• Plus separate payment of <i>refundable/</i> <i>residency damage deposit. Due May 10</i>	300
<b>TOTAL</b>	<b>\$6,500</b>
• <u>SHIP: Student Health Insurance Policy</u>	<u>153</u>
<b>Total with SHIP</b>	<b>\$6,653</b>

**Balance in full is DUE MAY 10, 2023**

Above totals include all standard supplies and fees. Additional supply and/or lab fees are not required.

#### **PRECOLLEGE 2023 REFUND POLICY**

Formal withdrawal notification must be made in writing (email), to the attention of, and received by Diane Zorn at [precollege@ringling.edu](mailto:precollege@ringling.edu).

Refunds, minus the \$50.00 application fee are issued through May 10. From May 11 on, refunds are subject to the schedule below. Refunds are issued in the form of the original payment made to Ringling College of Art and Design. Allow up to 10 business days for processing, and additional time for mailing if paying by check.

Program Refund Schedule (including \$500 tuition deposit)

Thru 5/10/2023:	100% refund minus the \$50 application fee
5/11-6/1, 2023:	minus the \$50 application fee and the \$500 tuition deposit
6/1/2023:	no refund is available

**FORMS FOR ACCEPTED PRECOLLEGE STUDENTS** - available online March 1, 2023.

[www.ringling.edu/precollege](http://www.ringling.edu/precollege)

- Completed forms are **DUE May 10, 2023**
- Please go to [www.ringling.edu/precollege](http://www.ringling.edu/precollege)
- Select **For Accepted PreCollege Students**

**IMPORTANT:**

For the security of *confidential information*, forms are executed in Dynamic Forms.

Please read and follow the **STEP-BY-STEP** instructions and watch the **How-To Video**, to avoid errors.

- STUDENTS: create your Dynamic Forms account (different from the [rcad.augusoft.net](http://rcad.augusoft.net) account) and complete your sections of each form
- **Submit**
- **CLOSE browser window**
- PARENTS will then receive the email notification to continue.
- Using a NEW browser window or separate computer
- PARENTS: create your own account
- Complete the forms
- Submit

**‘For Accepted PreCollege Student’ FORMS are due by May 10, 2023.**

**Forms are grouped as follows:**

**PreCollege**

- FERPA Release
- PC23 Code of Conduct Contract
- PC23 Appearance Release
- Release, Waiver and Indemnification Agreement with Medical Care Treatment Power of Attorney

**Residence Life**

- Housing Contract
- ID PHOTO: Upload Head + shoulders color PHOTO against a solid background (such as a passport photo). **Submit PHOTO to [reslife@ringling.edu](mailto:reslife@ringling.edu)/ by May 10, 2023**

**Student Life**

- Fitness Center Release

**Health Services**

- Safe Community Standards for PreCollegeV2-Covid 19
- Health Form Part A-Immunization Information, and Proof of Insurance or request SHIP
- Health Form Part C-Ringling Peterson Center
- Sarasota Memorial Minor Consent for Treatment

**Student Access Services**

- PC23SAS - to be completed for any/all accommodations consideration

**W9-S Office of Business Affairs**

- W9-S Requests the “Student’s Tax Identification Number”. Some tuition fees may be eligible for a tax credit. The W9-s is required for Ringling College to generate a 1098T for tax purposes. Only Part I of this form needs to be completed

Questions: [precollege@ringling.edu](mailto:precollege@ringling.edu)

**CHECK IN: Sunday June 18, 2023, 12 noon-2:30 PM**

Late arrivals contact Public Safety at 941-359-7500

### **TRAVELING TO/FROM RINGLING COLLEGE**

**Ringling College DOES NOT provide or arrange for transportation to/from PreCollege, including pick up or drop off at any of the area airports.**

The College's main address is: 2700 North Tamiami Trail, Sarasota, FL 34234

### **DRIVING**

#### **From Tampa:**

Take Interstate 75 south to University Parkway [Exit 213], continuing west to U.S. 41 [Tamiami Trail]. Turn left onto US 41 and proceed south two miles to Dr. Martin Luther King, Jr. Way/Indian Beach. Turn left onto Dr. Martin Luther King, Jr. Way and turn left onto Bradenton Road, then left onto Greensboro Lane, and right at the corner onto Tamiami Circle. Make an immediate left into paved parking lots 11, & 12 on the campus map.

#### **From Orlando:**

Take Interstate 4 west to Interstate 75 South to University Parkway [Exit 213], continuing west to U.S. 41 [Tamiami Trail]. Turn left onto US 41 and proceed south two miles to Dr. Martin Luther King, Jr. Way/Indian Beach. Turn left onto Dr. Martin Luther King, Jr. Way and turn left onto Bradenton Road, then left onto Greensboro Lane, and right at the corner onto Tamiami Circle. Make an immediate left into paved parking lots 11, & 12 on the campus map.

#### **From Miami:**

Take Interstate 95 north to Interstate 75 North to University Parkway [Exit 213], continuing west to U.S. 41 [Tamiami Trail]. Turn left onto US 41 and proceed south two miles to Dr. Martin Luther King, Jr. Way/Indian Beach. Turn left onto Dr. Martin Luther King, Jr. Way and turn left onto Bradenton Road, then left onto Greensboro Lane, and right at the corner onto Tamiami Circle. Make an immediate left into paved parking lots 11, & 12 on the campus map.

### **FLYING: multiple airports service Sarasota**

- Sarasota (SRQ) a smaller, regional airport and is 2-miles from campus (\$15 +/- taxi ride)
- Tampa International (TPA), which is approximately 65-miles NNE via I-75 and I-275
- Ft. Myers International (RSW), which is approximately 80-miles south via I-75
- St. Petersburg/Clearwater (PIE), which is approximately 45-miles north via I-275 & I-75 or US301

### **Airport to Campus Ground Transportation**

The GPS address (limo/uber/taxi address) for PreCollege Residence Hall + Residence Life Office is 2745 Bradenton Road, Sarasota, FL. THIS IS NOT A MAILING ADDRESS.

Upon arrival, phone Public Safety to meet you at the campus gate. 941-359-7500.

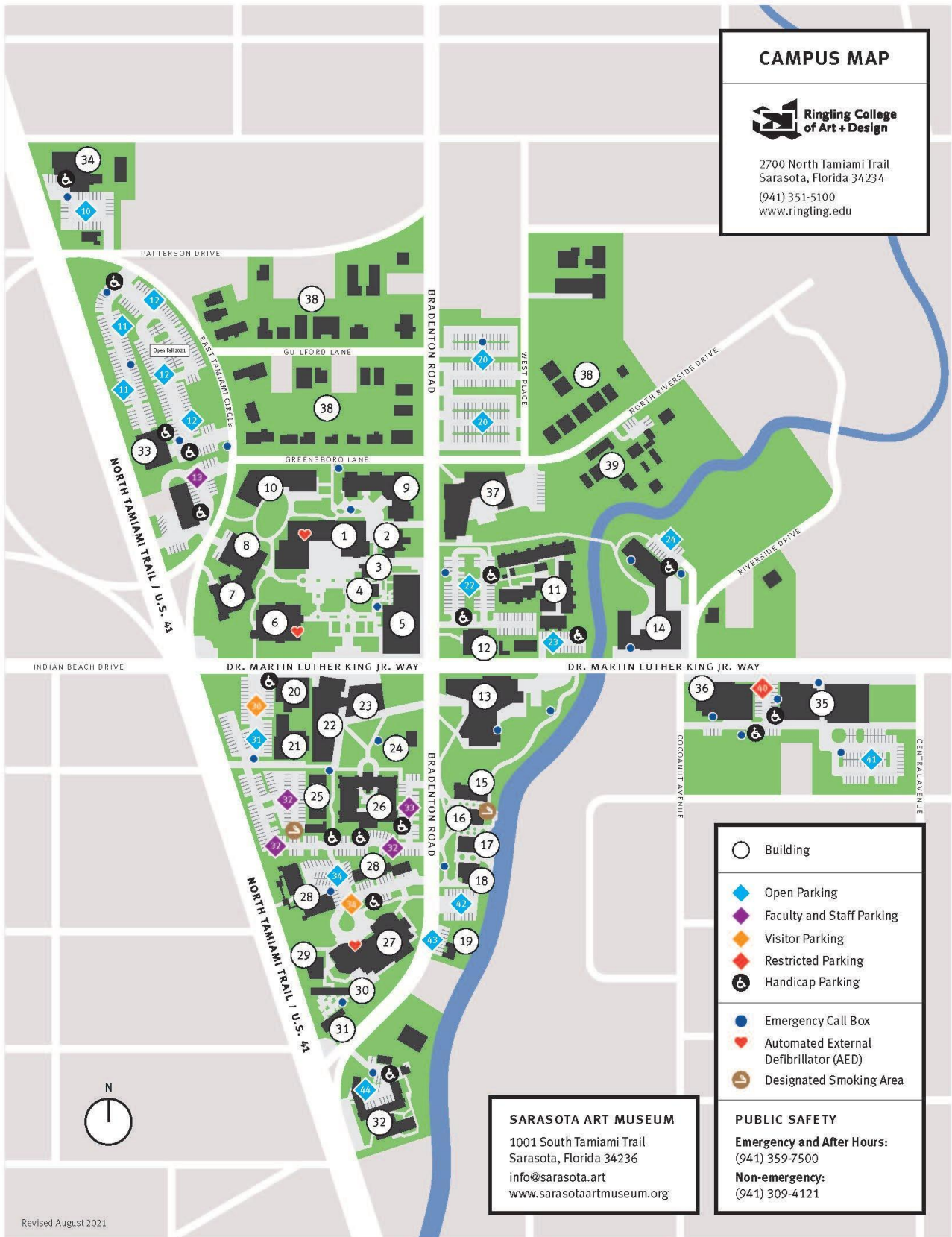
**CHECK IN** will be in the Diane Roskamp Exhibition Hall, Ulla Searing Student Center, Building #1 in the center of the main north campus. Walking, enter the campus through the gates on Greensboro Lane.

### **IMPORTANT CONTACT INFORMATION**

IN CASE OF EMERGENCY: PHONE PUBLIC SAFETY 941/359-7500

All other inquiries: [precollege@ringling.edu](mailto:precollege@ringling.edu)





## BUILDINGS

- ① Ulla Searing Student Center
- ② Deborah M. Cooley Photography Center
- ③ Idelson Studio
- ④ Ferguson Studio
- ⑤ Keating Center
- ⑥ Verman Kimbrough Building
- ⑦ Ann and Alfred Goldstein Center
- ⑧ Hammond Commons
- ⑨ Ann and Alfred Goldstein Hall
- ⑩ Greensboro Hall
- ⑪ Bayou Village Complex
- ⑫ Student Health Center
- ⑬ Alfred R. Goldstein Library
- ⑭ Bridge Apartments
- ⑮ Judy Hughes Studio
- ⑯ Trustees Studio
- ⑰ Raynore E. Pope and Thomas J. Savage Studio
- ⑱ Savidge-Bowers Studio
- ⑲ Family Housing
- ⑳ Ethel and Stanley Glen Fine Arts
- ㉑ Sculpture Studio
- ㉒ Richard and Barbara Basch
- ㉓ Visual Arts Center
- ㉔ Liberal Arts Faculty Offices
- ㉕ Goldstein Studio Village
- ㉖ Arland and Sally Christ-Janer Center
- ㉗ Larry R. Thompson Academic Center
- ㉘ Roy and Susan Palmer Quadrangle
- ㉙ Roskamp Center I
- ㉚ Roskamp Center II and IV
- ㉛ Roskamp Center III
- ㉜ The Cove
- ㉝ Ringling College Art Supply/Business Affairs
- ㉞ Savage Studios North
- ㉟ Soundstages A and B
- ㊱ Post-Production Facility
- ㊲ Cunniffe Commons  
To be completed Spring 2023
- ㊳ Near Campus Housing
- ㊴ Facilities

## ACADEMICS

- ㉗ Business of Art and Design
- ㉙ Collaboratory
- ① Computer Animation
- ㉔ Creative Writing
- ③① Entertainment Design
- ⑬ ESOL and First Year Writing
- ③⑤ Film
- ⑬⑥ Fine Arts
- ⑥ Game Art
- ㉓ Glass Studio
- ㉗ Graphic Design
- ㉖ Illustration
- ㉒ Letterpress and Book Arts Center
- ㉗ Motion Design
- ② Photography and Imaging
- ㉒ Printmaking Studio
- ⑥ Virtual Reality Development
- ㉒ Visual Studies
- ㉒ Daniel E. Offutt III Wood Shop

## ADMINISTRATIVE OFFICES

- ⑤ Academic Affairs
- ① Admissions
- ⑤ Advancement
- ⑤ Alumni Relations and Special Events
- ③① ART Network
- ③③ Business Affairs
- ③① Marketing and Communications
- ㉗ Design Center
- ⑤ Environmental Health and Safety
- ③⑨ Facilities
- ⑤ Faculty Center
- ⑥ Human Resources
- ⑦ Institutional Technology
- ⑤ President's Office
- ⑥ Public Safety

## GALLERIES AND EXHIBITIONS

- ⑨ Alyce and Edward Kalin Gallery
- ⑬ Brizdle-Schoenberg Special Collections
- ⑮ Crossley Gallery
- ② Deborah M. Cooley Photography Center
- ① Diane Roskamp Exhibition Hall
- ㉒ Letterpress and Book Arts Center
- ㉓ Lois and David Stulberg Gallery
- ㉗ Madeby Gallery
- ㉗ Morganroth Auditorium
- ⑤ Patricia Thompson Alumni and Skylight Gallery
- ㉗ Richard and Barbara Basch Gallery
- ③④ Savage Studios North
- ㉖ William G. and Marie Selby Foundation Gallery
- ㉗ Willis A. Smith Construction, Inc. Galleries

## RESIDENCES

- ⑨ Ann and Alfred Goldstein Hall  
2745 Bradenton Road
- ⑪ Bayou Village Complex  
2736 Bradenton Road
- ⑭ Bridge Apartments  
2715 South Riverside Drive
- ⑰ Family Housing  
2390 Bradenton Road
- ⑤ Keating Center  
2621 Bradenton Road
- ③⑧ Near Campus Housing
- ⑩ Greensboro Hall  
1180 Greensboro Lane
- ㉘ Roy and Susan Palmer Quadrangle  
2405 / 2409 / 2415 Bradenton Road
- ③② The Cove  
2710 North Tamiami Trail
- ① Ulla Searing Student Center  
1130 Greensboro Lane

## STUDENT SERVICES

- ① Advising, Records, and Registration Services
- ③③ Ringling College Art Supply
- ⑬ Barancik Student Learning Center
- ㉗ Brickman Café
- ① Bursar
- ④ Career Services
- ㉗ Cunniffe Commons
- ① Financial Aid
- ⑧ Hammond Commons
- ⑬ International Student Services
- ⑨ Mail Services
- ⑫ Medical Services
- ① Outtakes Café
- ⑫ Peterson Counseling Center
- ⑨ Residence Life
- ① Student Life
- ⑬ Student Access Services
- ⑨ Student Activities and Leadership Development
- ① Susan Palmer Fitness Center

## PRECOLLEGE CHECK IN

**Sunday, June 18, 2023**

- **12:00-2:30 PM CHECK IN on campus**

Diane Roskamp Exhibition Hall in Ulla Searing Student Center, Building #1 on the campus map.  
Parking in lots 11, 12, and 20

At check in students receive

- Class Schedule
- Name Badge
- Student ID card
- Student housing assignment and access

Your **Welcome Bag** will be in your room with your personal studio kit, PreCollege t-shirt and swag.

## ORIENTATIONS

**3:00-4:30 PM STUDENT ORIENTATION** attendance REQUIRED

Morganroth Auditorium in the Larry R Thompson Academic Center

- Students meet up with their CORE COLOR GROUP on the Ulla Searing Student Center Deck
- Teaching Assistants lead Color Groups to the Morganroth Auditorium, Larry R Thompson Academic Center, Building #27
- Faculty and Student Life present an overview of the PreCollege program, academic and co-curricular expectations, as well as student conduct and co-curricular opportunities.
- Students then go with their Color Groups to the studio or lab where they will attend class on Monday morning.

**3:00-4:30 PM PARENT/GUARDIAN ORIENTATION** – 1 parent per student - attendance recommended

Diane Roskamp Exhibition Hall in the Ulla Searing Student Center Plaza, Building #1 on the campus map.

- VIPs and faculty present an overview of PreCollege, the academic curriculum, student commitment and expectations, as well as student conduct and co-curricular opportunities.
- Parents Q & A session takes place immediately following, with a focus on education for careers in art and design.

**4:30-5:30 PM** Final move-in and Family good-byes.

**5:45 PM** Student Dinner and Kick-Off Session in Cunniffe Commons

## PRECOLLEGE CLOSING EVENTS

**Friday July 14, 2023 - It's a family affair!**

- **3:30–5:00 PM PRECOLLEGE EXHIBITIONS** - maps at the Ulla Searing Student Deck
- **4:30–6:00 PM PRESIDENTIAL FAMILY PICNIC** – Please join us as guests of the College

**Saturday, July 15, 2023**

**CLOSING CEREMONY AND AWARDS PRESENTATIONS**

- **8:00 – 9:00 AM** Please enjoy a Continental Breakfast at Cunniffe Commons open at 8 AM
- **9:00 – 10:30 AM Ceremony and Awards**
- **10:30 AM-Noon – Exhibitions Open** – Students pick up work

**RESIDENCE HALL CHECK OUT**

**11:30-3:00 PM:** Students check out of housing

**3:00 PM July 15, 2023, Campus Closes for all students.**

## PRECOLLEGE HOUSING

### RESIDENCE HALLS INFORMATION

PreCollege students live in a modern, air-conditioned first-year residence hall. Rooms are double occupancy and roommates will be assigned. Roommate assignments are not announced in advance of check-in. Visit: [www.ringling.edu](http://www.ringling.edu) and select "student life" and then click on campus housing, and scroll down to find a link to First Year Student Housing to read more.

Students are responsible for leaving their rooms CLEAN and in the same condition as when they moved in. A room condition report is kept on file in the Office of Residence Life. This report describes the detailed condition of your room and its contents. If you note any damage in your room, please notify your RA who will be able to make sure this is noted on the form.

### STUDENT ACCESS SERVICES - Disability Accommodations:

<https://www.ringling.edu/campus-student-life-old/student-access-services/>

### WHAT TO BRING

Student Housing rooms are equipped with:

- Twin size bed/mattress (extra-long)
- bureau and wardrobe closet (but not hangers)
- desk and chair
- electric outlets and overhead light
- AIR CONDITIONING

### YOU MUST BRING

- ☐ Smartphone (or a cell phone) with United States sim card & phone #
- ☐ CLOSED TOED SHOES required by COLLEGE SAFETY POLICY for studio admittance.
- ☐ twin sheets, extra long
- ☐ blanket
- ☐ pillow and pillowcases
- ☐ towels and washcloth
- ☐ wastebasket, desk lamp
- ☐ alarm clock
- ☐ hat or visor, sunglasses and sunscreen, and insect repellent (for evening/weekend activities)
- ☐ personal toiletries, medications you might need, band-aids, cold medication, etc. – just in case
- ☐ laundry detergent (washers/dryers are free to use)
- ☐ UL-approved power strip with surge protection
- ☐ **Headphones or earbuds are REQUIRED for ALL STUDENTS.** They are used in numerous classes.
- ☐ umbrella or other light rain gear (highly recommended)
- ☐ sweatshirt or light jacket is recommended. Digital labs can be cold
- ☐ cleaning supplies – each room is provided with toilet paper and disinfectant wipes
- ☐ Housing bathrooms are cleaned twice during PreCollege. Students maintain cleanliness of their bathrooms in between cleanings, and fully maintain their room.

### YOU MAY WANT TO BRING (optional)

- ☐ Tablet or laptop computer for personal use. portable music
- ☐ unamplified musical instruments (NO drums)
- ☐ sports equipment and board games – no skateboards, scooters, or bicycles
- ☐ beach attire including a hat
- ☐ Portfolio Case to protect your traditional work-recommend size 20"x 26" x 1" or larger
- ☐ Small lockable storage box or lockable luggage–there is not a safe for student use

- Flash drive/portable drive optional. You will have 2-weeks from the end of PreCollege to download your Ringling google files to your home computer. This is also when you should capture the faculty assessment notes provided in Canvas for each course. These files will only be available during this grace period.

#### **DO NOT BRING**

- Bicycles, Scooters, or Skateboards
- Pets
- Amplified musical instruments
- Candles/incense burners or anything with an open flame
- Extension cords (only UL approved power strip w/surge protection is permitted)
- Weapons
- Your car – PC students are not permitted to drive during the program. Please leave your car home. Parking is patrolled but may not be available in a gated area.
- Fridge or microwave – each suite in first-year housing is equipped with both

#### **SENDING MAIL/PACKAGES TO STUDENTS**

Students may ship non-perishable items to themselves ONE WEEK prior to the start of PreCollege. Packages will be available at Residence Life once you are checked in.

#### **MAILING & SHIPPING ADDRESS FOR STUDENTS**

**Student Name**

**ATTN: PRECOLLEGE**

**1130 Greensboro Lane**

**Sarasota, FL 34234-5895**

#### **PHONE SERVICE AND INTERNET ACCESS**

Students are required to bring a U.S. cell phone. It is used for the emergency broadcast system communications during the program. There is not a landline phone service in Ringling College residence hall rooms or hallways.

Students have access to the internet and email via the Ringling College system access and/or through the College's free campus-wide Wi-Fi network.



## **PRECOLLEGE ACADEMICS**

### **Earning College Credit**

Final PreCollege assessment is recorded as Pass/Fail, based on the students' overall PreCollege program performance.

- Students will receive an evaluation and suggestions for improvement in the Canvas LMS from the faculty for each of their four core and their two immersion courses.
- Students who satisfactorily complete the program receive three elective college credits from Ringling College of Art and Design, which will automatically apply toward the BFA/BA degree upon enrollment in the College. Credits are also transferable.
- If the student did not Pass the program, they do not receive college credit for PreCollege and no transcript will be available. The student will receive an Attendance Certificate.

## **COURSEWORK EXPECTATIONS**

Students are encouraged to stretch their knowledge, skills and creativity in an open and supportive environment.

- The PreCollege academic courses are designed to reflect real experiences from our diverse majors, in two immersions.
- Students are automatically enrolled in the four core courses derived from the College's innovative first-year curriculum.
- The level of skill at the start of the program is less important than a positive attitude and desire for growth. Students are expected to bring an open mind, a genuine interest in exploring ideas and techniques and a willingness to participate and work hard.
- **STUDENT ACCESS SERVICES** - for Disability Accommodations consideration, please contact: <https://www.ringling.edu/campus-student-life-old/student-access-services/>

## **CANVAS LEARNING MANAGEMENT SYSTEM**

All Core & Immersion course syllabus and project briefs are accessed through the CANVAS LMS. Upon receiving your Ringling College System Access, you will be instructed how to access your course information when the course opens. Student performance is assessed by faculty in each course and recorded in Canvas, along with instructional notes.

## **ELECTIVE MINI-WORKSHOPS**

Mini Workshops offer a myriad of Studio and Digital experiences that students may otherwise not have an opportunity to experience. In addition, Student Life will provide mini-workshops for Volunteer Workshops, Student Leadership, Career Services and more.

Mini Workshop Sign Ups are posted each Sunday for students to sign up for workshops scheduled for the coming Friday and Saturday.

## CLASS POLICIES

While each instructor may set additional policies regarding class conduct and requirements, the College does have a few policies that apply TO ALL classes and/or scheduled co-curricular PreCollege events.

- **CELL PHONES MUST BE TURNED TO VIBRATE DURING CLASS.**  
Personal communication devices, audiovisual and/or electronic equipment are prohibited during class time unless their use is at the express direction of the instructor.
- **DO NOT SEND TEXT MESSAGES IN CLASS.**
- It is the instructor's sole prerogative to determine if a student is:  
In a fit condition to perform class work, i.e., is not under the influence of any substance/medication and is not sleeping. Indeed, working on assignments for that particular class (rather than working on projects for another class or doing personal or freelance work).
- Distracting other students resulting in impairment of the learning environment.

If the instructor finds a student in violation of any of these provisions, or the policies outlined in the course syllabus, he or she may require the student to leave the class and may subsequently mark the student absent, which could affect the student's standing in PreCollege as stated in the attendance policies.

### Saving your files and assessments

- Students have approximately 2-weeks following PreCollege to download any/all information they want to retain from Canvas and Ringling Google Drives.

**TRANSCRIPTS:** Students may request a copy of their Ringling College transcript in the fall following PreCollege. Transcript requests are made via [www.ringling.edu/transcripts](http://www.ringling.edu/transcripts). Scroll to the selection indicating you do not have a Ringling system email (PC system access is suspended 2-weeks following the end of the program). You may also email [msteven2@ringling.edu](mailto:msteven2@ringling.edu) in the Registrar office for assistance.

## HONORS LIST AND STUDENT SCHOLARSHIP AWARDS

**Academic Honors:** Recognizes those students with high artistic achievement, high level of effort, and outstanding overall contribution to the program.

**Academic Scholarship Awards:** The top 10 Honors Recipients with the highest honors, as voted by the PreCollege faculty, are each awarded a \$5,000 scholarship, to be applied toward first-year tuition at Ringling College of Art and Design.

**Student Leadership Initiative Awards:** Two students are selected by the Student Life/Residence Life staff to have demonstrated strong, caring leadership and exceptional support and encouragement of their peers. Each recipient is awarded a \$5,000 **Leadership Initiative Scholarship** to apply toward first-year tuition at Ringling College of Art and Design.

All PreCollege students are automatically considered for these awards and no application is needed. [Students must apply and be accepted to Ringling College of Art and Design to use their scholarships.]

All PreCollege students receive an **Application Fee WAIVER for Ringling College of Art and Design**.

## ACADEMIC POLICIES & PROCEDURES

### CLASS SCHEDULE

You will receive a copy of your PreCollege schedule at check-in and/or Student Orientation.

**STUDENT ACCESS SERVICES** - Disability Accommodations:

<https://www.ringling.edu/campus-student-life-old/student-access-services/>

### The *NEW* 2023 A Week-At-A-Glance

BREAKFAST 7-8:15 AM				
Core Classes M-Th 8:30-11:30 am	LUNCH 11:30 am-2 pm	Immersion M - Th 2-5 PM	DINNER 5-7 pm	Evening Open Studios M-Th, 7-10 PM
Week 1: 2D		Weeks 1 & 2: Immersion		Weeks 1 & 2: Immersion
Week 2: 3D				
Week 3: 4D		Weeks 3 & 4 Immersion		Weeks 3 & 4: Immersion
Week 4: Figure Drawing				
Fridays Mini Workshops Student Life Workshops 8:30-11:30 am		Fridays Mini Workshops Student Life Workshops 2-5 PM		Saturdays & Sundays Mini Workshops Student Life Activities Open Studios

**ATTENDANCE/TARDINESS:** Ringling College's policy on attendance assumes that students are mature and responsible for their behavior. Students are expected to attend all classes on time. Attendance is taken twice during each class. An alarm clock will be necessary if the student tends to oversleep. PreCollege morning classes BEGIN at 8:30 AM EST.

### Medical and Non-Medical Excuses

Tardiness or absenteeism during the program due to a medical problem such as a contagious disease or debilitating illness should be reported immediately to your faculty, TA, or the Student/Residence Life Staff. Students are responsible for communicating with the instructor(s) whose class was missed to arrange for make-up assignments.

Based on the nature of the program, a student who misses two class days may have to withdraw from the program or be at risk of receiving no credit. For all non-medical excuses (e.g., death or illness in the family), the student must submit written documentation from a parent or guardian to the Dean or an Associate Dean of Students.

### Excused Absence, Unexcused Absence and/or Tardiness

If a student is absent from half of one class without written permission from the Dean or an Associate Dean of Students, the student will be subject to disciplinary sanctions as outlined in the section titled "Disciplinary Procedures." A student who has acquired two or more unexcused absences from classes



may be subject to disciplinary action including dismissal from the PreCollege program and/or failure to receive college credit.

**Unexcused tardiness** to class, including over-sleeping, is considered irresponsible and rude to fellow students as well as to your instructor. Lateness of more than 15 minutes will be reported. Two or more cases of unexcused tardiness may be subject to disciplinary action.

### **OPEN STUDIOS - Understanding Open Studio Expectations and Attendance**

Working outside of class is an integral part of education. Students will be EXPECTED to work outside of classtime to meet the course demands. Regularly scheduled **Open Studios** are offered throughout the program for students to work on their assignments. Independent work and self-motivation are fundamental to the curriculum. Teaching assistants are always present to monitor each Open Studio and to assist with processes. Students are expected to attend open sessions based on their individual schedules and project deadlines. Students are recommended to attend at least 1 hour of the 3 hours available each evening at Open Studios.

### **ETHICS - Plagiarism**

Plagiarism is defined as copying or handing in someone else's work as your own. It is unethical to download and/or edit without permission another student's work. Plagiarism or any other form of academic dishonesty is a serious offense against the academic ideals of the College and warrants disciplinary action, which may include dismissal from the program and/or failure to receive college credit for the program.

### **Special Concerns IN A CLASS**

In case of a special problem or concern with a course, fellow student, or staff member, please talk to your instructor first. If the problem is not resolved to your satisfaction, then speak with Nathan Skiles, Faculty & Academic Coordinator of PreCollege and/or, Diane Zorn, PreCollege and/or, or the Associate Dean of Student Life or Associate Dean of Housing & Residence Life.

### **MATERIALS AND MODELS**

Course Art Supplies: Students are provided the required supplies for their course enrollments.

Models: There is NO PHOTOGRAPHY permitted in figure drawing classes. Models are to be respected at all times. The instructor will direct the model poses and break times.

### **ACADEMIC FIELD TRIPS**

Class Field Trips are determined by faculty on a per course basis.

**LIBRARY:** The College's Goldstein Library will be open and available to students of the PreCollege program to research artists, historical periods, or for reference materials. For more information, please speak with your instructor.

### **ACADEMIC RESOURCES**

- ALFRED R. GOLDSTEIN LIBRARY
- STUHLBERG, SMITH, BASCH, THOMPSON, AND SKYLIGHT GALLERIES
- STUDENT CROSSLEY GALLERY
- STUDENT ACCESS SERVICES (SAS)
- STUDENT LEARNING CENTER

Visit [www.ringling.edu](http://www.ringling.edu) for more information.

## **DISABILITY ACCOMMODATIONS**

Ringling College of Art and Design classes, programs, events and services are accessible for those with documented disabilities in accordance with Federal law whenever reasonable, and when a thorough and timely request is provided to the College.

### **IF YOU HAVE A DISABILITY OF ANY KIND AND ARE REQUESTING ACADEMIC ACCOMMODATIONS –**

medical, mobility, hearing learning, attention, psychological or other – and are requesting accommodation in classroom and/or remote learning, please submit the Student Access Services form to Clair Harris, Student Access Director at 941-359-4013 or by email at [SAS@ringling.edu](mailto:SAS@ringling.edu) to discuss reasonable accommodation options. To schedule an appointment for Access Services, Click here: [Student Access Services - Make An Appointment](#)

## **STUDENT LIFE PROGRAMS**

### **Student Activities and Leadership, Recreation & Wellness, Diversity & Inclusion, Career Services, and Volunteerism**

You will be introduced to a multitude of opportunities for engagement through the Offices of Student Activities and Leadership, Recreation and Wellness, Diversity and Inclusion, Career Services and Volunteerism.

- VOLUNTEERISM & COMMUNITY SERVICE
- LEADERSHIP INITIATIVES
- DIVERSITY & INCLUSION
- STUDENT RECREATION AND THE FITNESS CENTER
- EQUIPMENT CHECK-OUT: BASKETBALL, PING PONG, BILLIARDS, VOLLEYBALL, AND MORE
- E-SPORTS
- CAMPUS EVENTS: ICE BREAKERS, DANCE, KARAOKE, MOVIES AND MORE
- FIELD TRIPS

## **STUDENT LIFE / RESIDENCE LIFE AND STUDENT SERVICES**

- Student Life provides a variety of programs and services designed to support the student's academic success and personal growth, and the wellbeing of the student body.
- Committed to encouraging learning and growth beyond the classroom, Student Life provides students with opportunities to participate in leadership roles, to lead a healthy and balanced lifestyle, to engage in service learning projects, and to celebrate diversity.
- Support networks, creative programs, and social activities make it possible to bring new perspectives to concepts studied in class and otherwise help to broaden horizons.
- **Full participation in student life and enjoying the rights and responsibilities students are afforded as a member of the Ringling community is considered an integral part of the PreCollege experience.**

**Residence Life**, working in tandem with Student Life, is committed to learning and growth outside the classroom. Each student will have a Resident Assistant (RA) assigned to his or her living area. The RA is extensively trained in community development, crisis intervention, leadership and mediation helping to foster a sense of community. The Director of Residence Life and the Associate Dean of Residence Life supervise the RAs.

The cooperative living experience requires that residents act responsibly and respect the rights of other community members. Each resident should understand and adhere to the policies, regulations and code of conduct as set forth in this handbook.

- PreCollege students will be housed in a state-of-the-art first-year residence hall designed especially for creative people.
- Residence floors/wings will be restricted to gender assignment.
- Residence halls are centrally located with immediate access to lounge/recreation areas, Office of Residence Life, Office of Student Life and the mailroom.
- Bedrooms are either doubles with a private bath or “suite double” style housing – a large double bedroom that shares a bathroom with the adjoining double.
- Typical room size is 11” x 16” and is equipped with extra-long twin beds, desks with chairs, wardrobes, and chests of drawers.
- Residence halls have project rooms for creating artwork on each floor.
- The building is secured by electronic access control systems, allowing entry to only the residents of each floor/wing. Photos of on-campus housing can be found on the College’s “Student Life” web page at <https://www.ringling.edu/virtual-tour-residence-halls/>
- Questions or concerns about residence maintenance should be reported to your RA.

### **ATM and Check Cashing - Spending Money**

An ATM is available in Goldstein Hall. Spending money is not required however, it may be desirable to have for snacks, incidentals, and souvenirs. Laundry facilities are no charge – bring your own soap.

### **Health and Medical Services**

Ringling College will offer on-campus health care through **Sarasota Memorial Healthcare** at the Health Center facilities, Monday through Friday, 8:30 AM-2:30 PM during PreCollege. The Sarasota Memorial Hospital Urgent Care Clinic provides required non-emergency medical services outside those hours. All students must be covered under a health insurance policy, and the company name, policy number, policyholder name, policyholder’s birth date must be recorded on the required health form. All domestic and international students not able to provide complete U.S. insurance information prior to May 10, 2023, will be required to purchase a **Student Health Insurance Plan (SHIP)** for \$153 through the College covering the duration of PreCollege.

Payment for medical services are required at the time services are rendered and are the responsibility of the student’s parent/guardian.

Taxi/Uber transportation to a medical facility will be arranged through a staff member and the transportation cost will be deducted from the student’s \$300 damage/residency deposit. If for any reason a damage deposit was waived, the student and parent/guardian will be charged the cost of transportation services.

The student must contact his/her Resident Assistant for arrangements. A staff member accompanies students if they require off campus medical assistance. It is imperative that students ALWAYS immediately notify the RA, a faculty member or a TA of illness or injury.

**In the case of a medical emergency**, the senior staff of the Office of Student Life and/or Office of Residence Life will ensure that the student receives immediate and proper care. Should hospital transport be necessary, an emergency medical transport will be utilized. The Dean or Associate Dean will notify parents or guardians of any such medical emergencies.

Any residential student ill enough that he or she needs to miss more than one day of class may be required to see a physician. Students ill enough to miss class are expected to be in their rooms unless they are seeing a doctor. The Resident Assistant will assure that student needs during ill health are met, and food will be brought to the student's room if necessary.

Due to the brief length and nature of the program, the PreCollege program cannot provide extensive medical treatment or ongoing psychological care. PreCollege staff cannot administer medication to a student. Students are expected to self-medicate according to information indicated on registration Medical Form A.

Students will be required to follow the **Ringling College Safe Community Standards for Covid-19** that are deemed necessary during the time period for PreCollege. Students will receive additional updates on requirements closer to the start of the PreCollege Program, but should review current [Standards](#). Additionally, students who test positive for Covid-19 during the PreCollege program, will be required to isolate in their residence or return home if safe to do so for the required period of time until cleared by Student Health Services.

### **Counseling Services**

Ringling College does not provide mental health therapy for PreCollege students. The College does, however, maintain on-campus mental health counseling services during PreCollege. Counselors are “on call” to provide adjustment counseling, emergency evaluation or mental health crisis management services. The Dean of Students, or her representative, will notify parents or guardians immediately of any mental health emergencies.

### **Dining Services**

Students take their meals in the Cunniffe Commons at the heart of the campus. Meals are cafeteria-style, and students may choose from a range of traditional and vegetarian options at each meal. A typical lunch might include fresh fruit, salad bar, soup, hot entrees, deli sandwiches made to order, hamburgers/hotdogs, French fries, and desserts. PreCollege students are on a 21 meal-a-week plan. Students must present their Student ID at every meal.

Students with allergy questions requiring special dietary restrictions must monitor their own meals, however the College will make sure that options for those with dietary restrictions are always available. Please email Food Services at [David.Byrne@compass-usa.com](mailto:David.Byrne@compass-usa.com) or [Maria.Mallon@compass-usa.com](mailto:Maria.Mallon@compass-usa.com).

**Students seeking alternate dietary arrangements due to medical reasons, should contact Student Access Services at [SAS@ringling.edu](mailto:SAS@ringling.edu), and complete the SAS form** in the Forms for Accepted PreCollege students.

**Cunniffe Commons** PreCollege meal service hours are (unless otherwise specified):

Breakfast:	7:00 AM to 8:15 AM
Lunch:	11:30 AM to 1:30 PM
Dinner:	5:00 to 7:00 PM

In addition to regular meals, students may purchase snack items at the **Outtakes Café**, which will have extended hours noted on the student's weekly schedule.

## **FOR YOUR SAFETY**

The Ringling College of Art and Design campus is patrolled 24 hours a day by Ringling Public Safety Officers. In an emergency, Public Safety may be contacted at 941-359-7500, or they may be reached by using the Blue Light Phone Towers, which are located throughout the campus. Students may also contact any Resident Assistant, faculty member or staff member for assistance.

### **Blue Light Phone Towers**

Voice-over IP telephone towers are located throughout the campus as noted on the Campus Map. The blue light phones provide a 24-hour direct phone link to the Public Safety Communication Center. Each tower has two activation buttons, one for “information” and one for “emergencies”. When the VOIP phone is activated the constantly burning blue light at the top of the tower strobes. In addition, a security camera is trained on each tower and that enables the Communications Officer on duty to see the caller while talking to him or her on the phone. These call boxes are not restricted to emergency situations and may be used for non- emergency purposes.

### **Security Cameras**

In addition to security cameras that are 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. Students should work in partnership with the staff to assume responsibility for their personal safety and the security of their belongings. Common sense and mature actions are always the best rule.

### **Recommendations for your safety:**

- Never travel alone, especially at night.
- Lock your room door at night and when unoccupied.
- Record serial numbers and engrave valuable personal items (before arriving on campus).
- Report any suspicious individuals or activities immediately to a Public Safety Officer, RA, or faculty/staff member.
- Keep the exterior doors to the residence halls closed at all times.
- Carry your keys and student ID at all times.
- Keep your art supplies with you.

### **EMERGENCY PREPAREDNESS – Tropical Storms and/or Hurricanes**

When our immediate area is placed under a Tropical Storm Watch or Warning and/or a Hurricane Watch the College’s Emergency Response Team (ERT) will automatically enter an alert status and closely monitor the weather. The President, or his appointee, will confer with the ERT and make decisions regarding the cancellation of classes, closing the college campus and securing facilities, based on the strength, location, and predicted path of the storm.

When our immediate area is placed under a Hurricane Warning, the college’s President may declare a state of emergency, depending on the strength, location, and predicted path of the storm. If a state of emergency is declared, a mandatory evacuation of campus will normally be initiated, with all offices being closed for non- essential personnel and food service operations discontinued. If a state of emergency is announced and evacuation ordered, the Dean of Students will initiate that evacuation of PreCollege students with the assistance of the Associate Deans of Students to our designated shelter or students will be released to a parent or the person(s) listed on their Release/Waiver Registration Form. Students housed in an emergency shelter will continue to be accompanied and supervised by the Residence Life staff/Student Life staff.

**Families should have a plan should the College need to close and evacuate.** Most likely the plan includes the need to pick-up your student or make travel home arrangements.

**Laundry Facilities**

Laundry facilities are free but students need to provide laundry detergent. Report mechanical problems to Student Life via your Resident Assistant.

**Lost and Found**

Found items are turned in to the CAB Window in Goldstein Hall, where they will be held for the duration of the program. After that time, the items will become property of Ringling College. Any identified items will be returned to students.

**Room Entry and Room Repairs**

The College reserves the right to enter a residence hall room for maintenance and/or cleaning purposes.

when there is suspicion of violation of College policy.

where there is clear evidence that a student's safety is endangered.

If any repair work is needed, contact the Office of Student Life or your RA who will report the problem.

Do not attempt to make repairs yourself. Report damages immediately so a small repair may be caught before it turns into a major expense.

**Student Mail**

The Mail Room is located in the Goldstein Residence Hall and hours of operation will be posted for student access to mail and packages.

To receive mail at Ringling College, address it as follows:

**Student's Name - PreCollege**

**Ringling College of Art and Design**

**1130 Greensboro Lane Sarasota, FL 34234**

**SHIPPING ARTWORK HOME**

At the end of the program, a UPS representative will be available on campus to assist students in arranging to ship items home. All shipping costs are the responsibility of the student/parent. Shipping rates will vary. To get more information or to arrange for a shipment home you may call UPS at 1-800-742-5877 or go online to [www.ups.com](http://www.ups.com).

**Student ID Cards**

Every student must supply a Photo electronically as outlined in the registration materials. An official Ringling College photo identification card is issued during Check In. This card should be worn on its lanyard at all times while on Ringling College property or on College business away from campus. Your ID provides access to your residence hall, the College's Goldstein Library requires this ID to check out books or materials, the ID is needed for evening/weekend access to many academic buildings, and the dining hall also requires the ID at meal times. Should you lose your ID, the replacement cost to reissue your card will be deducted from your residence/damage deposit.

### **Student Recreation and the Fitness Center**

Your Residence Assistants will introduce you to the recreational opportunities at the Fishbowl. Students also have access to the Fitness Center, located on the ground floor of the Searing Student Center. Fitness Center hours are posted on the student's schedule.

### **Equipment Check Out**

Sports equipment, cleaning supplies, videos and games are available at the CAB desk. For a complete list of equipment that can be checked out, visit The Fishbowl. Ping Pong and pool are also available. The Fishbowl requires a valid PreCollege ID card in order to use the equipment. Fishbowl open hours will be listed on the student schedule.

### **STUDENT LIFE / RESIDENCE LIFE POLICIES**

**Alcohol Policy** – PreCollege Maintains a Substance Free Environment PreCollege participants are not allowed to possess, consume or be under the influence of alcohol at any time during the program. Additionally, students may not possess empty alcohol containers.

### **Appliances**

Hot plates, toasters, or anything with a heating coil or an open flame are prohibited during PreCollege.

### **Curfews**

Curfews are strictly enforced in order to ensure the safety of all students. The curfew is 11:30 PM, Sunday through Thursday, and midnight on Friday and Saturday.

### **Damage Policy**

Students are held financially responsible for damage to College property incurred by their own actions or that of their guests, which is beyond normal wear and aging. In cases where the damage is intentional or malicious, disciplinary action will result. Damage and/or cleaning beyond "normal wear and tear" will be deducted from the refund of your \$300 residency/damage deposit.

Students are expected to clean their rooms prior to their departure. Students should plan to work on assignments in the studios or in the residence hall project rooms to avoid fees for paint on floors, doors, etc. When damage occurs on a common floor area and no individual or individuals are found responsible, the charge will be absorbed by all residents of that particular hallway or floor.

Ulla Searing Hall and Goldstein Hall are "green" buildings. To assist with the balance of summer heat and humidity, during the summer months all windows must remain closed except in an emergency situation.

### **Door Propping/Hall Security**

In an effort to protect the security of students and their belongings in the residence halls, judicial action and/or a fine may be imposed where a student is found to have propped open a residence hall door that is supposed to be locked.

### **Failure to Comply**

Failure to comply with directions of College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so is a violation of College policy.

- Falsification, distortion, or misrepresentation of information;
- Failure to provide information during an investigation of an alleged policy violation is considered a violation of the Code of Conduct.

### **Fire Alarm Systems and Safety**

Tampering with a fire alarm, fire extinguisher or any other fire equipment, the person(s) may be subject to a fine. Students found responsible for such actions, or who fail to evacuate a building in a timely manner during a fire alarm, will be referred for disciplinary action.

**Fire Drills**

- When a fire alarm sounds in campus housing units, it is mandatory that all students evacuate the building according to the prescribed fire emergency procedures:
- Dress quickly and appropriately for exiting the building;
- Feel the door for heat—if it is hot, do not open! Remain in the room. Place a towel in the airspace under the door. Go to the window and wave an article of clothing until a fire fighter reaches you. If the door is not hot, lock your door, and move quickly to the nearest fire exit;
- If smoke is present, wrap a towel over your nose and mouth and keep low to the floor;
- As you exit, move away from the building and to the patio; and
- Do not re-enter the building under any circumstances until directed to do so by the Residence Life staff or Public Safety.

**Guests**

During PreCollege, only same gender PreCollege students are allowed as guests in residence rooms. Guests are permitted after classes and prior to curfew. Please be considerate of your roommate's right to the room. A roommate may never be locked out or barred access to his or her room at any time. Any student whose behavior or presence detracts from the community atmosphere or infringes on any resident will be dismissed from the program immediately.

**Illegal Drugs – PreCollege is a Substance Free Program**

Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law is prohibited. The Residence Life staff will strictly adhere to and enforce all Florida law and College regulations regarding illegal drugs.

**Insurance**

The College does not assume responsibility or carry insurance for loss of or damage to personal/rented property of residents due to theft, fire, wind, flood or other catastrophes within student rooms, designated storage areas or public areas within the residence halls. Therefore, the College advises students to maintain insurance for their personal/rented possessions unless the parent's homeowners insurance covers such instances.

**Hall Sports**

Because of the potential for noise, damage to the building, and personal injury, the hallways and public areas of the residence halls are not to be used for playing sports. This restriction also applies to the use of water for recreational use (i.e., water balloons, etc).

\*Due to State Law, water guns or any other toy guns are not permitted on campus.

**Keys, ID Cards, +/- or FOBS**

Students are expected to carry their Student ID/fobs at all times. Keys are not to be loaned or exchanged under any circumstances. Students who find themselves locked out during office hours should report to the Office of Student Life or to RA on-duty after hours. PreCollege students who have lost their keys will have the replacement charged to their residence/damage deposit.

**Leaving Campus**

Due to the brief and intensive nature of PreCollege, and our desire to build a cooperative, safe, and healthy community, leaving during the program or inviting guests to campus will not be considered. We are working diligently to maintain a safe and healthy community for PreCollege. Barring an extenuating circumstance, leave or visitations will not be authorized. If an exception is granted, students may not leave campus, even with family members, without prior permission of the Office of Student Life/Office of Residence Life.



For safety and liability reasons, **PreCollege students are not permitted to use or ride in private cars** or other motor vehicles (mopeds, motorcycles, etc.) during the program. If a student drives a motor vehicle to the PreCollege program, it will remain parked in a patrolled Ringling College lot; however, a gated lot may not be available. It is recommended that vehicles be left safely at home.

### **Open Flames**

Open flames such as candles, incense burners and potpourri burners are not permitted in any student room.

### **Quiet Hours**

Residence hall quiet hours are minimally from 11 PM until 9 AM, Sunday through Thursday evenings. Weekend quiet hours are from midnight until 10 AM Friday and Saturday evenings. Courtesy hours are in effect twenty-four hours a day. As a member of Ringling College and the City of Sarasota communities, it is essential to respect the needs and rights of others in these communities.

### **Smoke-Free**

The College maintains a smoke-free program for PreCollege, which includes all PreCollege faculty, staff and students. The use or possession of any tobacco products by any PreCollege student is forbidden. It is against the law in the State of Florida for people under the age of 18 to smoke. This prohibition extends to e-cigarettes as well.

### **Weapons**

Firearms or any sort of weapon (using police definitions), including decorative ones and toys, are forbidden. For this reason, squirt guns should NOT be brought to campus.

## **RINGLING COLLEGE POLICIES AND PRECOLLEGE CODE OF CONDUCT**

### **Introduction**

Ringling College of Art and Design is a learning community in which all members share responsibility for its continued growth and welfare. As members of the College community, students can reasonably expect that all College offices, programs, employees and organizations will respect the following rights:

### **Student's Rights**

Ringling College of Art and Design further encourages all members of the College community to endorse, support and abide by the following statement of values which are deemed fundamental to its mission and integral to its growth:

- Students have the right to be treated fairly and with dignity regardless of age, gender, color, creed, disability, marital status, national or ethnic origin, race, religion, gender identity or expression, veteran status, genetic information, sex or sexual orientation.
- Students have the responsibility not to discriminate against others.
- Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students in turn have the responsibility to respect the right of all members of the community to exercise these freedoms.
- Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate class requirements.
- Students have the right to expect a learning environment that is supportive of the College's mission and their own educational goals.

- Students have the responsibility to protect and maintain that learning environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

## **CODE OF STUDENT CONDUCT**

Ringling College of Art and Design is dedicated to maintaining a purposeful learning community, one that promotes intellectual inquiry through vigorous discourse.

Essential values, which support this purpose, include civility, dignity, diversity, respect, education, equality, freedom, honesty and safety.

When students choose to accept admission to Ringling College of Art and Design's PreCollege, they accept the rights and responsibilities of membership in the College's academic and social community. As members of the community, students are expected to uphold its values by maintaining a high standard of conduct. Student misconduct is defined as any student behavior that violates rules of the Ringling College of Art and Design as stated in the Student Handbook, the College Catalog, or contained within any College publication; and/or is in violation of state, local or federal laws and ordinances.

Students who are present or accompanying others while in the act of violating the code of conduct are as culpable as the violators.

Ringling College of Art and Design considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words" and likely to cause an immediate breach of peace. This additionally includes any harassment done through electronic communications to include email, texting, social media, and/or chat spaces, etc.

Sexual Misconduct: the commission of any "Prohibited Conduct" as described in the Sexual Misconduct and Title IX Policy. Prohibited Conduct includes sexual harassment, sexual assault, fondling, incest, statutory rape, dating violence, domestic violence, stalking, sex discrimination, harassment on the basis of sex, gender, or sexual orientation, sexual exploitation, and retaliation. Note that stalking and domestic violence are prohibited even if they are not committed on the basis of sex. More detailed information about each of these types of misconduct, as well as procedures used to address them, is available in the Sexual Misconduct and Title IX Policy online here:

<https://www.ringling.edu/?s=Sexual+Misconduct+and+Title+IX>

Retaliation: Acts or attempts to retaliate or seek retribution against any individual or group of individuals involved in any investigation and/or resolution of an allegation of other policy violation. Retaliation can be committed by any individual or group of individuals. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel. Retaliation relating to sexual misconduct is prohibited in the Sexual Misconduct and Title IX Policy.

Threatening Conduct: Conduct which threatens the mental health, physical health or safety of any person or persons including: a) Hazing: Any action taken or situation created, intentionally, that produces mental or physical pain, discomfort, embarrassment, harassment or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student's willingness to participate in

the activity. b) Drug or alcohol abuse. c) Other forms of destructive behavior.

Academic dishonesty, including, but not limited to plagiarism and cheating, and other forms of academic misconduct, for example, misuse of academic resources or facilities, misuse of computer software, data, equipment or networks.

Intentional disruption or obstruction of lawful activities of the College or its members, including their exercise of the right to assemble.

Theft, damage and / or vandalism to personal or College property or services or unauthorized possession or use of the same.

Unauthorized entry, use, or occupation of College facilities that are locked, closed or otherwise restricted as to use.

Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, or other College documents.

False information/Representation: furnishing false or misleading information to College officials or misrepresentation of any kind to a College office or official.

Interference with, or willful negligence of, the security of any campus facility. This includes unauthorized duplication of keys and propping doors open.

Disorderly Conduct: Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Ringling College premises or at functions sponsored by or participated in by, Ringling College or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on Ringling College premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, rest room or residence hall. Disorderly conduct also includes public intoxication, lewd, indecent or obscene behavior, libel, slander or illegal gambling.

Illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances.

Failure to comply with directions of College officials and security, including administrative officials, faculty members, College staff, and/or student staff members (RAs/TAs).

Disruption of any class, program or College operation.

Possession of firearms, explosives, fireworks or weapons on campus or in vehicles parked on College property (police definition of weapons).

Interference with or misuse of safety and security equipment or programs.

Violation of any Federal, State, or Local law which has a negative impact on the well-being of Ringling College of Art and Design or its individual members.

Abuse of the student conduct system which includes, but is not limited to: a) Failure to obey the notice from a Student Conduct Board or Ringling College official to appear for a meeting or hearing as part of

the Student Conduct System. b) Falsification, distortion or misrepresentation of information before a Conduct Board.

Disruption or interference with the orderly conduct of a Conduct Board proceeding.

### **Responsible Use of Electronic Communications**

Ringling College of Art and Design provides an environment for the campus community to utilize appropriate computer and electronic information technologies in meeting the educational mission of the College. The College expects all members of its community to use electronic communications in a responsible manner. It is each individual's responsibility to become familiar with their rights and responsibilities as outlined in this and other appropriate College documents. There are also federal, state, and local laws governing some aspects of information use and distribution.

Ringling College seeks to enforce its policies regarding non-harassment and the safety of individuals; to protect the College against damage or legal consequences; to prevent the electronic posting or distributing of copyrighted material in violation of license restrictions or other contractual agreements; to safeguard the integrity of computers, networks, and data, either at Ringling College of Art and Design or elsewhere.

Ringling College of Art and Design may restrict the use of its computers and network systems for electronic communications in response to complaints presenting evidence of violations of Ringling College policies or codes, or local, state or federal laws. Specifically, the College reserves the right to limit access to its networks through Ringling College- owned or other computers, and to remove or limit access to material posted on Ringling College-owned computers. Ignorance of the law or of campus policies does not exonerate one from the consequences of inappropriate or illegal behavior.

### **Examples of Violations Covered**

What follows is a list of some of the potential behaviors associated with computers and electronic equipment. This list is not intended to be exhaustive; it is simply to provide examples of some of the behaviors that are considered unacceptable. Any behaviors, including those not explicitly listed here, in violation of the College policies or codes will be adjudicated accordingly and may result in expulsion from the program.

- Violations targeted at a specific individual(s) or at classes of individuals:
- Sending harassing or threatening communication by electronic mail or other electronic communications.
- Sending harassing communication that is sexual in nature by electronic mail or other electronic communications.
- Sending harassing communication or posting hate speech that is motivated by racial, ethnic, religious, gender, or sexual orientations prejudice by electronic mail or other electronic communications.
- Posting or otherwise disseminating personal or sensitive information about an individual(s).
- Violations causing harm to the institution or its activities:
- Propagating electronic chain mail.
- Interfering with freedom of expression of others by "jamming" or "bombing" electronic mailboxes.
- Forging, fraudulently altering, or willfully falsifying electronic mail headers, electronic directory information, or other electronic information generated as, maintained as, or otherwise identified as College records of electronic communications.
- Using electronic communications to forge an academic document.

- Using electronic communications to hoard, damage, or otherwise interfere with academic resources accessible electronically.
- Using electronic communications to steal another individual's works, or misrepresent one's own work.
- Using electronic communications to collude on examinations, papers or any other academic work.
- Using electronic communications to fabricate research data.
- Violations involving illegal, proprietary, or damaging material.
- Electronically distributing or posting copyrighted material in violation of license restrictions or other contractual agreements.
- Launching a computer worm, computer virus or other rogue program.
- Downloading or posting illegal, proprietary or damaging material to a College computer.
- Transporting illegal, proprietary or damaging material across College networks.

#### **Guidelines Relating to Confidentiality**

- Ringling College reserves the right to conduct routine maintenance, track problems, and maintain the integrity of its systems. As is the case with all data kept on Ringling College's computer systems, the content of electronic mail or user files may be revealed by such activities;
- Ringling College does not routinely monitor the contents of email. However, such monitoring may be conducted when required to protect the integrity of the systems or to comply with legal obligations;
- Ringling College reserves the right to inspect the contents of electronic mail and all disk files in the course of an investigation into alleged impropriety or as necessary, to locate substantive information not readily available by other means, or to ensure compliance with institutional policy;
- Authorization to investigate the contents of user files or emails must be given by the Officers.

### **PRECOLLEGE DISCIPLINARY PROCEDURES**

The process by which the Ringling College of Art and Design community educates students who violate the community standards is through disciplinary counseling. The goals of disciplinary counseling are as follows:

- To educate the student by explaining the reasons for the community standard.
- To bring the student's behavior into compliance with the community standard.
- To have the student maturely accept responsibility for their behavior.
- To help clarify the student's values as they are related to the behavior in question.
- To assist the student in making a more positive self-directed choice that will better enable the student to assume productive roles in the future.
- To help the student consider in advance the consequences of their behavior.
- To determine with the student the reasons for their misconduct.

Members of the College staff will handle alleged violations of misconduct. Students will meet with the Associate Dean of Students for Student Engagement or Associate Dean of Students for Housing and Residence Life or designee. In consultation with the PreCollege Program Coordinator and/or PreCollege Academic Coordinator, sanctions may be assigned.

#### **Sanctions**

Depending on the type of violation, students will be issued a written warning; a letter may be sent to parents, or in the case of a serious violation, the student will be immediately dismissed without refund or credit.

Involvement in illegal activities, possession of illegal substances, or other actions deemed inappropriate by the College administration will result in automatic dismissal. This includes any disruptive behavior or actions seen to be harmful to the welfare of themselves or the community regardless of the sanction policy. Failure to observe the rules and regulations of the PreCollege will also result in dismissal. If a student is dismissed from the program, there is no refund.

The College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community. This handbook is set forth in writing to give students general notice of appropriate and prohibited conduct. The handbook serves as a guide and is not intended to define misconduct in exhaustive terms. Students dismissed from the program at any time will not be eligible for a refund.

## **RINGLING COLLEGE POLICIES**

### **Non-Discrimination Policy**

Ringling College of Art and Design does not discriminate on the basis of sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, gender identity or expression, disability, veteran status, genetic information, or any other basis prohibited by law, in its programs or activities. No person, because of discrimination as defined in the Non-Discrimination Policy, will be excluded from participation in, or denied the benefits of or access to any educational program or activity provided by the College. This is not only the policy of the College, it is also the mandate under applicable federal and state laws and includes the administration of its educational policies, admissions policies, scholarship and loan programs, and other College administered programs, pursuant to the Internal Revenue Code of 1954.

The College's programs and activities are conducted in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, with the Americans with Disabilities Act of 1990, as amended, and with Title IX of the Education Amendments of 1972. The College is an equal opportunity educational institution.

The College does not discriminate on the basis of sex in its education programs and activities, or in the context of employment. Sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. (See Ringling College of Art and Design Sexual Misconduct and Title IX Policy).

<https://www.ringling.edu/?s=Sexual+Misconduct+and+Title+IX>

### **Title IX requires that:**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Anyone engaging in practices that violate the Non-Discrimination Policy, including discrimination, harassment or retaliation against someone who complains about discrimination, will be subject to disciplinary action, up to and including expulsion or separation from the College. Anyone who believes he or she has been subjected to unlawful discrimination, harassment, retaliation or other practices in violation of the Non-Discrimination policy should immediately contact the Title IX Coordinator or Deputy Title IX Coordinator, as listed below.

### **Inquiries**

Inquiries regarding compliance with these statutes and referrals to designated coordinators under the ADA/Section 504 and Title IX may be directed to: Dr. Tracy Wagner, Title IX Coordinator or, Dr. Tammy Walsh, Title IX Deputy Coordinator, or to the Director of the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, 1-800-421-3481. TDD 877-521-2172.

### **Procedures for Complaints**

Cases falling under the jurisdiction of the Sexual Misconduct and Title IX Policy will be handled according to that policy. All other discrimination concerns will be handled pursuant to the procedures outlined here.

Student to student complaints will be processed under the Student Code of Conduct system. For student complaints against faculty, staff or others, the procedures outlined in the Non-Harassment Policy will be used for handling reports and complaints of alleged violations of this policy.

For employees and others, the procedures outlined in the Non-Harassment Policy and the Grievance Procedures in the Ringling College Faculty and Staff Handbooks will be the mechanism for handling reports of alleged violations of this policy.

The Title IX Coordinator has the overall responsibility for the implementation of the Title IX program at Ringling College. The Coordinator oversees the administration of grievance procedures for faculty and staff and coordinates training, education and communication of all College discrimination and harassment policies. The Deputy Title IX Coordinator oversees the administration of the grievance procedures for students and coordinates training, education and communication to students.

#### **Title IX Coordinator:**

Dr. Tracy Wagner, Executive Vice President, Keating, 1st Floor, 2700 N. Tamiami Trail, Sarasota, FL 34234 941-309-4376; [twagner@ringling.edu](mailto:twagner@ringling.edu)

#### **Deputy Title IX Coordinator:**

Dr. Tammy S. Walsh Vice President for Student Life and Dean of Students, Ulla Searing Student Center, Second floor, 2700 N. Tamiami Trail, Sarasota, FL 34234. 941-359-7510; [twalsh@ringling.edu](mailto:twalsh@ringling.edu)

#### **Deputy Title IX Coordinator:**

Jekeyma Robinson, Associate Dean of Students for Student Development, Ulla Searing Student Center, Second floor, 2700 N. Tamiami Trail, Sarasota, FL 34234 941-309-4375; [jrobinso@ringling.edu](mailto:jrobinso@ringling.edu)

### **Equal Employment Opportunity Policy**

The College provides equal employment opportunity to all persons without regard to sex, age, gender, gender identity, color, race, national or ethnic origin, religion, marital status, sexual orientation, sexual identity, disability, veteran status, genetic information, or any other basis prohibited by law.

The policy applies to all areas of employment, including: recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all other conditions and privileges of employment in accordance with applicable Federal, State, and Local laws.

The College complies with all relevant and applicable provisions of the Americans with Disabilities Act of 1990 (ADA), as amended and Section 504 of the Rehabilitation Act of 1973, as amended. The College will not unlawfully discriminate against any qualified employee or job applicant with respect to any terms, privileges, access or conditions of employment because of a person's physical or mental disability. The College also will make reasonable accommodations wherever necessary for employees or applicants

with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that any accommodations made do not impose an undue hardship on the College.

Although managers and supervisors are primarily responsible for ensuring the implementation of the College's Equal Employment Opportunity policies, all members of the faculty and staff share in the responsibility for assuring that by their personal actions the policies are effective and applied uniformly to everyone.

Anyone engaging in practices that violate the Equal Opportunity Policy, including discrimination, harassment or retaliation against someone who complains about discrimination shall be subject to disciplinary action, up to and including discharge.

Anyone who believes he or she has been subjected to unlawful discrimination, harassment, retaliation or other practices in violation of the Equal Employment Opportunity Policy should immediately contact the Vice President for Human and Organizational Development.

For students, the Student Conduct system will be the mechanism for handling reports of alleged violations of these policies. For employees, the Faculty Grievance Procedures and the Staff Grievance Procedures will be the mechanism for handling reports of alleged violations of these policies.

### **Non-Harassment Policy**

Ringling College of Art and Design maintains a professional work and academic environment in which all employees and students are treated with respect and dignity. A vital element of this atmosphere is the College's commitment to equal opportunities and the eradication of discriminatory practices including harassment, with the goal to provide an academic and institutional climate of non-harassment. Forms of harassment that are encompassed by this policy include harassment based on age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, disability, veteran's status, or any other basis prohibited by law. Harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the College. Harassment's destructive impact wastes human potential, demoralizes employees and students, and perpetuates the tendency for further unacceptable behavior. For these reasons, the College is opposed to harassment in any form in its workplace and activities. This policy establishes procedures to address problems and questions regarding harassment in a prompt, discreet and fair manner. All employees and students are expected to comply and cooperate with its provisions and in accordance with the code of professional ethics.

**Definition of Sexual Harassment:** Due to the inherent complexity of sexual harassment, the College's policy contains this special section defining sexual harassment. Sexual harassment is defined by this policy as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact; that makes rejecting such conduct the basis for employment or academic decisions affecting the individual; or that unreasonably interferes with the individual's work or academic performance by creating an intimidating, hostile, or offensive environment for work or learning. Examples of sexual harassment are such actions as sexual attacks; sexual violence; the requesting of sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, or similar activities; verbal abuse of a sexual nature; physical contact such as patting, pinching, or unnecessary touching; subtle pressure for sexual activity; sexist remarks regarding a person's body, clothing or sexual activity; or derogatory comments about a person's sexual orientation.



Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to welcome social interactions.

Instructional material shall not be the basis for discipline unless an appropriate review by the Human Rights Committee finds the material irrelevant to the subject of the course or finds that the cumulative presentation of specific material is unbalanced to the degree that it establishes an atmosphere of harassment.

**A Special Note to Faculty, Teaching Assistants, Staff, and Other Persons in Positions of Power:**

Harassment occurs when a person who is in a position of trust or authority engages in behaviors or creates conditions that are inappropriate, unwanted and/or non-reciprocal. This is especially true in instances of sexual harassment when an unwelcome personal element is introduced into what should be a sex neutral situation. Because of the difference in power between faculty and students and supervisors and employees, a faculty member or supervisor cannot be certain that a personal relationship is truly welcome or consensual. Moreover, other individuals may be affected by such relationships. Those who abuse, or appear to abuse, their power, violate their responsibility to the community. The College expects the faculty and staff to be aware of the potential for problems and conflicts of interest.

**The Human Rights Committee:** The Human Rights Committee is a fact-finding committee whose purpose is to respond to and resolve harassment complaints. The Committee is a standing committee appointed by the President and consists of three faculty members, two staff members, and two students. The student members of the Committee will participate only in those cases where other students are involved. The Vice President for Human and Organizational Development will serve as coordinator without vote. If the complaint should be against the Vice President for Human and Organizational Development, one of the committee members is to serve as the coordinator, with vote.

**Student to Student Harassment:** Student-to-Student harassment complaints are to be processed under the disciplinary procedure established and operated by the Office of Student Life. All other harassment complaints are to be processed by the procedures outlined in this policy.

**“On Notice” Option of Complaint:** Individuals who feel they have been harassed may choose to put the offender “on notice” that the offender’s behavior is unwelcome. Often this direct communication by the individual brings a stop to the harassment, and no further action is necessary.

Use of the “on notice” option is not a prerequisite to initiating the complaint procedures set forth in this policy, and the College will not refuse to investigate a complaint on the grounds that the victim did not have a discussion with the offender. In other words, the victim always retains the right to avoid direct interaction with the offender and to initiate the complaint procedure explained in this policy.

**Procedures for Informal Complaint:** Individuals who believe they have been the victim of harassment may seek an informal resolution of the problem. Use of the informal complaint procedures is not a prerequisite to initiating a formal complaint. Complaints of sexual assault must be made through the Procedures for a Formal Complaint.

Informal complaints may be oral or written and directed to the Vice President for Human and Organizational Development or to any member of the Human Rights Committee. Informal resolution will generally involve the Vice President for Human and Organizational Development or the Human Rights Committee serving as mediators in an effort to resolve the complaint. The accused will be informed of the existence and nature of the informal complaint and will have an opportunity to respond. The Human Rights Committee or the Vice President for Human and Organizational Development, serving as intermediaries, will seek a resolution that both the complainant and the accused can agree upon. If no mutually satisfactory resolution can be found, the Human Rights Committee, the Vice President for

Human and Organizational Development, and/or the complainant can decide if further action is appropriate.

**Procedures for a Formal Complaint:** Harassment complaints are to be directed to the Vice President for Human and Organizational Development or to a member of the Human Rights Committee. The Vice President for Human and Organizational Development or the contact person on the Committee will prepare a written record of the individual's factual allegations which the complainant will then have the opportunity to review before signing. Although complaints should be brought as soon as possible, preferably within six months after an offensive incident, the College recognizes that the sensitivity involved in certain situations may cause individuals to delay taking action.

Once the initial complaint is prepared, the Vice President for Human and Organizational Development or the contact person on the Committee shall convene the entire Human Rights Committee to review the complaint, and to conduct an appropriate investigation of the allegations. This investigation may be limited to mediation and a negotiated settlement between the complainant and the accused.

Based on the evidence collected, a designated member of the Human Rights Committee will prepare a report containing the Committee's findings and conclusions.

Possible outcomes of the investigation are that the allegations are substantiated, or that allegations are not substantiated, i.e. an inconclusive investigation. In the event the allegations are substantiated, the Vice President for Human and Organizational Development or the Human Rights Committee may endeavor, through mediation, to reach a negotiated settlement of the complaint.

If a negotiated settlement cannot be reached, the Human Rights Committee will refer the matter to the College's Vice Presidents for resolution. The Vice Presidents will not reopen a completed investigation unless it can be shown that the investigating individuals made specific errors in reviewing the facts. The Vice Presidents will consider the findings and recommendations of the Human Rights Committee and, in consultation with the President, render a decision.

**Protection of Complainant and Others:** All information regarding harassment will be kept in confidence to the greatest extent practicable and appropriate under the circumstances. The College cannot guarantee that the identity of the complainant will be concealed from the accused harasser, but any retaliation committed by the accused harasser by way of irresponsible, malicious or unfounded complaints will be investigated. If an investigation reveals that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions and/or discipline.

In order to ensure that a complete investigation of harassment claims can be conducted it may be necessary for the College to disclose to others portions of the information provided by the complainant. The College will try to honor any complainant's request that the College not disclose certain information provided, consistent with the College's obligation to identify and correct instances of harassment, including sexual harassment.

**Penalties:** Every claim of harassment will be considered on its own merits. The College will take whatever corrective action and/or disciplinary measures it considers appropriate under the circumstances, including but not limited to counseling, reprimand, probation, suspension, transfer, demotion or immediate termination of an employee or student in accordance with the provisions, policies and procedures outlined in the appropriate Faculty, Staff or Student Handbook.

Revision approved by President Larry R. Thompson, August 14, 2020

## **Child Protection Policy**

It is Ringling College of Art and Design's policy to take all appropriate steps to protect the health and welfare of the children who come to the Ringling College campus and of children with whom our employees, volunteers and students interact in other locations. Ringling College of Art and Design will comply with all applicable reporting laws.

Under Florida law, all faculty and staff are required to report suspected abuse, abandonment, or neglect of a child under age 18 by any individual, regardless of if the person is a parent, legal guardian, or unknown individual to include but not limited to a parent, legal custodian, caregiver or other person responsible for the child's welfare which includes a person who has permanent or temporary care or custody or responsibility for the supervision of such child (including any employee of the College) or any household or family member of the child.

Additionally, faculty and staff are further required to report if a child is in need of supervision and care and has no parent, legal custodian, or other person responsible for the child's welfare.

### **Abuse, abandonment, or neglect includes:**

- Physical injury, whether visible or not, under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
- Mental injury, meaning the observable, identifiable and substantial impairment of a child's mental or psychological ability to function, under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
- The failure to provide essential care and attention to a child (e.g., leaving a child unattended), under circumstances that indicate that the child's health or welfare is harmed or there is a substantial risk of harm, or that there is mental injury to the child or a substantial risk of such injury; and
- Any act that involved sexual molestation or exploitation of a child (e.g. any sexual contact or conduct with a child), regardless of whether physical injuries are present.

This policy applies to all faculty, staff, volunteers and students of Ringling College of Art and Design. Additional individuals or organizations doing business at or with the College may also be required to acknowledge and comply with provisions of this policy, as determined by the College. The policy applies to the Ringling College of Art and Design campus, all properties owned or leased by the College, and all off-campus sites at which students, faculty, staff and volunteers participate in college-sponsored activities.

Please also refer to the Ringling College of Art and Design Sexual Misconduct and Title IX Policy, which prohibits sexual misconduct and requires reporting of known or suspected incidents of sexual misconduct of any person, regardless of age. This policy can be found on the website <https://www.ringling.edu/?s=Sexual+Misconduct+and+Title+IX> and in the student and employee handbooks.

Ringling College sponsors a number of programs for children. The College requires that children in these programs be appropriately supervised by adults with the proper training and credentials, and subject to criminal background check clearances as required by Florida state law and the College. All program adults (paid staff or volunteers) must receive appropriate information in maintaining professional boundaries at all times when working with children in the program (See Appendix A below).

## REPORTING REQUIREMENTS

Florida Law mandates the reporting of any suspected child abuse, abandonment or neglect. Anyone who has reason to believe that a child has been subjected to abuse, abandonment or neglect must immediately report to the Florida Department of Children and Families by one of the following methods: (1) call the Florida Abuse Hotline at 1-800-962-2873, (2) via fax at 800-914-0004, or (3) online at <https://reportabuse.dcf.state.fl.us>. Instructors and other personnel will be required to provide their names to the DCF hotline staff. All other reporters may remain anonymous, but a record that a report was made will be maintained by the College. If you see a child in immediate danger, call 911. Colleges and Universities that “knowingly and willfully” fail to report suspected child abuse, abandonment or neglect or prevent another person from doing so now face fines of up to \$1 million for each incident, and the penalty has been increased from a misdemeanor to a felony. Individual employees face personal criminal liability as well. A person who is required to report known or suspected child abuse, abandonment or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a felony of the third degree. The personal criminal penalties include a fine of up to \$5,000 and up to 5 years imprisonment for each incident not reported.

In addition to making the reports required by Florida law, any employee or student of Ringling College of Art and Design who has reason to believe that a child has been subjected to abuse, abandonment or neglect on the Ringling College campus, any properties owned or leased by the College, or during an event/function sponsored by the College must notify Public Safety (941-359-7500), the Title IX Coordinator, Director of Human Resources or the Vice President for Student Life as soon as possible. Public Safety, the Title IX Coordinator, Director of HR or the Vice President will immediately notify the President. Any employee or student who has reason to believe that a child has been subjected to neglect or abuse at any off-campus sites at which students, faculty, or staff participate in college-sponsored activities must immediately notify the director of the off-campus site and the Ringling College program director. The Ringling College director will notify the Title IX Coordinator as soon as possible.

Any faculty or staff member who has reasonable cause to suspect that a child died as a result of child abuse, abandonment, or neglect must report his or her suspicion to the appropriate medical examiner. ‘Mandatory Reporters’ in Florida are defined as: social workers, teachers and other school personnel, physicians and other health-care workers, mental health professionals, child care providers, medical examiners, coroners, and law enforcement officers.

Any faculty or staff member who has reasonable cause to suspect that a child died as a result of child abuse, abandonment, or neglect must report his or her suspicion to the appropriate medical examiner.

‘Mandatory Reporters’ in Florida are defined as: social workers, teachers and other school personnel, physicians and other health-care workers, mental health professionals, child care providers, medical examiners, coroners, and law enforcement officers.

## CONFIDENTIALITY

All matters pertaining to a report of abuse, abandonment or neglect must be held in the strictest confidence. A person who knowingly and willfully makes public or discloses any confidential information commits a misdemeanor of the second degree, and may be punishable by Florida law.

## **FALSE REPORTING**

All good faith reporting of any instance of suspected child abuse, abandonment or neglect provides immunity and protection from adverse civil liability and/or employment discrimination. Under Florida law, a person who knowingly and willfully makes a false report of child abuse, abandonment, or neglect, or who advises another to make a false report, is guilty of a felony.

### **Appendix A**

#### **Guidelines for Those Working with or Around Children**

Child abuse is a difficult and emotionally-charged subject. These guidelines are intended to provide information about your conduct in order to prevent abuse or unfounded allegations of abuse; and explain how to respond to abuse or suspicions of abuse.

#### **Code of Conduct for Working with Minors**

You have a duty to the children with whom you work, to the college and to yourself to prevent any abuse or improper behavior. You also have a duty to prevent unfounded accusations of abuse, by adhering to a proper code of conduct when working with minors.

- Never use any form of physical or emotional punishment to discipline children participating in the program
- Never engage in rough or sexually provocative games, including horseplay
- Do not allow children to sit on your lap
- Do not allow any inappropriate touching, including between children
- Be aware of the impact of your words and language on young children
- Do not swear, or use or respond to sexual innuendo, never make a sexually suggestive comment, even in fun
- Do not allow children to use inappropriate language unchallenged
- Be aware of situations in which actions can be misconstrued or manipulated by others (for example, being alone with the last child to leave a class); conduct all dealings with children in a public environment as much as possible, in order that all behavior can be readily observed
- Do not spend time alone with a child away from others; try to avoid being alone with a child, particularly in a restroom, changing area, or shower area (follow the “rule of three” and always make sure there is another person with you). Should you need to be alone with a minor in a changing or shower area, by no means should you be unclothed with a minor, and showering or bathing with minors. Even when you are not alone with one child, this is never acceptable.
- Children should use a buddy system or otherwise be encouraged to stay together when going to the bathroom, on field trips or when leaving the classroom area
- Do not give any child a ride in a car or van unless you have express permission from the parents
- Do not appear to favor one child more than another, do not give gifts to any one child in a program, do not accept expensive gifts from any child in the program
- Be professional and maintain the highest standards of personal behavior at all times; do not drink alcohol or smoke when working with minors
- Do not tell children “this is just between us” or use similar language that encourages children to keep secrets from their parent/guardian

## **What if a Child Tells Me He or She is Being Abused?**

- Stay calm; ensure that the child is safe and feels safe
- Assure the child that you are taking what he/she says seriously
- Be honest; explain you will have to tell someone else. Avoid making promises you cannot keep
- Make a note of what the child has said as soon as possible
- Do not confront the alleged abuser
- Do not investigate on your own

### **Report the situation to:**

#### **Title IX Coordinator**

Dr. Tracy Wagner, Executive Vice President of Ringling College of Art and Design  
Office Location: Keating Hall, first floor, (941-309-4376) [twagner@ringling.edu](mailto:twagner@ringling.edu)

#### **Deputy Title IX Coordinator**

Dr. Tammy S. Walsh, Vice President for Student Life and Dean of Students  
Office Location: Ulla Searing Student Center, Second floor. (941-359-7510) [twalsh@ringling.edu](mailto:twalsh@ringling.edu)

#### **Deputy Title IX Coordinator**

Jekeyma Robinson, Associate Dean of Students for Student Development Office Location: Ulla Searing Student Center, Second floor (941-309-4375) [jrobinso@ringling.edu](mailto:jrobinso@ringling.edu)

Darren Mathews, Director of Human Resources at 941-359-7619.

Revised October 8, 2014

Updated June 1, 2021

### **Office of Student Life:**

A complainant or third party can file a report with any of the professionals within the Office of Student Life/Office of Housing and Residence Life.

Jekeyma Robinson, Associate Dean of Students for Student Life  
Development Office location: Ulla Searing Student Center, Second Floor(941) 309- 4375  
[jrobinso@ringling.edu](mailto:jrobinso@ringling.edu)

### **Office of Housing and Residence Life Staff**

Dr. Ken Posner. Associate Dean of Students for Housing and Residence Life Office Location: Ann and Alfred Goldstein. Hall, First Floor(941) 359-7616 [kposner@ringling.edu](mailto:kposner@ringling.edu)

Trevor Dority, Director of Residence Life

Office Location: Ann and Alfred Goldstein Hall, First Floor(941) 359-7688 [tdority@ringling.edu](mailto:tdority@ringling.edu)

## PRECOLLEGE FAQs

### Application +/- Forms Questions

Before BEGINNING your application

- Please READ the IMMERSION COURSE DESCRIPTIONS to fully understand your selections.
- Please READ +/- WATCH the VIDEO INSTRUCTIONS to successfully complete the forms.

Who should I contact if I have questions or need assistance when applying to PreCollege?

After reviewing the Handbook and FAQs, you may:

- Request a PreCollege Information Sessions at <https://calendly.com/ddygert/30min>  
Meetings are via zoom.
- Email: [precollege@ringling.edu](mailto:precollege@ringling.edu).

### PROGRAM FAQs

#### What are the dates for the PreCollege 2023 Program?

On Campus - June 18- July 15, 2023

#### How much does the PreCollege program cost?

On Campus - \$6,200 + the \$300 refundable housing deposit, please read the fees in the [PreCollege Brochure](#), and see page 11 in this PreCollege Student Handbook.

#### What are the requirements for PreCollege Acceptance?

Must be 16-18 years of age and currently enrolled in the 10th-12th grades in high school.

#### Can international students attend PreCollege?

Yes! Students from all over the world attend this program. All students must have a United States cell phone number for campus communications and the emergency broadcast system.

#### Can I apply for need-based financial assistance for PreCollege?

Limited need-based financial assistance is available through application. When offered, funding ranges from \$500 up to \$3500, for students who demonstrate need and who show evidence of growth and potential through their personal statement and letters of support. Please review the Scholarship/Financial Grant Application information at [www.ringling.edu/precollege](http://www.ringling.edu/precollege). This application closes March 3, 2023. Funding is not available for international students.

**PLEASE READ THE FORMS INSTRUCTIONS PRIOR TO COMPLETION.**

#### Can I work or attend other programs and special activities throughout the 4-week program?

No, PreCollege is a challenging robust academic program. Students may not overlap their schedules while attending. Remember students who successfully complete this program will receive 3 college credits and therefore are required to attend all classes and complete the homework assignments each week; this is a full-time program.

### **Are Open Studio hours required?**

Students are provided evening open studio hours from 7:00 to 10:00pm. It is recommended they develop strong working habits by attending a minimum of 1-hour per evening offered. Students have the choice to leave open studio sessions at 8:00pm, and all students are required to leave classrooms at 10:00pm. Once returned to residence, all students are required to be in their rooms by 11:00pm, and lights out is expected no later than 11:30pm. With that being said, students often choose to stay up in their rooms to continue working. This practice is not required, expected, or condoned. Our goal as educators is to model a healthy balance between academic and personal life.

### **Figure Drawing, the nude?**

While the students are minors, our intentions are to teach them at the collegiate level. Our staff, faculty, and teaching assistants take this responsibility seriously and with the highest degree of respect for both the students and the models. Students are instructed not only on how to draw the figure, but also the proper, respectful behavior when working with the nude model.

### **Does one need a portfolio to get into the precollege program?**

No, the intention is to provide skill development for students to create their best portfolio

### **Will this program enable one to have what is needed for a portfolio to apply to art colleges?**

You may find that many of your completed pieces are portfolio worthy for the application process.

### **Does one earn college credits? Please visit [www.ringling.edu/precollege](http://www.ringling.edu/precollege).**

The site and the linked catalog provide many details. Yes, if PreCollege is completed successfully, the student will earn 3 elective credits.

### **Do you know if one is able to pay with money from a 529 account?**

A number of 529 accounts did support PreCollege in 2022. Please check with your individual 529 provider.

### **What % of applications are accepted into the summer program?**

Very few students are denied acceptance. It is important to follow the application enrollment instructions to secure space once an acceptance is offered. If there is a question/concern about the application, we will reach out to the applicant in an effort to resolve it.

## **LIVING ON CAMPUS FAQs**

### **How are roommates determined?**

PreCollege students live in a modern, air-conditioned first-year residence hall. Rooms are double occupancy and roommates will be randomly assigned. Roommate assignments are not announced in advance of check-in.



### Is there a curfew on campus?

Curfews are strictly enforced in order to ensure the safety of all students. The curfew is 11:00 PM, Sunday through Thursday, and midnight on Friday and Saturday.

### Can students leave campus to see the city?

Due to the brief and intensive nature of PreCollege, and our desire to build a cooperative community, leaving during the program is strongly discouraged. Student Life may offer off-site field trips.

- Students may not leave campus, even with family members, without prior permission of the Office of Student Life/Office of Residence Life.
- For safety and liability reasons, PreCollege students are not permitted to use or ride in private cars or other motor vehicles (mopeds, motorcycles, etc.) during the program.
- If a student drives a motor vehicle to the PreCollege program, they will park the car for the duration of the program in a patrolled but, not necessarily gated lot. Please consider leaving your vehicle safely at home.

### Requesting guest campus visits +/- or campus leave

We respectfully appeal to families and students to refrain from requesting campus visits and/or student leave from campus for non-emergency reasons during this short challenging program.

Please allow your student to immerse in their work and community, to utilize the College's resources and to network with their peers during this exceptional opportunity. Plan family and friend visits before or after the PreCollege program to support your students' steps into young adulthood.

It is our goal to provide a friendly, comfortable and supportive atmosphere for all PreCollege students. We look forward to welcoming you to the Ringling College PreCollege Community!

### I have specific dietary requirements; will I be able to eat on-campus meals?

Students take their meals in the Cunniffe Commons at the heart of the campus. Meals are cafeteria-style, and students may choose from a range of traditional and vegetarian options at each meal. A typical lunch might include fresh fruit, salad bar, soup, hot entrees, deli sandwiches made to order, hamburgers/hotdogs, French fries, and desserts. Students will have access to a fridge and microwave in their residence.

Students with **dietary allergy** questions requiring **special dietary restrictions** must monitor their own meals, however the College will make sure that options for those with dietary restrictions are always available. Please email Food Services at [David.Byrne@compass-usa.com](mailto:David.Byrne@compass-usa.com) or [Maria.Mallon@compass-usa.com](mailto:Maria.Mallon@compass-usa.com).

Students seeking **alternate dietary arrangements due to medical reasons**, should contact **Student Access Services** at [SAS@ringling.edu](mailto:SAS@ringling.edu), and complete the SAS form in Dynamic Forms For Accepted PreCollege students.

### Student Access Services

To schedule an appointment for Access Services, Click here: [Student Access Services - Make An Appointment](#) or Scan the QR code



### What to bring? What not to bring?

Please refer to this PreCollege Student Handbook page [\[redacted\]](#).

### Do I need to bring a laptop or a tablet?

*If you have a preferred device for personal use, please bring this to campus.*

Students will have access to computer labs on a regular basis for assignments, research and communications. A laptop or tablet is not required. It may be brought for personal use.

### PHONES

A **smartphone** is recommended. A U.S. cell phone is required for students to have access to announcements and the emergency broadcast system.

### SENDING MAIL/PACKAGES TO STUDENTS

Students may ship non-perishable items to themselves ONE WEEK prior to the start of PreCollege. Packages will be available at Residence Life once you are checked in. Please refer to this PreCollege Student Handbook pages [\[redacted\]](#) for instructions.

### What Covid Protocols will Ringling College have in place?

Students will be required to follow the Ringling College Safe Community Standards for Covid-19 that are deemed necessary during the time period for PreCollege. Students will receive additional updates on requirements closer to the start of the PreCollege Program, but should review current [Standards](#). Additionally, students who test positive for Covid-19 during the PreCollege program, will be required to isolate in their residence or return home if safe to do so for the required period of time until cleared by Student Health Services.

*Information included in this Handbook is correct at the time of publication and may be subject to change without notice. Updates will be posted online [www.ringling.edu/precollege](http://www.ringling.edu/precollege).*

The Ringling College of Art and Design logo is a registered trademark.