

**Ringling College  
of Art + Design**

## **PreCollege 2024 Handbook**

**In case of EMERGENCY**

**Please call Public Safety at 941-359-7500**

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

Please use this email address for **ALL** communications.

### **MAILING AND SHIPPING ADDRESS FOR STUDENTS**

**Student Name**

**Ringling College of Art and Design**

**ATTN: PRECOLLEGE**

**1130 Greensboro Lane**

**Sarasota, FL 34234-5895**

For Amazon shipping, see page 15.

**Ringling College PreCollege**

**2700 North Tamiami Trail, Sarasota, Florida 34234-5985**

**[precollege@ringling.edu](mailto:precollege@ringling.edu) P: 941-955-8866**



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. The PreCollege Handbook details the College's expectations of students as members of the Ringling College of Art and Design community. You are required to complete and sign all PreCollege Accepted Students Forms in accordance with the policies and procedures referenced in this handbook.

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.***

PreCollege is a short 4-week intensive academic program. Students from across the United States and abroad attend to explore their creative options to better inform their college education choices. Due to the concentrated time-frame, campus visits and/or student leave from campus for non-emergency reasons will not be approved.

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)

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## **DISCIPLINARY PROCEDURES**

## **EMERGENCY PREPAREDNESS**

### **RINGLING COLLEGE INSTITUTIONAL POLICIES**

UPDATES POSTED AT

[HTTPS://WWW.RINGLING.EDU/POLICIES-AND-PROCEDURES/](https://www.ringling.edu/policies-and-procedures/) AND  
[HTTPS://WWW.RINGLING.EDU/TITLEIX/](https://www.ringling.edu/titleix/)

THE FOLLOWING INSTITUTIONAL POLICIES APPLY TO THE

**PRECOLLEGE CODE OF CONDUCT** AGREED TO BY STUDENT AND FAMILY IN THE  
CODE OF CONDUCT STUDENT FORM

- NON-DISCRIMINATION
- TITLE IX COMPLIANCE
- VIOLENCE AGAINST WOMEN ACT
- EQUAL OPPORTUNITY EMPLOYMENT
- NON-HARASSMENT POLICY
- SEXUAL MISCONDUCT
- SEXUAL MISCONDUCT/SEXUAL ASSAULT INFORMATION
- CHILD PROTECTION POLICY

## **FAQs**

## APPLICATIONS AND ENROLLMENT INSTRUCTIONS

### Communication Essentials

You **MUST** save

- [precollege@ringling.edu](mailto:precollege@ringling.edu)
- [scs@ringling.edu](mailto:scs@ringling.edu)
- [admissions@ringling.edu](mailto:admissions@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.

### TUITION AND FEES

• Application Fee	\$ 50
• Program Tuition Deposit due upon acceptance	500
• <u>Tuition &amp; Program Fees Balance</u>	<u>6,050</u>
Sub-total	\$6,600
• Plus separate payment of <i>refundable/</i> <i>residency damage deposit. Due May 10</i>	<u>300</u>
<b>TOTAL DUE MAY 10, 2024</b>	<b>\$6,900</b>
• <u>SHIP: Student Health Insurance Policy*</u>	<u>200</u>

\*If required, payment due by May 10, 2024

**Balance in full is DUE MAY 10, 2024**

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

### NEED-BASED 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 2024 Application prior to submitting a Need-based Financial Grant Application.
- 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 and Required financial disclosure as detailed.  
*Incomplete applications will not be reviewed.*

**The Scholarship Application closes March 3, 2024 or when funds are exhausted.**

**Funding offers are emailed following reviews in December, January, February, and March. 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.

#### **PRECOLLEGE 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**

Thru May 5, 2024: 100% refund minus the \$50 application fee  
May 11-May 31, 2024: 100% refund minus the \$50 application fee and \$500 tuition deposit  
June 1, 2024: Refund is not available

#### **FORMS FOR ACCEPTED PRECOLLEGE STUDENTS - available online February 1, 2024.**

- Completed forms are **DUE May 10, 2024**
- Please go to [www.ringling.edu/precollege](http://www.ringling.edu/precollege)
- Select **Accepted Student Forms**

#### **PreCollege Forms**

- FERPA Release
- PC24 Code of Conduct Contract
- PC24 Appearance Release
- Fitness Center Release

#### **Health Services Forms**

- Health Form Part A-Immunization Information, and Proof of Insurance or request SHIP
- Health Form Part C
- Release, Waiver and Indemnification Agreement with Medical Care Treatment Power of Attorney
- Safe Community Standards for PreCollege

#### **Sarasota Memorial Hospital**

- SMH Minor Consent for Treatment

#### **Student Access Services**

- SAS - to be completed for any/all accommodations consideration. [Click here to access the Student Access Services form.](#)

**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

**PC24 Photo Upload**

- 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, 2024**

**Residence Life**

- Housing Contract - is emailed directly to students 2- to 3-weeks prior to program start date.

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

**CHECK IN: Sunday June 23, 2024, 11 am-1 pm**  
Late arrivals contact Public Safety at 941-359-7500  
Parents depart campus by 2:00 pm

**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, and 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, and 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, and 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 and 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.

## **ARRIVAL AND CHECK IN INSTRUCTIONS**

### **Arrival to campus**

When you arrive to campus during the scheduled move in time, you may park in the open parking lots (#11/12/20) on the attached campus map. Park your car in any open spot and **leave your belongings in the car until you have checked in and received your keys and student ID.**

### **Checking in**

Come to the Diane Roskamp Exhibition Hall in the Ulla Searing Student Center (#1 on the attached map) between **11 am-1 pm.**

1. Enter the GATE at the center of Greensboro Lane, between East Tamiami Circle and Bradenton Rd
2. Walk to the left or right around Ulla Searing Center to enter the breezeway.
3. One parent may accompany the child through the check in process
4. Enter Roskamp Center going left to:
  - a. Registration/Forms/Academic Check-in
  - b. Residence Life Check-in: Keys & IDs
  - c. Individual Schedule and T-Shirt pickup
5. Exit through the north door

### **Moving belongings to your residence**

You may choose to either move your belongings from your parking spot or by dropping them off on Greensboro Lane. Hand trucks will be available on a first come, first serve basis to help you in moving your belongings at the entrance to the parking lot.

If you wish to drop belongings on Greensboro Lane in between Greensboro and Goldstein Halls (Buildings 9 & 10), please follow the instructions below:

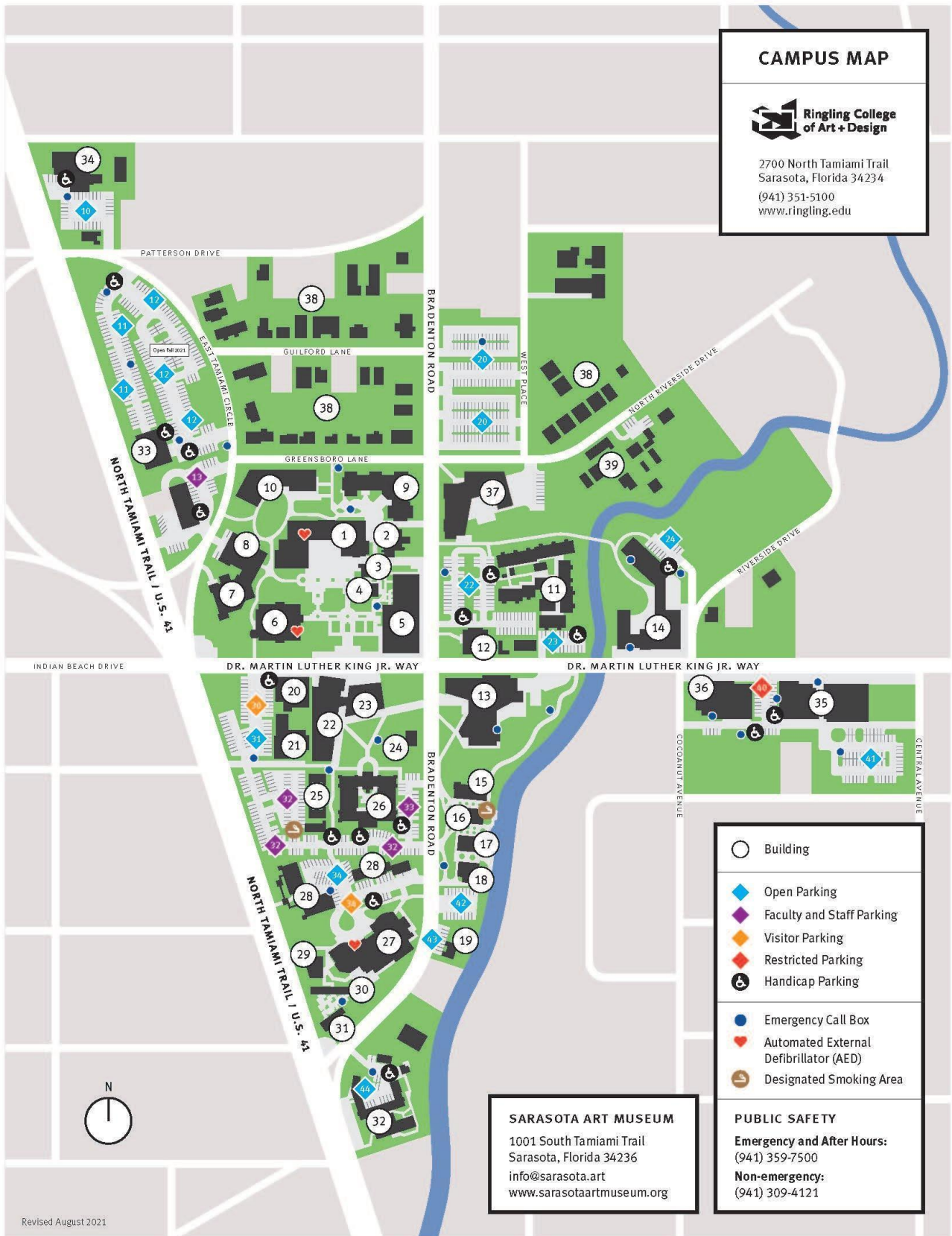
1. Drive north/south on Bradenton Road to Dr. Martin Luther King Jr. Way and head west.
2. Turn right (north) on North Tamiami Trail/US 41
3. Follow the immediate right onto East Tamiami Circle

4. Turn right onto Greensboro Lane. Travel from WEST to EAST on Greensboro Lane. 5. Pull up to the first available spot and unload your vehicle onto the sidewalk. **Do not park.** Greensboro Lane is for **active unloading only.** 6. Immediately move the vehicle to an open parking spot in one of the open parking lots (#10/11/20) 7. Walk to Greensboro Lane, retrieve your items and bring them to your residence.

**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
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- 27 Larry R. Thompson Academic Center
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To be completed Spring 2023
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- 26 Illustration
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- 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
- 19 Family Housing  
2390 Bradenton Road
- 5 Keating Center  
2621 Bradenton Road
- 38 Near Campus Housing
- 10 Greensboro Hall  
1160 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

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- 27 Brickman Café
- 1 Bursar
- 4 Career Services
- 37 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

## **PARENTS/GUARDIANS AND STUDENTS VIRTUAL ORIENTATION – *Required***

**Wednesday, June 12th, 2024: ZOOM WEBINAR - *zoom link to be emailed prior to June 12, 2024***

**7-8 pm EDT**

- 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.
- This orientation will be recorded and posted on [www.ringling.edu/precollege](http://www.ringling.edu/precollege) for viewing.

## **PRECOLLEGE CHECK IN**

**Sunday, June 23, 2024**

- **11 am-1 pm**

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
- Student ID card
- Student housing assignment and access
- Your **Welcome Bag**: personal studio kit, PreCollege t-shirt and swag.
- **1-2 pm** Final move-in and Family good-byes.

## **STUDENT ORIENTATION - *Required***

**Sunday, June 23, 2024**

**2:15-5 pm**

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.

## **STUDENT KICK-OFF**

**Sunday, June 23, 2024**

**5:30 pm Student Dinner and Kick-Off Session in Cunniffe Commons**

## **PRECOLLEGE CLOSING EVENTS**

**Friday July 19, 2024 - It's a family affair!**

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

## **CLOSING CEREMONY AND AWARDS PRESENTATIONS**

- **6:30–8:00 pm Ceremony and Awards Under the Tent at the Ulla Searing Student Center**
- **8:30-9:30 pm** – Students pick up work from exhibition spaces

## RESIDENCE HALL CHECK OUT

Friday, June 19, 2024

8:30-10 pm

Saturday, June 20, 2024

11-1:30 pm: Students check out of housing

1:30 pm July 20, 2024, 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 by sex assigned at birth. 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. If you note any damage in your room, please notify your resident assistant (RA who will be able to make sure this is noted.)

**STUDENT ACCESS SERVICES** - Disability Accommodations:

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

### STUDENT HOUSING

Rooms are equipped with:

- XL Twin size bed and mattress
- bureau and wardrobe closet (but not hangers)
- desk and chair
- electric outlets and overhead light
- mini-fridge and microwave
- air conditioning

### YOU MUST BRING

- ☐ Smartphone (or a cell phone) with United States sim card and phone #
- ☐ CLOSED TOED SHOES required by COLLEGE SAFETY POLICY for studio admittance.
- ☐ XL twin sheets
- ☐ 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)
- ☐ A 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.
- ☐ A Halloween costume for the Halloween event
- ☐ Swimsuit for the Backyard Beach Day Event

### **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 the mailroom in Goldstein Hall once you are checked in.

### **MAILING AND SHIPPING ADDRESS FOR STUDENTS**

**Student Name**

**ATTN: PRECOLLEGE**

**1130 Greensboro Lane**

**Sarasota, FL 34234-5895**

Students, faculty, and staff now have the option to have their Amazon packages delivered to the on-campus Amazon locker – “Tico”. The locker is located near the bike racks behind the Ulla Searing Student Center. These lockers will provide 24 hour access to the delivered package.

When completing Amazon order go to **“Proceed to Checkout”**. Then select **“See nearby pickup locations”**, choose **“Amazon Locker – Tico”**, and click **“place your order”**. Additionally, you can save this location for future deliveries by accessing your account, selecting **“Your Addresses”**, click **“add address”**, select **“or find an Amazon pickup location near you”**, and select **“Amazon Locker – Tico”**, then click **“add to address book”**.

Please understand that there are a limited number of locker boxes and they may fill up quickly. Eligible items for Amazon Locker delivery:

- The shipping weight is less than 10 lbs.
- The product dimensions are smaller than 16 x 12 x 14 inches.
- All items are sold or fulfilled by Amazon.com.
- The total value is less than \$5,000.
- The shipment contains no hazardous materials.
- The order does not contain [Subscribe & Save](#) items.
- The order does not contain items shipping from other countries.
- The order does not contain items for Release-Date Delivery

### **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**

First-time PreCollege students who complete the program successfully earn three college credits. 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.
- First-time PreCollege students who satisfactorily complete the program receive three elective college credits from Ringling College of Art and Design, that 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/student-access-services/>



## **CANVAS LEARNING MANAGEMENT SYSTEM**

All Core and Immersion course syllabus and project briefs are accessed through the CANVAS LMS. Upon receiving your Ringling College System Access, at Student Orientation on June 23, 2023, 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.

## **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 Voluntary Community Service Workshops, Student Leadership opportunities, Career Services panels and more.

Mini Workshop Sign Ups are posted each Monday at 1 pm for students to sign up for workshops scheduled for the coming Friday (sign up and attendance required) and Saturday (sign up and attendance optional). Students must sign up before noon on Thursday or they will be assigned to Friday workshops.

## **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, they 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. Transcripts can be ordered from the **National Student Clearinghouse**. For assistance, please email [registrar@ringling.edu](mailto:registrar@ringling.edu).

## **ACADEMIC POLICIES AND PROCEDURES**

### **CLASS SCHEDULE**

You will receive a copy of your PreCollege schedule at check-in on campus.

## The 2024 A Week-At-A-Glance Schedule

BREAKFAST 7-8:15 AM				
Core Classes M-Th 9-11:30 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 9-11:30 am		Fridays Mini 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.**

- *PreCollege morning classes BEGIN at 9 am ET.*
- *PreCollege afternoon classes BEGIN at 2 pm ET.*
- Attendance is taken twice during each class. *An alarm clock will be necessary if the student tends to oversleep.*
- Unexcused absence or tardiness may incur disciplinary action and may result in the student being unable to complete PreCollege successfully.
- Excused absence or tardiness may also result in the student being unable to complete PreCollege successfully.

### 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 Vice President for Student Life & Dean of Students or the Associate Dean of Students for Housing & Residence Life.

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

If a student is absent from half of one class without written permission from the Vice President for Student Life & Dean of Students or the Associate Dean of Students for Housing & Residence Life, 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 class time 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 required 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, PreCollege Academic Director and/or, Diane Zorn, PreCollege Program Director and/or, or the Associate Dean of Student Life or Associate Dean of Housing and 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. 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 model. Required Core courses have clothed models only. Student selected Immersion courses in Figure Study will work from the nude model.

### **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. You may also work at the open computers during mid-day break. For more information, please speak with your instructor. To avoid being charged, please return items borrowed from the library on time, before departing Ringling College.

### **RINGLING FIRST-YEAR TUITION SCHOLARSHIP AWARDS**

**Academic Scholarship Awards:** The top 10 Honors Recipients, 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 for having demonstrated strong, caring leadership, support and encouragement of their peers. Each recipient is awarded a \$5,000 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** when applying to Ringling College of Art and Design degree programs.

#### **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 – a formal request of accommodations and submission of documentation is required. For questions regarding academic or campus life accommodations please contact Clair Harris, Associate Dean of Accessibility Services 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 and Wellness, Diversity and 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 and COMMUNITY SERVICE
- LEADERSHIP INITIATIVES
- DIVERSITY and 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 Assistant Directors and the Directors of Residence Life and Housing 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 assigned at birth.
- 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 "suite double" style housing – a large double bedroom housing two students 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.
- Goldstein Hall has project rooms for creating artwork on each floor. Greensboro Hall has a large project room on the first floor. Students housed in Ulla Searing Student Center are granted access to the project rooms in Goldstein Hall.
- 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 and located on all wings in Goldstein Hall and Ulla Searing Student Center and on the first floor of Greensboro Hall – bring your own laundry detergent (does not need to be HE).

### **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. The **Student Health Insurance Plan (SHIP)** is required for all international students. Domestic students may elect to purchase SHIP or, if proof of Health Insurance is not provided by May 10, 2024, they will automatically be enrolled and required to purchase for coverage for the duration of PreCollege. All SHIP enrolled students will be invoiced \$200 for the plan. Unpaid invoices will automatically be deducted from your Damage Deposit refund.

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

When SMH services are not available on campus, 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.

In the case of illness or injury, 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 PreCollege student ill enough that they need 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. Note: Excused and unexcused absence may impact the students' ability to complete PreCollege successfully.

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.

### **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.

### **Prescription Delivery Services**

The College Health Center uses Walgreens Pharmacy – 1921 Waldemere St. Sarasota, FL – 941-955-6012. They will deliver prescriptions to the Health Center. When you arrive on campus for PreCollege you can

fill out the Walgreen payment paperwork at the Health Center. When you call ahead for the refill, just let the Pharmacy know that the prescription is for Ringling and needs to be delivered. Once it arrives on campus the student will be notified. Further questions regarding medication/health services should be made directly to [medical@ringling.edu](mailto:medical@ringling.edu).

### **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 complete this [PC24 Food Allergy Questionnaire](#) if you have any dietary restrictions.**

**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.

### **Meals**

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

Breakfast: 7:00 am-8:45 am. Lunch: 11:30 am-1:30 pm. Dinner: 5:00-7:00 pm

In addition to regular meals, students may purchase snack items at the **MARKET AT CUNNIFFE COMMONS**, which will post extended hours.

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

Your Residence Orientation will introduce you to the recreational opportunities, Fitness Center and E-Sports Center. Schedules will be posted.

### **Laundry Facilities**

Laundry facilities are no charge and located on all wings in Goldstein Hall and Ulla Searing Student Center and on the first floor of Greensboro Hall – bring your own laundry detergent (does not need to be HE) Report mechanical problems to Student Life via your Resident Assistant.

### **Appliances**

Hot plates, toasters, air fryers, or anything with an exposed heating element or an open flame are prohibited during PreCollege. Do not bring a microwave or mini-refrigerator as they are provided at the room or suite level in all housing areas. Keurig style coffee machines and hot water kettles with automatic shut-off are permitted.

### **Lost and Found**

Found items are turned in to Public Safety 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.

### **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.

### **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).

### **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 and digital devices with you.

#### **Equipment Check Out**

Sports equipment, cleaning supplies, videos and games are available at the SALD office. For a complete list of equipment that can be checked out, visit the Fitness Center at Ulla Searing Student Center. Ping Pong and pool are also available. Checkout requires a valid PreCollege ID card in order to use the equipment. Fitness Center open hours will be listed on the student schedule.

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**



Amazon deliveries: see note on page 15

**INSTITUTIONAL POLICIES:** <https://www.ringling.edu/policies-and-procedures/>

### **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 21 to smoke. This prohibition extends to e-cigarettes and vaping 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.

### **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, is used to check out books/materials checkout at Goldstein Library, is needed for evening/weekend access to many academic buildings, and required for all meals at the dining hall. Should you lose your ID, the replacement cost to reissue your card will be deducted from your residence/damage deposit.

### **Room Entry and Room Repairs**

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

### **Curfews**

Curfews are strictly enforced in order to ensure the safety of all students. Curfew is defined as being in your assigned room with no audible noise detectable in the hallway. 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.

Additionally, failure to comply with policies by

- 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 firefighter 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.

### **Leaving Campus**

Due to the brief and intensive nature of PreCollege leaving during the program or inviting guests to campus will not be considered. We work 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 it is recommended that vehicles be left safely at home.

### **Hall Activities**

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.

### **Student 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.

### **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 PreCollege immediately without refund.

### **Open Flames**

Open flames such as candles, incense burners and potpourri burners are not permitted.

### **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.

## **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 Director and/or PreCollege Academic Director, 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.

#### **CODE OF STUDENT CONDUCT:**

<https://www.ringling.edu/wp-content/uploads/2022/08/Student-Handbook-2023-2024.pdf>

#### **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 and food service operations being closed for non-essential personnel. 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.

#### **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. See the PreCollege Office Forms for the Responsible Use of Electronic Communications details (found in the For Accepted PreCollege Students forms available February 1, 2024)

#### **RINGLING COLLEGE TITLE IX REPORTING, POLICIES, AND RESOURCES**

##### **Policies and Resources**

- Non-Discrimination Policy [PDF](#)
- Equal Employment Opportunity Policy [PDF](#)
- Sexual Misconduct and Title IX Policy [PDF](#)

- Non-Harassment Policy [PDF](#)
- Child Protection Policy [PDF](#)

## Resources

State of Florida Definitions – Dating Violence, Domestic Violence, Sexual Battery and Stalking [PDF](#)

## Reporting

Report situations to the Title IX Coordinator, Dr. Tracy Wagner, Executive Vice President at 941-359-7595, or the Deputy Title IX Coordinators, Dr. Tammy Walsh, Vice President for Student Life and Dean of Students at 941-359-7510 or Darren Mathews, Assistant Vice President and Director of Human Resources at 941-359-7619.

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)

Erin Smith, Director of Housing Operations: Life: Office Location: Ann and Alfred Goldstein Hall, First Floor, 941-309-1963, [esmith2@ringling.edu](mailto:esmith2@ringling.edu)

Katey Genrich, Assistant Director of Residence Life Operations: Office Location: Ann and Alfred Goldstein Hall, First Floor, 941-309-0111 [kgenrich@ringling.edu](mailto:kgenrich@ringling.edu)

Julia Vellucci, Assistant Director for Residence Life Education: Office Location: Ann and Alfred Goldstein Hall, First Floor, 941-309-4018, [jvellucc@ringling.edu](mailto:jvellucc@ringling.edu)

*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).*

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