



PreCollege Discovery 2025 Handbook

In case of EMERGENCY

Please call Public Safety at 941-359-7500

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 DISCOVERY

1130 Greensboro Lane

Sarasota, FL 34234-5895

For Amazon shipping, see page 15.

Ringling College PreCollege Discovery

2700 North Tamiami Trail, Sarasota, Florida 34234-5985

precollege@ringling.edu P: 941-955-8866

Public Safety: 941-359-7500



WELCOME!

Dear PreCollege Discovery 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 Discovery student you will study with the College faculty and be mentored by upper-class students both in and outside class time. The PreCollege Discovery Handbook details the College's expectations of students as members of the College's community. You are required to complete and sign all PreCollege Discovery 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 the College fosters personal growth, encourages leadership, illuminates career directions, and promotes the spirit of exploration.

Family support is equally important.

The PreCollege Discovery program, launching from July 20-25 in 2025, is a one-week residential experience. Participants can choose from 3 to 4 course options, focusing on a specific area of art and design. High school students will collaborate with our faculty and immerse themselves in the distinctive atmosphere of Ringling College. Please note that this program does not provide college credit. Enrollment opens on January 15, 2025. The website is currently being developed. **Due to the concentrated time-frame, campus visits and 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 Discovery program to support your students' steps into young adulthood.

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

Sincerely,

The Ringling PreCollege Discovery Team

IMPORTANT CONTACT INFORMATION

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

ALL other inquiries: email precollege@ringling.edu



**PRECOLLEGE DISCOVERY HANDBOOK
ONE-WEEK RESIDENTIAL PROGRAM
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RINGLING COLLEGE INSTITUTIONAL POLICIES

UPDATES POSTED AT [TPS://WWW.RINGLING.EDU/POLICIES-AND-PROCEDURES/](https://www.ringling.edu/policies-and-procedures/)
AND [RINGLING COLLEGE TITLE IX REPORTING, POLICIES, AND RESOURCES](#)

THE FOLLOWING INSTITUTIONAL POLICIES APPLY TO THE
[CODE OF STUDENT CONDUCT](#) AGREED TO BY STUDENT AND FAMILY

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

[FAQs](#)

APPLICATIONS AND ENROLLMENT INSTRUCTIONS

Communication Essentials

Students and parents **MUST** save

precollege@ringling.edu

scs@ringling.edu

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	\$55 due at application
Tuition, Room & Board	\$2,150
Program Tuition Deposit	\$500 due upon acceptance

Subtotal **\$1,650**

Refundable damage deposit \$ 150

Total Due May 10, 2025 **\$1,800**

Additional Fees`

SHIP: Student Health Insurance Policy* \$50

*If required, payment due by May 10, 2025

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

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.

Refunds 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 the College. Allow up to 10 business days for processing, and additional time for mailing if paying by check.

Program Refund Schedule

Thru May 10, 2025: 100% refund

May 11-May 31, 2025: 100% refund minus the \$500 tuition deposit

June 1, 2025: Refund is not available

FORMS FOR ACCEPTED PRECOLLEGE STUDENTS

- Completed forms are **DUE June 10, 2025**
- Please find all forms in your [portal by clicking here](#).
- Direct questions regarding forms to precollege@ringling.edu

PreCollege Discovery Forms

- FERPA Release
- Health Form-Immunization Information
- Parental Consent for Treatment & Care of Minors, Proof of Insurance or request SHIP, Student Access Services (SAS), and Food Allergy
- Release, Waiver and Indemnification Agreement with Medical Care Treatment Power of Attorney
- 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 the College to generate a 1098-T for tax purposes. Only Part I of this form needs to be completed.
- Photo upload for Ringling Student ID

RESIDENTIAL CHECK IN: Sunday July 20, 2025, 9 am-11 am



Late arrivals contact Public Safety at 941-359-7500
Parents depart campus by 1:30 pm

TRAVELING TO/FROM RINGLING COLLEGE

The College DOES NOT provide or arrange for transportation to/from PreCollege Discovery, 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 Discovery 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

If you arrive on campus before arrival time, you are required to seek your own off campus housing.



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 below 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 **10 am-1 pm on July 20, 2025.**

1. Enter the gate at the center of Greensboro Lane, between East Tamiami Circle and Bradenton Rd, or the gate across from the Burger King
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. 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.

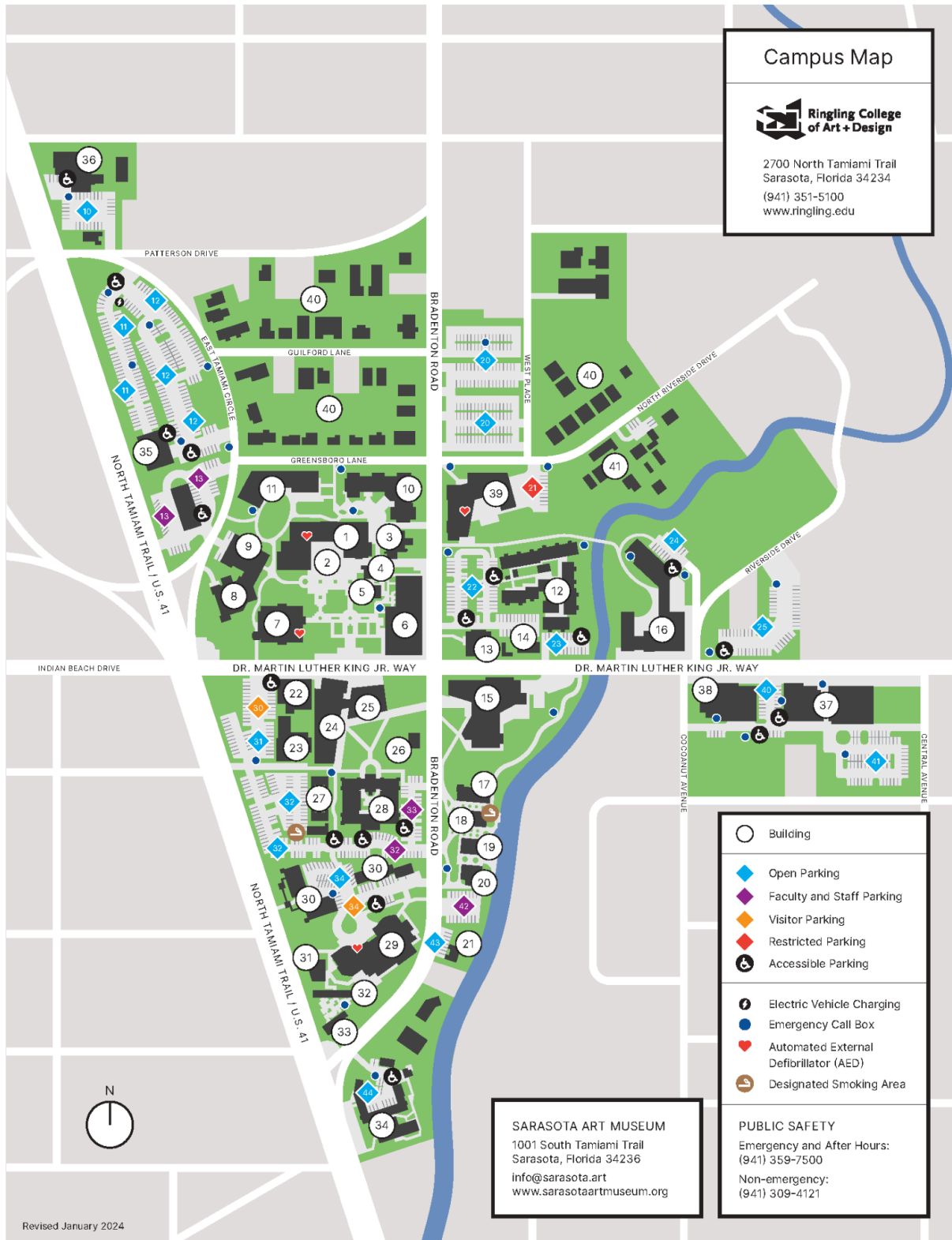
If you wish to drop belongings on Greensboro Lane in between Greensboro and Goldstein Halls (Buildings 9 & 10), please follow the instructions below:

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



Buildings

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

Academics

- 29 Business of Art and Design
- 31 INDEX Center
- 1 Computer Animation
- 27 Creative Writing
- 29 Entertainment Design
- 15 ESOL and First Year Writing
- 37 Film
- 18 Fine Arts
- 29 First Year Program
- 7 Game Art
- 25 Glass Studio
- 29 Graphic Design
- 28 Illustration
- 29 Liberal Arts
- 24 Letterpress and Book Arts Center
- 29 Motion Design
- 29 Morganroth Auditorium
- 3 Photography and Imaging
- 24 Printmaking Studio
- 7 Virtual Reality Development
- 24 Visual Studies
- 24 Daniel E. Offutt III Wood Shop

Administrative Offices

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- 6 President's Office
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- 15 Brizdle-Schoenberg Special Collections
- 17 Crossley Gallery
- 3 Deborah M. Cooley Photography Center
- 1 Diane Roskamp Exhibition Hall
- 25 Lois and David Stulberg Gallery
- 22 Madeby Gallery
- 6 Patricia Thompson Alumni and Skylight Galleries
- 29 Richard and Barbara Basch Gallery
- 36 Savage, Allen, and Hipple Studios North
- 28 William G. and Marie Selby Foundation Gallery
- 29 Willis A. Smith Construction, Inc. Gallery

Residences

- 10 Ann and Alfred Goldstein Hall
2745 Bradenton Road
- 12 Bayou Village Complex
2736 Bradenton Road
- 16 Bridge Apartments
2715 South Riverside Drive
- 21 Family Housing
2390 Bradenton Road
- 6 Keating Center
2621 Bradenton Road
- 40 Near Campus Housing
- 11 Greensboro Hall
1160 Greensboro Lane
- 30 Roy and Susan Palmer Quadrangle
2405 / 2409 / 2415 Bradenton Road
- 34 The Cove
2710 North Tamiami Trail
- 1 Ulla Searing Student Center
1130 Greensboro Lane

Student Services

- 1 Advising, Records, and Registration Services
- 35 Ringling College Art Supply
- 15 Barancik Student Learning Center
- 29 Brickman Café
- 1 Bursar
- 5 Career Services
- 39 Cunniffe Commons
- 1 Financial Aid
- 15 International Affairs
- 10 Mail Services
- 13 Medical Services
- 13 Peterson Counseling Center
- 10 Residence Life
- 1 Student Life
- 15 Student Access Services
- 10 Student Activities and Leadership Development
- 1 Susan Palmer Fitness Center



PARENTS/GUARDIANS AND STUDENTS LIVE WEBINAR ORIENTATION – *Required*

July 9, 2025, 7 pm EDT

- VIPs and faculty present an overview of PreCollege Discovery, the academic curriculum, student commitment and expectations, as well as co-curricular opportunities and student conduct.
- Q&A to follow, and may be emailed after the live webinar to precollege@ringling.edu.
- Email invitations with the webinar link will be sent 3 days prior to accepted students and parent/guardians. The webinar will be recorded and the link provided for review following the live program.

**If you arrive on campus before arrival day,
you are required to seek your own off-campus housing.**

RESIDENTIAL CHECK IN

Sunday, July 20, 2025

- **9 -11 am**

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 Discovery t-shirt and swag.

LUNCH

Sunday, July 20, 2025

Students and Parents Lunch at Cunniffe Commons. 11:30 am-1:30 pm.

Families depart campus by 1:30 pm.

STUDENT ORIENTATION - *Required*

Sunday, July 20, 2025, 2-5 pm

- Overview of PreCollege Discovery resources, academic and co-curricular expectations, recreation and social opportunities, and student conduct.
- The Teaching Assistant provides a campus tour while leading students to the studio or lab where they will attend class on Monday morning.
- Ringling College System Access distribution and sign-in.
- Canvas Learning Management System overview.

STUDENT KICK-OFF

Sunday, July 20, 2025

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



PRECOLLEGE DISCOVERY CLOSING EVENTS

Friday July 25, 2025 - It's a family affair!

- **More details to follow via email**

RESIDENTIAL CHECK OUT

Friday, July 25, 2025, 2 PM

3 pm July 25, 2025 Campus Closes.

You are required to seek your own off campus housing after that time.

PRECOLLEGE DISCOVERY HOUSING: RESIDENCE HALLS INFORMATION

PreCollege Discovery 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. Visit: www.ringling.edu and select "student life" 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.
- ☐ refillable water bottle
- ☐ 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
- ☐ HE 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 Discovery. 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
- ☐ 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 Discovery 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

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 Discovery. 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 DISCOVERY

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 be accessible until curfew. Please keep in mind that Amazon will remove packages that have not been collected after three days.



When completing an 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 the College residence hall rooms or hallways.

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

PRECOLLEGE DISCOVERY ACADEMIC POLICIES AND PROCEDURES ACADEMICS

COURSEWORK EXPECTATIONS

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

- PreCollege Discovery’s Immersion course provides project-based creative experiences that provide students with the opportunity to learn about the practices applied in the majors.
- 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: SAS@ringling.edu

CANVAS LEARNING MANAGEMENT SYSTEM

The Immersion course syllabus and project briefs are accessed through the CANVAS LMS. Upon receiving your College System Access at Student Orientation on July 20, 2025, you will be instructed on 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.

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 scheduled co-curricular PreCollege Discovery events.



- **CELL PHONES MUST BE TURNED TO VIBRATE DURING CLASS.**
Personal communication devices, audiovisual, and 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.
 - 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 Discovery as stated in the attendance policies.

SAVING YOUR FILES AND ASSESSMENTS/RECOMMENDATIONS

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

PreCollege Discovery will provide each student that completes the program successfully a letter of completion.

CLASS SCHEDULE

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

ATTENDANCE/TARDINESS: The 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 Discovery morning classes BEGIN at 9 am ET.*
- *PreCollege Discovery 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 Discovery successfully.
- Excused absence or tardiness may also result in the student being unable to complete PreCollege Discovery 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 Associate Dean of Students for Student Development or the Associate Dean of Students for Housing & Residence

Life.

Excused Absence, Unexcused Absence, and Tardiness

If a student is absent from half of one class without written permission from the Associate Dean of Students for Student Development 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 Discovery 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.

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 the 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 Discovery director.

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 will be clothed in costumes and 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.

LIBRARY

The College's Goldstein Library will be open and available to students of the PreCollege Discovery 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 the College.

ACADEMIC RESOURCES

- Alfred R. Goldstein Library
- Stulberg, Smith, Basch, Thompson, and Skylight Galleries
- Student Crossley Gallery
- Student Access Services (SAS)



- Student Learning Center
Visit www.ringling.edu for more information.

DISABILITY ACCOMMODATIONS

The College 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 to discuss reasonable accommodation options. To schedule an appointment for Access Services, click here: [Student Access Services - Make An Appointment](#)

STUDENT LIFE / RESIDENCE LIFE AND STUDENT SERVICES

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 are considered an integral part of the PreCollege Discovery experience.

STUDENT LIFE introduces students to a multitude of opportunities for engagement through:

- Student Activities
- Diversity and Inclusion
- Fitness Center

Participants have optional use of the Ringling College Fitness Center, which could include hazards that could not be reasonably anticipated or that relate to my student's health and physical capabilities. Reference "Release, Waiver and Indemnification".

- o Free weights, cardiovascular equipment, aerobic/dance studio
 - o Recreational Sports - Equipment Check-out: Basketball, Volleyball, and more
 - o Esports
- Student Recreation
 - o Equipment Check-out: Ping Pong, Billiards, and more
 - o Campus events: Ice breakers, dance, karaoke, movies, and more

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 Discovery 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 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 share 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.
- Greensboro Hall has a large project room on the first floor.
- The building is secured by electronic access control systems, allowing entry to only the residents of each floor/wing.
- 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.

Health and Medical Services

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 Discovery. All SHIP enrolled students will be invoiced \$50 for the plan. Unpaid invoices will automatically be deducted from your residency/damage deposit.

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

In the case of illness or injury, the student must contact his/her Resident Assistant for arrangements. If necessary Taxi/Uber transportation to a medical facility will be arranged and accompanied by a staff member and the transportation cost will be deducted from the student's \$150 damage 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 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 an Associate Dean will notify parents or guardians of any such medical emergencies.

Any PreCollege Discovery 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. Attendance at counseling/medical appointments either on or off campus, or other documentation of a medical condition provided to the health center, is insufficient to grant an excused class absence. For questions about course work or attendance policies, it is the student's responsibility to communicate directly with their faculty member, PreCollege Discovery Director, or



Student Access Services. Excused and unexcused absence may impact the students' ability to complete PreCollege Discovery successfully.

Due to the brief length and nature of the program, the PreCollege Discovery program cannot provide extensive medical treatment or ongoing psychological care. PreCollege Discovery staff cannot administer medication to a student. Students are expected to self-medicate according to their medical providers orders.

Counseling Services

The College does not provide mental health therapy for PreCollege Discovery students. The College does, however, maintain on-campus mental health counseling services during PreCollege Discovery. 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 Discovery students are on a 16 meal-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.

Students seeking alternate dietary arrangements due to medical reasons, should contact Student Access Services at SAS@ringling.edu.

Meals

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

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

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. [Watch how to use the laundry facilities.](#)

Appliances

Hot plates, toasters, air fryers, or anything with an exposed heating element or an open flame are prohibited during PreCollege Discovery. 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 the 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.

FOR YOUR SAFETY

The College 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 student ID at all times.
- Keep your art supplies and digital devices with you.

Equipment Check Out

Cleaning supplies, videos and games are available at the SALD office. Checkout requires a valid PreCollege Discovery ID card in order to use the equipment.

INSTITUTIONAL POLICIES

**Smoke-Free**

The College maintains a smoke-free program for PreCollege Discovery, which includes all PreCollege Discovery faculty, staff and students. The use or possession of any tobacco products by any PreCollege Discovery 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, pepper spray, 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 the 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 or \$150 commuter 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.
-

CODE OF STUDENT CONDUCT

Residential Students Leaving Campus

Due to the brief and intensive nature of PreCollege Discovery, leaving during the program or inviting guests to campus is not permitted, barring an extenuating circumstance. We work diligently to maintain a safe and healthy community for PreCollege Discovery. If an exception is granted, students may not leave campus, even with family members, without prior permission of the PreCollege Discovery Director.

PreCollege Discovery students are strictly prohibited from:

- Tobacco use of any kind, *including e-cigarette, vaping devices, and loose or pouched nicotine*, is strictly prohibited during PreCollege Discovery.
- Use skateboards, bicycles, cars or other motor vehicles (moped or motorcycles, etc.).
- For safety and liability reasons, **PreCollege Discovery residential students are not permitted to use or ride in private cars** or other motor vehicles (mopeds, motorcycles, etc.) during the program. If a residential student drives a motor vehicle to the PreCollege Discovery program, it will remain parked in a patrolled 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.

Open Flames

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

Quiet Hours

Residence hall quiet hours are minimally from 11:30 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 the 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 College 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 Discovery Program Director and/or PreCollege Discovery 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 Discovery 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.

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 Discovery 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

PreCollege Discovery Appearance and Materials Release

Please refer to the FERPA Form Part I: Directory Information.

Information included in the Handbook is correct at the time of publication and may be subject to change without notice. Updates will be posted online www.ringling.edu/precollegediscovery.

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