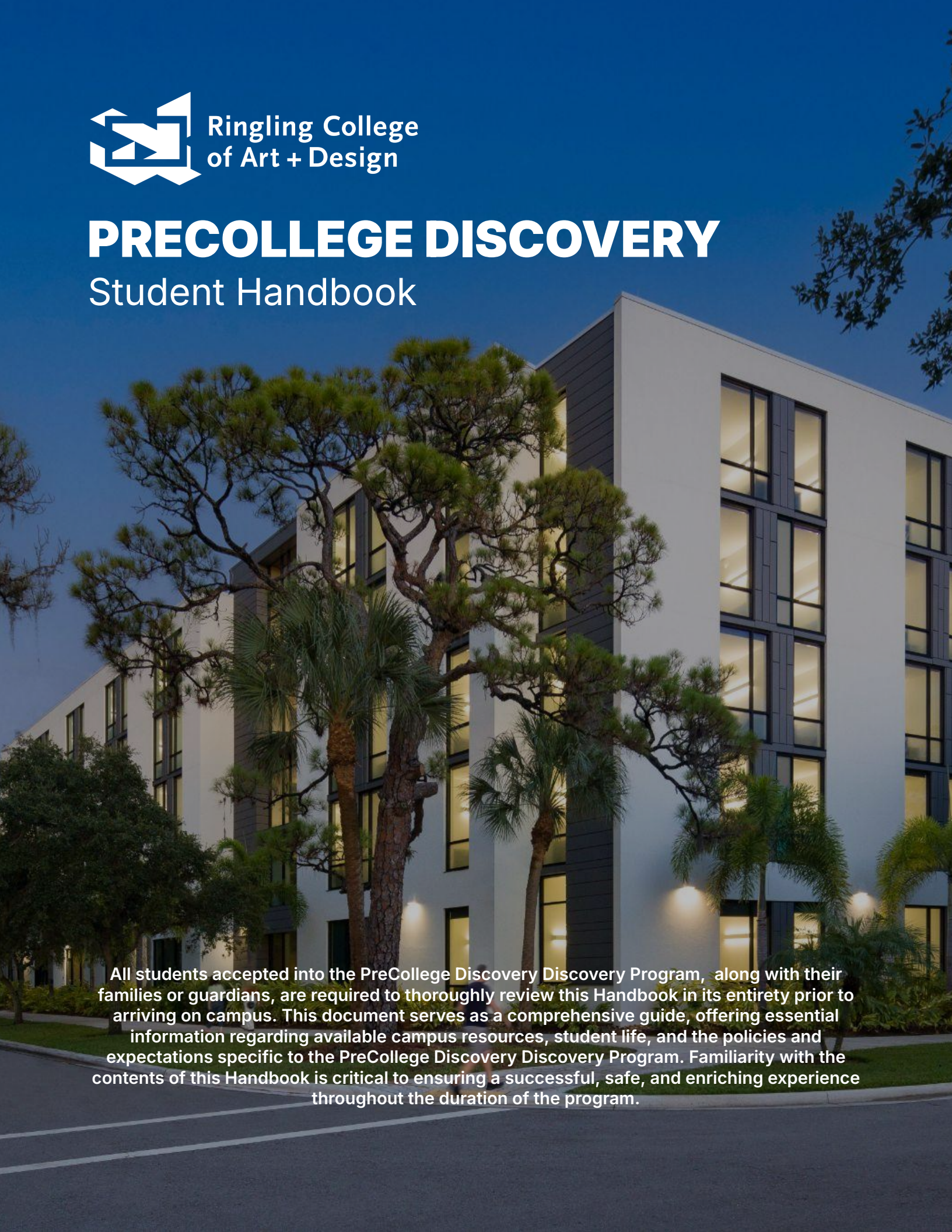
Ringling College of Art + Design

PRECOLLEGE DISCOVERY

Student Handbook



All students accepted into the PreCollege Discovery Discovery Program, along with their families or guardians, are required to thoroughly review this Handbook in its entirety prior to arriving on campus. This document serves as a comprehensive guide, offering essential information regarding available campus resources, student life, and the policies and expectations specific to the PreCollege Discovery Discovery Program. Familiarity with the contents of this Handbook is critical to ensuring a successful, safe, and enriching experience throughout the duration of the program.



QUICK INFORMATION

CONTACT

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

precollege@ringling.edu
Please use this email address for all communications.

ADDRESS

Mailing and Shipping Address For Students:

Student Name
Ringling College of Art and Design
ATTN: PRECOLLEGE DISCOVERY
1130 Greensboro Lane
Sarasota, FL 34234-5895

Ringling College PreCollege Discovery
2700 North Tamiami Trail, Sarasota, Florida 34234-5985



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COMMUNICATIONS ESSENTIALS

Students and parents must save the following emails in your contacts to assure all emails are delivered to you and not diverted to your spam folder. Do not miss updates and important financial aid information.

precollege@ringling.edu | scs@ringling.edu | admissions@ringling.edu

TUITION AND FEES

Program Total	$2,310
Tuition, Room & Board	$1,660
Program Tuition Deposit	$500 due upon acceptance
Refundable Security and Incidentals	$150

Total Due (excluding tuition deposit) May 10, 2027: $1,810

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 DISCOVERY REFUND POLICY

Formal withdrawal notification must be made in writing (email) to precollege@ringling.edu.

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

May 15:	100% refund
May 16-May 31:	100% refund minus the $500 tuition deposit
June 1:	Refund is not available



PRECOLLEGE DISCOVERY HOUSING

STUDENT HOUSING OVERVIEW

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 Housing for more information.

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.)

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

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.



ACADEMIC POLICIES AND PROCEDURES

COURSEWORK EXPECTATIONS

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

- PreCollege Discovery's courses provide 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.

CANVAS LEARNING MANAGEMENT SYSTEM

The course syllabi and project briefs are accessed through the CANVAS LMS. Upon receiving your College System Access at Student Orientation, you will be instructed on how to access your course information when each course opens.

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 results 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.

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.

- 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 whenever possible.

Based on the nature of the program, a student who misses two class days may have to withdraw from the program. 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 PreCollege Discovery Director at precollege@ringling.edu.

EXCUSED ABSENCE, UNEXCUSED ABSENCE, AND TARDINESS

Students who repeatedly miss class without written permission from the PreCollege Discovery Director 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.

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 10 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.

SPECIAL CONCERNS IN A CLASS

In the case of a special problem or concern with a course, fellow student, or staff member, students should inform their teaching assistant and/or professor. If the problem cannot be resolved by a professor, students are encouraged to contact the PreCollege Discovery Director at precollege@ringling.edu.

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.

STUDENT ACCESS SERVICES

Student Access Services (SAS) works collaboratively with faculty, staff and students to ensure that appropriate accommodations, services, resources and referrals are made that provide equity both in the academic environment and in campus life. SAS works with all campus resources to ensure that equitable and inclusive learning environments and campus participation is a shared responsibility of the campus community.

If you have a disability of any kind and are requesting academic or residential 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, Volunteerism and Community Service, Leadership Initiatives, Diversity and Inclusion.

The Fitness Center includes Free weights, cardiovascular equipment, aerobic/dance studio, *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".*

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.

HEALTH AND MEDICAL SERVICES



The 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 Discovery. 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. 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, they will automatically be enrolled and required to purchase for coverage for the duration of PreCollege Discovery. All SHIP enrolled students will be invoiced $200 for the plan. Unpaid invoices will automatically be deducted from your residency/security and incidentals 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. When SMH services are not available on campus, 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 $300 security and incidentals deposit or $150 commuter security and incidentals deposit. If for any reason a security and incidentals 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.

LAUNDRY FACILITIES

Laundry facilities are free and located on each wing in Goldstein Hall. Students must bring their own laundry detergent. Report mechanical problems to Student Life via your Resident Assistant. Watch how to use the laundry facilities.

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.

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.



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.



INSTITUTIONAL POLICIES

SMOKE-FREE CAMPUS

The College maintains a smoke-free program for PreCollege Discovery that applies to all faculty, staff, and students. PreCollege Discovery students are prohibited from using or possessing tobacco products, including e-cigarettes, vaping devices, and tobacco pouches. Federal law also prohibits individuals under the age of 21 from purchasing or using tobacco products

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

An official Ringling College photo ID is issued during Check-In and must be worn on its lanyard at all times while on College property or during College trips. Your ID grants access to your residence hall, allows you to check out books and materials from Goldstein Library, provides evening and weekend access to many academic buildings, and is required for all meals at the dining hall. If your ID is lost, a replacement fee of $100 will be deducted from your residence/security and incidentals deposit.

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 Residence 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.



SECURITY AND INCIDENTALS 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 $150 security and incidentals 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.

RESIDENCE 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

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.

RESIDENTIAL STUDENTS LEAVING CAMPUS & PARENT VISITATION

Due to the brief and intensive nature of PreCollege Discovery, barring an extenuating circumstance, students are prohibited from leaving campus or inviting guests to campus.

GUESTS

During PreCollege Discovery, only same sex assigned at birth PreCollege Discovery 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 Discovery immediately without refund.

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.

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

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 preferably for students to 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 must have a plan should the College need to close and evacuate.

Families can review the college's Emergency Response Plan here: EMERGENCY RESPONSE PLAN

RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS

PRECOLLEGE 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/precollege.



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