

SCIARC

2016 – 2017
Student Handbook



sciarc.edu

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SCI-Arc's *Student Handbook* is a living document, and as such, SCI-Arc reserves the right to revise, add or delete information in this handbook at any time. Therefore, changes to the *Student Handbook* may be distributed after this initial posting. In addition to the *Student Handbook*, students should consult the *IT Handbook* and any other student policy documents.

Regular updates are available at www.sciarc.edu.

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INTRODUCTION

Welcome to the Southern California Institute of Architecture.

SCI-Arc is a center of innovation and one of the nation's few independent architecture schools. We are dedicated to educating architects who will imagine and shape the future. Located in a quarter-mile-long former freight depot in the Arts District in Downtown Los Angeles, SCI-Arc is distinguished by its vibrant studio culture and emphasis on process.

We offer students a unique experience as they pursue undergraduate and graduate degrees. Our approximately 500 students and 80 faculty members—most of whom are practicing architects—work together to re-examine assumptions, create, explore and test the limits of architecture.

SCI-Arc is always expanding and raising its ambitions. This has been the goal since 1972 when we first opened in Santa Monica. Now is not the time to ease off the gas pedal and relax. Rather, now is the time to accelerate. The scope of what SCI-Arc represents and offers to the world should keep multiplying. In the global economy, design matters like never before, and with the core strengths we have carefully built, we have the capacity to astonish the world by showing it all the different ways in which design can transform it. As we have always done, we keep our finger on the pulse but we stay a step ahead.

SCI-Arc is an institute and not a university—that is one of our many, unique strengths. We are not constrained by stubborn bureaucracy, and we are not the preservationists of traditional forms of knowledge. We are capable of rapidly moving into territories and are capable of changing with the world. We are not required to be separated from the world, nor are we required to be in it. We entangle ourselves in complex ways and have the luxury of writing our own rules of engagement.

With this agility, we can rewrite the rules of research and how our faculty and students engage the world.

The century ahead will introduce many challenges we cannot possibly envision in advance and yet must solve as soon as they arrive. We have no choice but to imagine them, to model them, to prototype our responses (Sen. William Fulbright once said, “We must dare to think about ‘unthin-kable things’ because when things do become ‘unthinkable’ thinking stops and action becomes mindless”). Yet no matter how alien our world may come to seem, our adaptations and interventions will be

based on some fundamental questions that persist no matter how many times we think we have answered them.

As we accelerate into the coming years, I think it is important to keep thinking about the mission of SCI-Arc. The ethics of architecture is something about which we have a lot to say. As we maintain our leadership in the field, we need to redouble our efforts in communicating our principles. I don't think it is enough to just focus on what we can do. We also need to consider what we should do. The ethical questions of architecture are poignant for an institute so dedicated to innovation. It isn't hyperbole to posit that the very existence of architecture as a profession and as a way of thinking and knowing is at stake. Architecture needs its own heroes, but more importantly the situation needs architects to take on that position and to conjure images of what the world might become. That is a role that no crisis can take away.

We experiment and keep taking risks to remake the real. Nothing defines the real like architecture does. And because of this, architecture needs to have an understanding of its own uncertainty. All the things that we do and will do should be aware of this important mission.

Architecture is an act of optimism; we look forward to your contribution to this collective, evolving, form of knowledge that is SCI-Arc.

— Hernan Diaz Alonso, Director / CEO

2016-2017 ACADEMIC CALENDAR

August 1

- Fall 2016 registration available to students (subject to change)
Arrangement for full tuition must be made in order to register for Fall 2016

August 17–September 2

- Summer break

August 21–August 29

- Introduction to Digital Design

August 31–September 2

- Orientation for new students

September 2

- Deadline for Summer 2016 grade appeals
- Deadline for submitting waiver requests to appropriate Department Heads

September 5

- Labor Day (all school holiday)

FALL TERM

September 6

- Fall 2016 term begins

September 7

- Vertical Studio Lottery

September 9–11

- Graduate Thesis presentations

September 11

- Graduation

September 12

- Fall 2016 Add/Drop period ends
- Last day to register for Fall 2016 term

September 23

- All “Incompletes” without extensions from the Summer 2016 term change to “Credit” or “No Credit”

October 17–28

- Mid-Term reviews/presentations for the Fall 2016 term

FALL TERM
(continued)

November 21

- Spring 2017 registration available to students (subject to change)
Arrangement for full tuition must be made in order to register for Spring 2017

November 24–25

- Thanksgiving Day holiday (all school holiday)

December 5–16

- Final reviews/presentations for the Fall 2016 term

December 16

- Last day of Fall 2016 term

December 19–January 6

- Winter break

January 2

- Undergraduate and Graduate gateway portfolio review deadline
(Required for admission into 3GB/3GBX studio for the Spring 2017 term)

January 6

- Orientation for new students
- Deadline for submitting waiver requests to appropriate Department Heads
- Deadline for Fall 2016 grade appeals

SPRING TERM

January 9

- Spring 2017 term begins
- Vertical Studio Lottery

January 13

- Add/Drop deadline for Spring 2017 term

January 16

- Martin Luther King, Jr. Day (all school holiday)

January 27

- All “Incompletes” without extensions from the Fall 2016 term become “Credit” or “No Credit”

February 20–March 3

- Mid-Term reviews/presentations for the Spring 2017 term

March 27

- Online registration for Summer 2017 begins (subject to change)
Arrangement for full tuition must be made to register for Summer 2017

SPRING TERM
(continued)

April 10–21

- Final reviews/presentations for the Spring 2017 term

April 21

- Last day of Spring 2017 term

April 24–May 12

- Spring Break

May 5

- Deadline for Spring 2017 grade appeals.

SUMMER TERM

May 15

- Summer 2017 term begins

May 19

- Last day to officially Add/Drop classes
- Last day to register for Summer 2017 term

May 19

- Undergraduate and graduate gateway portfolio review deadline
(Required for admission into 3A, 5A and 2GA studio for the Fall 2017 term)
- All “Incompletes” without extensions from the Spring 2016 term become “Credit” or “No Credit”

May 29

- Memorial Day (all school holiday)

June 19–July 15

- Design Immersion Days Program

June 26–August 11

- Transfer Seminar

July 10–August 4

- Making + Meaning Program

July 31–August 11

- Final reviews/presentations for the Summer 2017 term

August 11

- Last day of Summer 2017 term

Procedures and Academic Policies

The academic year at SCI-Arc is divided into three terms: fall, spring, and summer. Important deadlines are printed in the academic calendar but students should check regularly for official notices posted on my.sciarc.edu (SCI-Arc's intranet) and around the school. Important school-related information is also sent out via email, and it is the student's responsibility to check his or her SCI-Arc email on a regular basis.

ACCREDITATION

The professional degrees awarded by the Southern California Institute of Architecture (SCI-Arc), the B.Arch and M.Arch (offered through the M.Arch 1 and M.Arch 2 programs), are accredited by the National Architectural Accrediting Board (NAAB) and the Western Association of Schools and Colleges (WASC).

NAAB Accreditation

Next NAAB accreditation
visit for all programs: 2018

The NAAB states that: In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Master's degree programs may consist of a preprofessional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

The NAAB Conditions of Accreditation, including Student Performance Criteria, are accessible at www.naab.org or on the SCI-Arc website at <https://sciarc.edu/institution/accreditation/>

WASC Accreditation

Next WASC accreditation
visit for all programs: 2024

SCI-Arc is also accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001, www.wascsenior.org.

Institutional and academic amendments undertaken in support of these accreditations may be viewed on my.sciarc.edu, the institute's intranet. The SCI-Arc Portal is a digital meeting place for SCI-Arc's community.

ADMISSIONS

SCI-Arc seeks applicants who demonstrate interest, ability, and academic achievement that reveal potential for the study of Architecture. SCI-Arc admits students into a particular degree program or as visiting students who do not wish to matriculate.

Undergraduate Admission

The undergraduate program at SCI-Arc is a full-time five-year (ten-term) professional Bachelor of Architecture (B.Arch) program, accredited by the National Architectural Accrediting Board (NAAB). The undergraduate program admits approximately seventy students per year. Students may apply directly from high school or may transfer from two- or four-year undergraduate programs. Applications for first-year placement are accepted for the fall term only; applications for advanced placement are accepted for the fall and spring terms. Students who have completed general, non-architecture coursework at other two- or four-year colleges may only apply for placement in the first year of the B.Arch program. This includes students who have completed associate degrees (A.A. or A.S.) in disciplines other than Architecture. Students may only apply for Advanced Placement if they are currently enrolled in or have previously completed at least one architectural design studio. Admission to the undergraduate program is competitive, and admissions decisions are based on the applicant's creative portfolio, personal statement, academic record, and letters of recommendation. A GPA of 3.0 or higher is recommended.

Advanced placement for transfer students from other Architecture programs is not guaranteed, but is determined by the Admissions Committee upon review of the applicant's portfolio of architectural and creative work, the number of architectural design studios previously completed, their personal statement, academic standing, and letters of recommendation. Students who begin studies in the B.Arch program with advanced standing (1B studio placement or higher) may be required to complete additional prerequisite seminars/ workshops at SCI-Arc before advancing to the next studio level. Upon matriculation, all course requirements must be completed at SCI-Arc.

Graduate Admission

Students are admitted into the graduate programs in the fall term only. Admission is determined by a review of the applicant's portfolio of architectural and creative work, personal statement, letters of recommendation and academic record. SCI-Arc offers the following graduate programs:

M.Arch 1

A three year (seven term) professional Master of Architecture (M.Arch) program is accredited by the National Architectural Accrediting Board (NAAB) and open to applicants who hold a bachelor's degree or equivalent in any field of study other than architecture. This program requires full-time attendance for the fall and spring terms of the first two years, and the fall, spring and summer terms of the final year.

Recommended (and in some cases required) preparatory course for M.Arch 1: *Making + Meaning: The Foundation Program in Architecture*, offered during the summer term.

Applicants with prior graduate-level architectural experience may be eligible for advanced placement into the second year of the M.Arch 1 program. Advanced placement is not guaranteed, but is determined by the Admissions Committee upon review of the applicant's portfolio of architectural and creative work, the number of architectural design studios completed, their personal statement, academic standing, and letters of recommendation.

M.Arch 2

A two-year (five-term) professional Master of Architecture (M.Arch) program is accredited by the National Architectural Accrediting Board (NAAB) and open to applicants with a minimum of a four-year degree in Architecture (B.Arch, or B.A. / B.S. in architecture), or its equivalent abroad. This program requires full-time attendance for the fall and spring terms of the first year, and the fall, spring and summer terms of the final year.

Prerequisite course for M.Arch 2, and for advanced placement into the M.Arch I program: Introduction to Digital Design (IDD), a week-long preparatory workshop offered in late August prior to the start of the fall semester.

Postgraduate Admission

Students are admitted into these programs in the fall term only. Admission is determined by a review of the applicant's personal statement, letters of recommendation, academic record, and portfolio of architectural and creative work. SCI-Arc's EDGE Center for Advanced Studies in Architecture, offers four one-year postgraduate degree programs:

Architectural Technologies

SCI-Arc EDGE, Architectural Technologies is a one-year (three term) postgraduate degree program leading to a Master of Science in Architectural Technologies. After nearly three decades of radical innovations that have utterly transformed the way architecture is designed and built, the Architectural Technologies program aims to establish a new technological discourse for architecture. An open-ended platform for practical training and theoretical research, the Architectural Technologies program builds on SCI-Arc's well-established international reputation for technological innovation in architectural design.

Design of Cities

SCI-Arc EDGE, Design of Cities is a one-year (three term) postgraduate degree program leading to a Master of Science in the Design of Cities. Urban design has been in the past an ambiguous practice caught between the bureaucratic and policy oriented practices of urban planning and the built scales of architecture's design practices. Despite its ambiguous mission, how cities are to be designed remains the most important and most difficult challenge facing architecture. Most of the world's population now lives in cities; we are witnessing an astonishing and unprecedented process of urbanization on a planetary scale. The sheer complexity of this massive movement has put into question the validity of traditional urban design concepts, and it is increasingly urgent for architects to think about how cities should be designed.

Fiction and Entertainment

SCI-Arc EDGE, Fiction and Entertainment is a one-year (three term) postgraduate degree program leading to a Master of Arts in Fiction and Entertainment. For nearly one hundred years, Los Angeles has been the city where the most captivating forms of fiction and entertainment have been manufactured for the world. This will also be the city where the meaning of fiction and entertainment will transform and mutate in the next one hundred years. Though architects have flirted with fiction and entertainment industries in the past, the future may require a greater degree of commitment as the role of fiction and entertainment practices in the world becomes more complex and more embedded in our environments.

Design Theory and Pedagogy

SCI-Arc EDGE, Design Theory and Pedagogy is a unique one-year (three term) postgraduate degree program leading to a Master of Science in Design Theory and Pedagogy. The program is highly competitive and requires a terminal degree in architecture for admission (B Arch, M Arch, or equivalent).

Advanced Placement for Transfer Students

Advanced placement is not applicable to the M.Arch 2, SCI-Arc EDGE programs.

Also see Transfer of Credit section.

Application Deadlines

Spring 2017

B.Arch (Spring enrollment, advanced placement only): October 1, 2016

Fall 2017

M.Arch 1: December 15, 2016

M.Arch 2: December 15, 2016

B.Arch (first year placement): January 15, 2017

SCI-Arc EDGE: January 15, 2017

B.Arch, advanced placement only: May 1, 2017

All application materials must be received by the Admissions office by the appropriate deadline. Late applications are considered on a case-by-case basis.

Application Materials

All applications must include the following materials:

- Completed online application form
- \$85 application fee
- Personal Statement
- Résumé or curriculum vitae
- Three letters of recommendation
- Academic transcripts
- Portfolio of creative work

-
- Test scores, if applicable (SAT or ACT, GRE)
 - TOEFL or IELTS (for international students only)

Application Procedures

All applicants must first submit the online application form and application fee prior to submitting all other required supplemental application materials. These materials must be submitted electronically through SlideRoom (<https://sciarc.slideroom.com>).

For more information on application materials, please refer to the **Application Procedures page in the Admissions section of the SCI-Arc website**, available at www.sciarc.edu or contact the Admissions Office.

Portfolio

All applicants are required to submit a portfolio of creative work. Portfolios should consist of a minimum of 15 pieces of creative work. Portfolios will need to be submitted to SCI-Arc electronically through SlideRoom. Hard copy portfolios will NOT be accepted. Specific portfolio requirements for each program can be found on SlideRoom.

Notification of Acceptance

Undergraduate applicants applying for the fall semester will be notified on a rolling basis between the months of March and June. Undergraduate applicants applying for the spring semester will be notified on a rolling basis between mid-October and mid-November. Graduate applicants will be notified of their admission status between the months of March and April.

Students who accept SCI-Arc's offer of admission are required to submit a non-refundable deposit, which reserves them a place in the entering class. This deposit will be applied toward tuition for their first semester at SCI-Arc.

Those students who are required to enroll in the pre-requisite workshop "Introduction to Digital Design (IDD)" will also be required to submit an additional non-refundable enrollment deposit to reserve their place in the entering class and cover the cost of the IDD workshop.

International students are required to submit an additional tuition deposit along with other international documentation in order to begin the I-20 process. If the enrollment deposit is not received by the appropriate deadline, the applicant may forfeit their place in the entering class.

Waiting List Placement

Applicants placed on the waiting list will be notified on a rolling basis as positions become available in the entering class.

SCI-Arc reserves the right to withdraw any offer of admission to an applicant who has misrepresented themselves or provided inaccurate / false information as part of the application process

Those students required to enroll in Making + Meaning, TransferStudio, or the ESL Workshop prior to beginning the Fall semester will be required to submit an additional non-refundable deposit.

Admission Appeals

Undergraduate applicants that applied for advanced placement and have been accepted to SCI-Arc may appeal their studio placement by submitting an official appeal request in writing to the Admissions Office. All official requests must be submitted to the Admissions Office no later than June 15th. Appeals should be addressed to the Undergraduate Program Chair and must include additional portfolio work. An additional letter of recommendation and/or resume may also be submitted on the student's behalf. Appeals will then be reviewed and the applicant will receive written notification of the appeal decision.

Admission Deferment

Students accepted to SCI-Arc may defer their acceptance for up to one academic year. In order to defer one's acceptance, a non-refundable deposit and an official request explaining the reason for deferment must be submitted to the Admissions Office by the appropriate deadline stated on the official acceptance documents. An official letter confirming the student's request to defer their admissions will be mailed to the student within 30 days of submitting their request. Any deferment requests received after the deadline are subject to approval by the Admissions Office. If an applicant fails to enroll at SCI-Arc in the following year, he/she must then reapply for admission in the following year. Applicants initially offered a position on the waiting list will not have the option to defer their acceptance and must reapply if they wish to be considered for admissions in the following year.

International Students

Citizens from other countries are admitted to the school on exactly the same basis as citizens of the United States. All application materials must be submitted in English. Transcripts must be officially translated into English **and** be evaluated by a credentials evaluation agency.

English Proficiency

All international students, with the exception of those applicants who have completed their secondary education in an English-speaking school or those who have completed at least two years of study at an English speaking university, are required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The minimum score required is 92 in the internet based TOEFL, or a 7.0 band score on the IELTS. Accepted applicants who do not meet these minimum requirements will receive a conditional acceptance and will be required to enroll in SCI-Arc's four (4) week ESL workshop prior to the start of the fall term. All accepted international students whose test scores meet the minimum test requirements or whose TOEFL/IELTS requirement has been waived, will be contacted via phone by SCI-Arc's ESL faculty to ensure their language skills are sufficient for the degree program they are entering. Student's whose current level of English language skills do not meet our minimum requirement, will be required to enroll in SCI-Arc's four (4) week ESL workshop prior to the start of the fall program.

Finances for International Students

To ensure students from other countries will not have financial difficulties after they have begun their studies at SCI-Arc, the United States Citizenship and Immigration Services (USCIS) requires that international students certify that they have the necessary funds available to cover tuition and living expenses while studying in the US. The I-20 will be issued when the completed certification form is submitted and the required international deposit is paid. Certification is required for the first year of study only. Information regarding this process will be provided to all accepted international students along with their official acceptance documentation.

Curricular Practical Training (CPT)

Curricular Practical Training authorizes employment when it is required as an integral part of the academic program for which academic credit is given. CPT is recorded as units toward a degree. A student cannot take more than 6 units of CPT (equivalent to two courses), please see Courses and Degree Requirements, section 2.0.

Curricular Practical Training (CPT) allows eligible F-1 students to engage in paid internship/employment which is related to and is an integral part of the major field of study. CPT is authorized by the International Advisor (IA) only. Students are allowed 2 (two) CPT Internships while in a program of study at SCI-Arc. Each Internship will be awarded 3 (three) units of credit once successfully completed.

- CPT employment must be a supervised, temporary position.
- CPT can be authorized for part-time (less than 20 hours per week) or full-time (more than 20 hours per week).

Eligibility:

Students must meet all of the following requirements:

- Be in lawful F-1 status and have been lawfully enrolled on a full-time basis for at least 1 full academic year prior to the proposed CPT start date
- Have a job offer
- Submit the required paperwork by the end of the Add/Drop period for which you are requesting it

Important Points:

- 12 or more months of full-time CPT makes the student ineligible for post-completion OPT at the same educational level. Part-time CPT does not affect eligibility for post-completion OPT; however, the student must continue full-time enrollment while doing part-time CPT unless working during the summer (or authorized) vacation.
- Students must obtain a new authorization in advance to change employers or extend your CPT.

- The student will obtain 3 units of credit upon successful completion of the internship and a final letter from the employer is submitted.
- If during the summer term, the student is enrolled only in an Internship, he/she will not be required to pay the normal seminar tuition but will be required to pay SCI-Arc administration fees.

To make a request, students should submit the following documents to the IA:

- An I-538 form with Section A completed and signed by the student
- A letter from the Academic Counselor (AC) stating that the employment is for credit. This is in addition to the IA's approval of the employment and is verified by the AC for elective/internship credit on the degree checklist
- A letter from the employer stating the name of the firm, beginning and ending dates of the position, job description and whether the job will be full or part-time

Students may not start work until the international advisor (IA) authorizes them to engage in CPT. The IA will update the I-20 with the information when all paperwork is finalized. CPT must be applied for before the end of the Add/Drop period (the first week of the term).

REGISTRATION POLICIES

Online Registration

Registration for classes is done online by accessing my.sciarc.edu. Students are expected to enroll in a full load of classes throughout their curriculum at SCI-Arc. Exceptions are made during the summer term, where students are allowed to enroll in individual studios and seminars and pay tuition accordingly. Enrollment must be completed during the prescribed enrollment period. All core graduate students (1GA to 2GB) and all undergraduate students (1A to 5B) must see the Academic Counselor at their appointed times before they will be allowed to register online. Typically, registration opens approximately 30 days prior to the beginning of each term (refer to the Academic Programs section for course requirements). Please note that students in poor standing, or who are on academic or financial aid warning, cannot register online and must register with the Academic Counselor or Registrar in person.

Students must print and keep a copy of their registration for verification purposes. Online registration is binding. By enrolling online, the student agrees to comply with and accept the policies and procedures as described in this handbook.

Course and Credit System

SCI-Arc operates on a semester system with two 15-week semesters per academic year. SCI-Arc credit hours are compliant with federal regulation (CFR Section 600.2)

Credit hours at SCI-Arc are recorded in course units. In order to complete degree requirements on time, students should take a minimum of one Design Studio (6 units) and three seminars (3 units each) per term. Workshops (1-2 units) are offered periodically. Eighteen (18) units is the maximum number a student can carry before they are charged for additional units. (An exception is made for the 19 units required for students enrolled in the first 3 terms of the undergraduate program). Thesis Design Studio in the final semester in both undergraduate and graduate programs is 9 units and is considered full time. Below is a description of typical courses and unit loads:

Seminars (3 units); lecture format meets 3 hours per week.

Design Studios (6 units); all students have their own workspaces organized into groups of 12-15 students per instructor, meeting three days a week (MWF) from 2:00 – 7:00pm. The 15 hours per week of Design Studio class times are a mix of; one on one student/instructor desk critiques, periodic lectures, individual student work time, and at least one group pin-up design critique per week on average.

Thesis Design Studio (9 Units)*; while similar to the design studio breakdown of meeting times, is a more robust and time intensive period for students as they self direct their research with a specific advisor towards a final design project. Reviews are augmented with outside critiques and special advisors, lectures, and at times symposia. The final review presentations of thesis typically extend to a weekend and include visiting instructors from around the world.

The Credit Hour Policy is periodically reviewed through the offices of the Director of Academic Affairs, Undergraduate and Graduate Program Chairs, Academic Curriculum Coordinators. The policy is also reviewed through meetings of the Curriculum Committees for each academic program, annual Faculty Retreats, and quarterly Academic Council Meetings.

*** Students enrolled in the final thesis semester of the B Arch and M Arch programs are considered enrolled fulltime at 9 units.**

Add/Drop Procedure

Students can change courses by completing the Add/Drop process online during the first 7 calendar days of each term (period subject to change). Students may access their course schedule via my.sciarc. If the student fails to drop a course within the prescribed time limit, a permanent no credit (NC) for that course will be recorded on the student's transcript. During the core sequence, students are expected to maintain a full course load. Students taking more than 18 units are required to get approval from the Academic Counselor and the program chairs.

After the first week, and up until the 13th week of the term, students may withdraw from a course. To withdraw from a course, students must obtain an Add/Drop form from the Academic Counselor and return it to the Academic Counselor by the 13th week of the term. A withdrawal (W) is recorded on the transcript.

Students are eligible for a partial refund of their tuition fees only if they reduce attempted credits following the Add/Drop period with approval from the Undergraduate or Graduate Program Chairs prior to the 38th day of term. Refunds are calculated as set forth in the tuition refund policy located in the Financial Aid section of this handbook.

Also see Tuition Refunds section.

Students must visit the Financial Aid office in order to understand how their financial aid package will be impacted by adding and dropping courses.

Auditing a Course

Students who wish to attend a class without working for or expecting to receive formal credit may register to audit the course. Only upper division students may audit courses and only one course per term is permissible. Students who audit a course may not participate in class, do not take examinations, and do not submit papers. Students may only audit seminar courses; students may not audit design studios. Students must gain permission to audit a course from the course instructor and may not register to audit a course until the first day of classes in order to give priority to students needing to take the course for credit. Students may not attend any course without officially registering for either credit or audit. Students may not change an audit class to credit after the Add/Drop period (the first week of classes) and all audit courses must be approved through the Registrar.

Leave of Absence/Withdrawal

Upon the satisfactory completion of any term, a student who is in good standing is eligible to take a leave of absence for up to two years with the approval of the Registrar, Academic Counselor and Program Chair. Students on Leaves of Absence are assured readmission to resume their studies from the point at which they were interrupted as long as it is within two years and they return to the original program of study. The student's tuition rate code will remain unchanged so long as they return within the two year period.

Completion of the B.Arch degree requires 171 units. Students need 111 units to complete the M.Arch 1 degree, 75 units to complete the M.Arch 2 degree, and 45 units to complete the EDGE programs.

The Registrar or Academic Counselor must receive notification no later than four months prior to the start of the term in which students intend to resume their studies. Post-Professional students must receive approval from the Graduate Program Chair regarding any leave of absence request. All students seeking a leave of absence must interview with the Academic Counselor before they are authorized to leave. In addition, students are encouraged to seek advice from the Academic Program Chairs or faculty regarding any possible Leave of Absence or withdrawal.

Students who fail to register for the next regular academic term following a leave of absence (maximum 2 years) will be withdrawn automatically at the end of the final Add/Drop period for the leave of absence deadline. Any student, who has been withdrawn, must re-apply through the admissions office. The re-admitted student will be subject to the incoming "New Student" tuition rate for the new academic year.

Information regarding SCI-Arc's Tuition Refund policy relating to Leave of Absence/Withdrawals can be found in the Financial Information section of this Student Handbook.

Undergraduate Transfer of Credit

Transfer students at SCI-Arc come from a variety of educational backgrounds, including colleges and universities, as well as community and city colleges. Their fields of study range from liberal arts programs with no experience in architecture to one or more years of architectural design experience.

Students are encouraged to complete their Liberal Arts courses at SCI-Arc once enrolled.

Exceptions for Liberal Arts courses taken outside of SCI-Arc can only be made with approval from the Liberal Arts coordinator.

First Year Placement Transfer

Students who have completed general, non-architecture courses at other two- or four-year colleges may only apply for placement in the first year of the Bachelor of Architecture (B.Arch) program. These include students who have completed associate degrees (A.A. or A.S.) in disciplines other than architecture.

Advanced Placement Transfer

Advanced placement for transfer students from other architecture programs into SCI-Arc's B.Arch program is not guaranteed, but is determined on a case-by-case basis on review of the applicant's portfolio of architectural and creative work, the number of architectural design studios completed, and their personal statement, academic standing, and letters of recommendation. Students who begin their studies in the B.Arch program with advanced placement (1B studio placement or higher) may be required to complete additional prerequisite seminars at SCI-Arc before advancing to the next studio level.

Transferring Liberal Arts / General Education Credits

SCI-Arc is known for its innovative and cutting-edge approach to education. As such, it is uncommon to find direct alignment of our design studios with those at other colleges.

The SCI-Arc undergraduate curriculum contains 45 units of liberal arts. We encourage prospective students to review the curriculum and read the Liberal Arts (LS) course descriptions. All transfer courses are subject to review and approval. To review a course for transfer credit we require a B or better grade in the course, a course syllabus, and samples of coursework.

SCI-Arc has articulation agreements with several colleges. If your school is not listed in the SCI-Arc Articulation Agreements document, please use the SCI-Arc Course Equivalent Matrix as a reference.

Students who have completed or are in the process of completing college-level coursework that does not include architectural design studios must apply for first-year placement in the B.Arch program.

We strive to accept as much transfer credit as is possible with the understanding that it is in the student's best interest to complete their studies without additional delays or expense. Liberal Arts courses are therefore not guaranteed to transfer. Students looking to transfer Liberal Arts courses to SCI-Arc should review the SCI-Arc Course Equivalent Matrix posted on SCI-Arc's website.

Also see Courses and Degree Requirements section.

Waiver of Required Courses

A required course may be waived upon determination that the coursework was adequately covered by previous college work. Graduate students must replace waived courses with either core or elective classes approved by the Academic Counselor and study area coordinator. Course waiver forms are available from the Academic Counselor and must be approved by the program.

Students forfeit the opportunity to waive a required course once he/she has enrolled and attended the particular course (following the add/drop period). At that point specific courses must be completed and passed at SCI-Arc.

Residency

Residency is required for the last two terms of each program. The undergraduate program consists of ten terms of full-time study. Applicants accepted with advanced placement are individually placed according to previous academic and design work. A minimum of four terms of full-time study or residency must be completed at SCI-Arc to receive a Bachelor of Architecture degree. A minimum of six terms of full-time study is required to receive a Master of Architecture degree in the three-year graduate program. A minimum of four terms of full-time study is required to receive a Master of Architecture degree in the two-year graduate program. Residency is required for the entire duration of each SCI-Arc EDGE postgraduate program in order to receive a degree.

GRADING AND ACADEMIC PROGRESS

Grading

SCI-Arc employs a narrative grading system, as follows: credit with distinction (CR+), credit (CR), marginal credit (CR-), conditional credit (CCR), no credit (NC), incomplete (I) and withdrawal (W).

The grading system and GPA equivalents are subject to change.

The grade of no credit (NC) is given whenever cumulative work, final work, or attendance are unsatisfactory. It is also given when a student fails to submit a final project or fails to take a final examination without prior approval from the instructor. No credit (NC) grades cannot be altered.

GPA Equivalents

Grade	Point equivalent
CR+	4.0
CR	3.35
CR-	2.7
CCR	2.0
NC	0.0
I	0.0
W	0.0

Attendance

Any student who is absent without an acceptable excuse more than three times during a fifteen-week term will receive a grade of no credit (NC) for the course. Instructors may impose more stringent attendance requirements and should make them clear at the beginning of the term. It is legitimate for the instructor to view unexcused lateness or departures from class as full absences.

Incomplete Work

A student may receive a grade of incomplete (I) by requesting permission from the instructor prior to the date of the final examination or presentation. Permission will be granted only under extraordinary circumstances and usually for medical reasons. Incompletes must be fulfilled to the satisfaction of the instructor no later than six weeks after the end of term. The student is responsible for providing the instructor with the "Request for Credit" card used for this purpose. This card must be signed by the instructor and returned to the Registrar's office. Failure to do so will result in the incomplete (I) being changed to a no credit (NC).

Incomplete grades that remain unchanged after the 6 week deadline will automatically become No Credit (NC). No Credit grades cannot be altered.

Repeated Coursework and GPA

For any repeated coursework, the original grade earned remains on the transcript and is not replaced by the subsequent grade. Both the original grade and the subsequent grade will be factored into the overall cumulative GPA. A repeated course does not gain the student an additional course credit toward graduation, unless the course description indicates that it may be repeated.

Appeal of a Grade

Evaluation of a student's performance in each course is the responsibility of the instructor for that course. If the grade is disputed, a student may appeal to the instructor for a review. If, after the review, the student still believes that a grade has been assigned unfairly, the student may submit a written petition with a copy of the transcript and portfolio, if necessary, to the Academic Counselor and a committee of the program Chairs and faculty will review the work. The petition must clearly state the reasons for the appeal. Petitions must be settled and a final grade submitted to the registrar no later than six weeks after the end of the term in which the course was completed. The Program Chair's decision concerning such an appeal is final.

Minimum Academic Requirements

Studios: If a student's studio GPA (grade point average) drops below 2.7, he or she must meet with the program chair, who will review his or her portfolio and determine whether or not the student can continue to the next studio level. Students who receive two consecutive CCR grades must repeat the most recent studio and receive a grade of CR or better. Students who receive two consecutive NCs in studios will be dismissed from SCI-Arc.

Seminars: Students who receive two NCs in seminars during the same semester will be placed on academic warning.

Cumulative: Students with an overall GPA of 2.7 or below will be placed on academic warning. If the student does not raise his or her GPA to above 2.7 during the next semester, he or she must meet with the Program Chair to determine whether or not he or she will be permitted to continue at SCI-Arc.

Academic Standing

Students are considered to be making satisfactory academic progress if they follow the designated program of study, receive credit for coursework, and receive favorable portfolio reviews. Students must not only complete courses successfully, but also maintain an up-to-date portfolio that includes the best work of their choice and a minimum of one document from each studio project for all terms they are enrolled.

Academic Warning

At the end of each term, students who have not satisfactorily maintained their academic standing will be sent an academic warning. The record of a student who has received an academic warning will be reviewed by the Academic Counselor and discussed with the student at the end of the subsequent term. Students receiving an academic warning are expected to improve their record so there will be no further question about their ability to complete the coursework required in the degree program. Students who do not improve satisfactorily during the term they are on academic warning will be required by the Academic Counselor to have their overall record, including their portfolio, reviewed by the Program Chair. Students may be asked to withdraw if the Program Chair determines that their work does not meet SCI-Arc standards.

Academic Dismissal

Cause for dismissal is based on the accumulation of unsatisfactory grades and overall performance. Two consecutive No Credits (NC) in design studio, or failure to comply with the terms of academic warning, are grounds for dismissal. Registering for studio and/or seminars without regard for prerequisite course requirements results in suspension from design studio. A dismissal letter is sent to the student from the Academic Counselor's office. Readmission to SCI-Arc is not guaranteed to a student who has been expelled. The school insists on a strong record of performance in successful completion of courses at another school for a minimum of two terms. This, however, may not be used to waive No Credit grades at SCI-Arc.

150 Percent Rule

A student will be dismissed upon reaching 150 percent of the number of credits needed to complete their degree. This regulation applies to all students, including those who are financial aid recipients as well as those who have not previously received financial aid. For example, a student working toward a B.Arch degree needs

171 hours to graduate. Once the student attempts 256.5 hours he/she is no longer eligible for financial aid. (171 hrs. x 150 percent = 256.5 hrs.) Under extenuating circumstances the 150 percent rule may be appealed. The 150 percent rule applies to all classes attempted by the student at SCI-Arc.

Academic Counseling

SCI-Arc maintains an academic counseling service for the benefit of all students. The Academic Counselor is available for advice about general program requirements and help with academic problems. After acceptance, each student receives a degree checklist from the Academic Counselor. This form states the individual requirements for each student's degree. Since programs are being continuously updated, the individual degree checklist in effect at the time of the student's admittance establishes each student's requirements for completion. Graduate core and undergraduate students must meet with the Academic Counselor at least once a semester to update their checklist to ensure satisfactory academic progress. Other students must meet with the Academic Counselor at least once each academic year. One term prior to expected graduation, the student must submit an Application for Graduation form to the Academic Counselor. Upon receipt, the student's record will be reviewed and he or she will be advised in writing as to which, if any, courses remain to be completed for the degree.

Gateway Portfolio Review

The Gateway Portfolio is conceived as an experimental tool for engaging in a discussion of architecture, and is to be developed by each student as a self-contained project in its own right.

In the B.Arch and M.Arch programs, the portfolio supports evidence of the student's capacity to learn about the world through general education coursework and the curriculum in architectural studies, the portfolio integrates general education, core and advanced interdisciplinary work.

Students are required to maintain a comprehensive portfolio of their design studio work as well as selected work from other courses. The portfolios should document clearly and concisely each student's progress through the curriculum, organizing the work chronologically and cumulatively. Portfolios are submitted for review at the end of the 2B and 4B studios for undergraduates, and at the end of 1GB and 3GA for graduates. Portfolios are reviewed by the Undergraduate & Graduate Portfolio Committees. The committees assess the work documented for its capacity to give a clear sense of each individual student's progress in all areas of their education at SCI-Arc. The portfolio is also used for admission into special programs, exchanges, continuing scholarships, and for special petitions. Students whose work does not meet the standards of the program may be given the opportunity to resubmit a portfolio, to enable them to better articulate their knowledge and skills. If the required standard is still not met, students may be asked to repeat their studio or enroll in an independent tutorial seminar.

Once submitted, Gateway Portfolios become the physical property of SCI-Arc and may not be checked out or returned.

Penalties for failure to submit:

Students who fail to submit their Gateway portfolio by the due date will be charged a \$300 penalty, and be placed on academic and registration holds preventing them from attending classes. If a Gateway portfolio is not received by the end of the Add/Drop period, the student will be automatically withdrawn from SCI-Arc for the current term. In addition, any student moving into advanced Vertical Studios (4B, 3GB) will be unable to participate in the Vertical Studio Lottery at the beginning of the term.

ARCHIVING

The SCI-Arc Upload site is the schools official archive of each semester's work. This is a mandatory requirement of each student's coursework, and grades will not be submitted until work is uploaded. This archive will be used for all future publications and graphic material as well as for required accreditation needs of SCI-Arc.

Failure to submit work will result in the withholding of grades.

Uploading Instructions:

Depending on the file sizes (size limit of 100MB), this could take up to several minutes.

1. Make sure files comply with the File Naming Protocol below.
2. Select appropriate class folder from the drop down menu.
3. Click "Select Files" and choose appropriate files to upload (10 maximum per upload).
4. Click "Upload"

File Naming Protocol (REQUIRED):

This file naming system is meant to help file names and self-organize in an easily read fashion. The files are listed by course, instructor, semester, student name, and finally image code and file type. The first four sections of file name should be the same for each file, with only the File Description and File # changing for each students individual files.

File Name Format:

(Course #)_(Instructor)_(Semester/year)_(Student Name)_(File Desc.)_(File #)

- Studio Example: (2A_Griff_FA16_Smit_DG_01.tif)
- Seminar Example: (AS1010_Griff_FA15_Smit_DG_01.tif)

Two Letter Course Category Code:

(VS - Visual Studies, AS – Applied Studies, HT- History + Theory, LA - Liberal Arts) plus four digit SCI-Arc course number.

Instructor Name:

Griff = First five digits of course instructor last name, example Griffin = Griff

Semester/Year:

SP = Spring / FA = Fall / SU = Summer / 16 = Year

Student Name:

Smit = First four letters of student name (Students with more common last names, please add first initial, (example: BSmi, RSmi)

Most Common Types of Files for Studios:

- BD = Full “boards” of presentation in individual PDF format, 150 dpi.
- DG = Diagrams, TIF format
- RN = Renderings, TIF format
- LN = Line Drawings, TIF format
- MD = Model photos, TIF format
- MP = Misc./Photos/Source image, etc. TIF format
- WD = Word document DOC, final paper for seminars, or descriptive text of project & files names with descriptions for studios

Image Numbering:

01 = Image Number in that category, 01,02,03,04, etc.

File Type Suffix:

.tif = TIFF (drawings, images, renderings, etc)

.pdf = PDF (for studio work of final boards)

.doc = Microsoft Word documents (descriptions, papers, etc)

IMPORTANT:

- EACH IMAGE REQUIRES A SEPARATE FILE
- NO MULTI-PAGE PDF’S FOR STUDIO WORK
- DO NOT INCLUDE EXTRA PERIODS WITHIN THE FILE NAME
- ALL TIF FILES SHOULD BE A MINIMUM 300DPI AT 8” X 10” WHEN POSSIBLE
- USE CMYK COLOR SPACE

OWNERSHIP OF STUDENT WORK

Physical copies of student work submitted to the school to satisfy course requirements—including, but not limited to digital files, papers, drawings, and models—become the property of the school. SCI-Arc assumes no obligation to safeguard such materials and may, at its discretion, retain them, return them to the student, or discard them.

Notwithstanding whether it retains the physical copies of such student works, SCI-Arc shall have a non-revocable royalty-free, worldwide right in perpetuity to

use, reproduce, display and exhibit works created by students in the course of their studies at SCI-Arc in publications about SCI-Arc, on its website, and otherwise, and shall have the sole right to publish or display work in collections which include other SCI-Arc students, without compensation to the student. The student shall have the right to publish or display the work he/she creates in the course of his/her studies at SCI-Arc in collections of only his/her own work. SCI-Arc and the student will have joint ownership of the intellectual property embodied in the works created by the student in the course of his/her studies at SCI-Arc, and except as limited above, each shall have the right to exploit such intellectual property without accounting to, or compensating the other.

ACCESS TO RECORDS

The Family Educational Rights and Privacy Act (FERPA), with which SCI-Arc complies, was enacted to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading statements. FERPA governs access to students' records maintained by the school and the release thereof. The law provides that students are entitled to certain access to records directly related to the student, as well as an opportunity, should it be necessary, for a hearing to challenge such records if they are inaccurate, misleading, or otherwise inappropriate. If a student believes there is an inaccuracy in the college records, the student should write to the college official responsible for the record, clearly identify the part of the record(s) the student wants changed and specify where it is inaccurate or misleading. If SCI-Arc decides not to amend the record as requested, it will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade as determined by the instructor.

Official student records are secured and maintained in the Registrar's office. Student records are accessible to faculty members, Program Chairs, the Institute and Academic Directors, and staff who have legitimate educational interest in examining them. These individuals have specific responsibilities in connection with the campus' academic, administrative, or service functions and have reason to use student records connected with their campus or other related academic responsibilities. Information is not released to any other party (including relatives of the student) without the knowledge and written consent of the student. Students have automatic access to all parts of the records except as follows:

- Financial records and statements of their parents or any information contained therein. Information from the Parents' Confidential Statement or

equivalent information may be released to the student on condition that the proper authorization has been signed by the parent(s).

- Confidential letters and statements of recommendation that were placed in student records prior to January 1, 1975, provided that:
 1. The letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented request for confidentiality, and
 2. The letters and statements are used only for the purposes for which they were specifically intended. Confidential letters and statements of recommendation placed in a student's records after January 1, 1975, with regard to admission, employment, or the receipt of an honor, if the student has waived the right to inspect those recommendations.

SCI-Arc is authorized under FERPA to release public "directory information" on its students. The term "directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, and the name of the most recent previous educational agency or institution attended by the student. At any time, SCI-Arc can and will release to interested parties the above information unless it has received prior written objection from the student. This notification is required annually and must be renewed at the start of the fall term.

According to FERPA, students also have access to the "completion or graduation" rate data. The information is available from the Registrar and can be accessed with ten days' prior notification.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failure by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 / 1-800-USA-LEARN (1-800-872-5327)

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-

supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FERPA rights of an individual expire with that individual's death; however it is SCI-Arc's policy not to release educational records of deceased students or alumni, unless required to do so by law or authorized to do so by (1) the executor of the deceased's estate; or (2) the deceased student's spouse, parents or children. SCI-Arc may request proof of death.

THE SOLOMON AMENDMENT

The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students ages 17 and older.

FERPA and the Solomon Amendment

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of “student recruiting information,” which may or may not match SCI-Arc's FERPA directory information list. However, if the student has submitted a request to the Academic Counselor to restrict the release of his/her Directory Information, then no information from the student's education record will be released under the Solomon Amendment.

Definition—“Student Recruitment Information” or “Solomon Information”

- Name

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- Address (home and mailing)
 - Telephone (home and cell)
 - Age (is not defined as Directory Information at SCI-Arc)
 - Place of birth (is not defined as Directory Information at SCI-Arc)
 - Level of education
 - Academic major
 - Degrees received
 - Educational institution in which the student was most recently enrolled

FINANCIAL INFORMATION

Privacy of Personal Information

SCI-Arc complies with state and federal regulations concerning use of personal information. Information collected from and about students, faculty, staff and business associates is shared only to meet government requirements and conduct business within SCI-Arc. Personal information is acquired and used on a limited basis to comply with government requirements, fulfill service requirements, and provide effective coordination of academic and administrative operations. To maximize the protection of personal information, SCI-Arc urges everyone to be cautious in sharing personal information with others. In particular, social security numbers should be guarded carefully. Each student is assigned a Student Identification Number to link information to individuals.

Tuition and Expenses

Tuition (including fees) per term for the academic school year is currently **\$21,450 for new students entering during the 2016-2017 academic year**. Students attend an average of two terms per year. While every effort is made to keep tuition costs low, phased periodic increases do occur, and students should budget accordingly.

Tuition covers a maximum of 18 units per term. Students interested in taking over 18 units will be charged an additional fee per unit. The maximum units allowed per semester is 21 units.

The following additional estimated expenses for students entering during the 2016-2017 academic year are calculated for an unmarried student for a one term (four month) period. These figures should be used only as a guideline. Travel to and from Los Angeles is not included.

Degree Programs/Fall and Spring

EXPENSES (per term)	2016-2017 ADMISSION YEAR STUDENT
Student Tuition and Fees (<i>subject to change</i>)	\$21,450 (including fees)
Course supplies and books	\$2,600
Living and personal expenses	\$7,260
Transportation expenses	\$656
Miscellaneous expenses	\$4,248
Total	\$36,214

Summer 2016 Programs

EXPENSES	2016-2017 ADMISSION YEAR STUDENT
Full Time Tuition	\$21,450 (including fees)
Workshops (1 unit)	\$1,700 / 1 workshop
	\$3,400 / 2 workshops
	\$5,100 / 3 workshops
Individual seminar	\$5,700 each
Individual studio or 3 seminars	\$15,150
Transfer Seminar	\$1,550

*An additional \$2,190 annual SCI-Arc Student Health Insurance fee is required of all SCI-Arc students enrolling in the Fall term, and \$1,460 pro-rated fee for students enrolling in the Spring term. Students can only waive the health insurance coverage and associated fee upon proof of comparable health insurance.

Tuition and fee information for continuing students entering prior to Fall 2016 can be found by contacting the Finance Office or on the SCI-Arc website (<https://sciarc.edu/admissions/financial-aid/cost-to-attend/>)

Payment Schedule

Tuition and fees must be paid in full prior to registering for each semester.

Financial aid funds for eligible students must be verified by the Financial Aid Office in order to defer payment of tuition charges. Should it become necessary for you to require a payment plan for an outstanding balance, you must see the Finance Office before you will be allowed to register for the semester and make arrangements for a payment plan for the outstanding balance.

It is important to note, that if you have not made arrangements for your entire tuition and fee balance by the end of the Add/Drop period, you may not be permitted to continue your enrollment for that semester.

Payment Plans

Only students with qualifying needs as determined by the Finance Office will be eligible for a payment plan. When you set up and establish a payment plan, you will be required to sign a promissory note (a promise to pay,) which will include a schedule of payments by date you agree to make payments for the outstanding balance. There is a \$50 set-up fee for establishing a payment plan. A default fee of \$100 (as well as any applicable interest) is charged for every time one of the scheduled payments is not made as agreed.

Payment Methods

All payments must be made in US dollars (cash, MasterCard, VISA, American Express and checks are accepted). A \$25 returned check fee, payable by cash or money order is charged each time a check is returned by the bank. Students whose checks are returned by the bank are moved to the end of the priority list for choosing studios or seminars. They also will lose their place in studio if it is full.

Outstanding Balances

No one will be allowed to register for classes or receive grades or other SCI-Arc services with an outstanding balance for tuition or fees. Students who carry a balance due to default on their payment plans to pay tuition or unpaid checks are subject to administrative withdrawal, resulting in cancellation of enrollment in classes. Accounts in arrears that remain unpaid beyond the current semester may be submitted to outside agencies for service and collection. Students will be responsible for payment of fees charged by these agencies for their services.

Tuition Refunds

Up to the seventh weekday from the first meeting of classes, the student will receive a 100% refund except for the \$100 registration fee (continuing students) or the non-refundable deposit (new students). All loans and grants will be sent back to the proper institutions with no penalties. On the first day of class and thereafter, the SCI-Arc refund schedule is as follows:

100% refund	1-7 weekdays from the first meeting of classes
90% refund	8-10 weekdays from the first meeting of classes
50% refund	11-19 weekdays from the first meeting of classes
25% refund	20-37 weekdays from the first meeting of classes
0% refund	After 37 weekdays from the first meeting of classes

*** Summer programs such as Making +Meaning, Design Immersion Days, ESL, Introduction to Digital Design, or Transfer seminars are not eligible for refunds once the program has started.**

All requests for refunds must be made in writing and dated. This refund policy is

subject to change without prior notice. This policy pertains to the full tuition after the first day of class. When a student withdraws from school or is granted a leave of absence, the refund is calculated based on the total tuition due for that term. Tuition is assumed to have been paid in full by the first day of class, at which time students begin receiving services for the term. The refund policy also applies to federal loans received.

If you withdraw or take a leave of absence before the first day of classes, you will be required to repay some portion of:

1. The federal financial aid (Pell Grant, Supplemental Education Opportunity Grant [SEOG], or Federal Direct Stafford Loan program disbursed to the school on your behalf.
2. All registration fees (Administrative Fee, Student Union Fee).

You will only be liable for repayment if you withdraw completely (i.e. drop all of your classes) from SCI-Arc. In the event you are required to repay financial aid funds, the Financial Office will notify you in writing of the amount you owe. Your academic records will be placed on “hold” until repayment is made.

Delinquent Payments

Payment plans or promissory notes are monitored monthly. In addition, statements are sent to students at the end of each month, and the appropriate fee is charged to the account. Any account left unpaid 90 days after the end of the term, or after the end of the payment arrangement, will be placed on financial hold and may be sent to collections. Students shall be responsible for all collection costs and interest charged by the collection agency. A student may not reenroll until balances have been cleared, or payment arrangements have been made with the finance office.

FINANCIAL AID

Students beginning the process of selecting a college find that the cost of an education is likely to be a major concern. SCI-Arc is committed to assisting students with these costs through a variety of financial aid programs. Many students need help with the educational expenses incurred while attending SCI-Arc. Financial aid includes grants, scholarships, loans and part-time employment. The Institute offers a combination of these types of aid from various sources in an award package. Financial aid is awarded on the basis of financial need and/or academic merit. Continued financial aid eligibility is based on financial need and academic progress. Eligibility for financial aid is established through the Free Application for Federal Student Aid (FAFSA). **Our Title IV Code is: 014073.** *An application for financial aid does not affect the student's chances of admission.*

How to Apply for Financial Aid

Students who wish to be considered for assistance are required to complete a Free Application for Federal Student Aid (FAFSA) and SCI-Arc Financial Aid forms. **You can apply for the FAFSA at www.fafsa.ed.gov**

New students must be accepted for admission to SCI-Arc before an offer of financial assistance can be made. California residents will meet the Cal Grant program deadline by filing their FAFSA on or before **March 2**. The Cal Grant program also requires that students who have not previously been recipients of a Cal Grant file a GPA Verification Form with the California Student Aid Commission no later than **March 2**. The GPA Verification Form is available through high school guidance counselors, local college financial aid offices or on-line at <http://mygrantinfo.csac.ca.gov>.

Financial aid is awarded on a yearly basis for the traditional academic year of fall and spring semesters. Students interested in summer funding should inquire in the preceding semester about the availability of aid. Financial aid is not automatically renewed each year. **Students must remember to reapply each year by filling out a new FAFSA and providing the required verification documents.**

Forms and Publications

Students may download most forms from my.sciarc.edu on the Financial Aid pages (no login is required). Faxed and/or emailed documents are accepted.

The FAFSA will be available for completion on October 1, 2016. Students may complete the FAFSA prior to filing their federal income tax by selecting the “Will Complete” option on the tax information page of the FAFSA and estimating the financial information. Students will need to use their W-2s and other financial documents to assist them with their estimation. Once the student has filed their tax return, they will need to update the tax return status and complete the IRS Data Retrieval Tool. If the IRS Data Retrieval Tool is unavailable, a Tax Transcript from the IRS must be ordered (see the Financial Aid pages at my.sciarc.edu for more information). Once we have received all documents, the verification process may change your financial aid eligibility.

Who is Eligible?

In order to receive federal financial assistance through SCI-Arc, a student must meet the following criteria:

- The student must be enrolled or accepted for enrollment as a matriculated student in an eligible program as an undergraduate or graduate;
- The student must be a U.S. citizen or national or:
 1. Be a permanent resident of the United States.

2. Provide evidence from the U.S. Citizenship and Immigration Services (USCIS) that he/she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.
 3. Be a citizen of the Federated States of Micronesia, the Marshall Islands or a permanent resident of the Trust Territory of the Pacific Islands (Palau).
 4. Provide evidence of graduation from an accredited high school, completion of a GED certificate, or an associate's degree from a community college.
- The student must maintain satisfactory academic progress standards.
 - The student must not be in default on any Federal Student Loan, to include Federal Stafford Loans, Federal Perkins Loans (formerly called NDSL), Federal Direct Loans, nor owe a refund to any institution for funds received under the Pell Grant, SEOG or SSIG programs. Further, for parents to receive a Plus Loan, neither parent nor the student may be in default or owe an overpayment to any Financial Aid grant program.
 - The student must be in compliance with Selective Service Registration laws and sign a statement certifying compliance.
 - The student must certify that he/she has not engaged in the unlawful manufacture, distribution, dispensing or use of a controlled substance.

What Kind of Financial Aid is Available?

Financial aid available at SCI-Arc comes from the federal and state governments, the Institute and private donors. The following list provides an idea of the resources available to our students:

GRANTS

Grants are based upon need and do not require repayment. The following grants are available at SCI-Arc:

Pell Grants are funds made available from the federal government and are designed to help needy undergraduate students meet educational costs. These grants are based on demonstrated need as determined by the federal government. Awards currently range from \$626 to \$5,815 for the 2016-2017 year and have a maximum lifetime eligibility of 12 semesters.

Supplemental Educational Opportunity Grants (SEOG) are also funded primarily through the federal government. These funds are earmarked for exceptionally needy undergraduate students and may range from \$100 to \$600 per year. Only those students who have also received the Pell Grant are also eligible to receive the SEOG.

Cal Grant A awards are from the state government and provide assistance to

California residents who come from low- and middle-income families. The student's grade point average as well as demonstrated financial need is taken into consideration when making these awards which offer financial support in the amount of \$9,084 during the 2016-2017 academic year.

Cal Grant B, also from the state government, is designed for California high school graduates with high academic potential who come from minority, disadvantaged or low-income families, and who have little or no previous college work (less than one semester or 16 quarter units). Awards include semester checks to students for living expenses, plus a tuition and fee grant beginning in the student's second year of study. Cal Grant B recipients received \$1,472 to \$9,084 during the 2016-2017 academic year.

Employment

On-campus employment opportunities are available and may be included in a financial aid award package to assist students in meeting their educational expenses. Federal Work Study (FWS) is a program funded by the federal government and SCI-Arc to provide part-time employment for students who demonstrate financial need. Students employed through this program are assisted in finding jobs on campus through the Financial Aid Office. Most students work approximately 10 hours per week while classes are in session and earn no less than minimum wage. Employment may begin only after the completed work study packet has been approved by the Financial Aid and Human Resource departments. All state and federal equal opportunity employment practices are upheld.

It is strongly suggested that students do not attempt full time employment while earning their degree at SCI-Arc.

International students are not eligible for federal work study, but may be eligible for institutional work study with a valid social security number.

Teaching Assistantships (TA)

Paid Teaching Assistantships are available to any seminar with enrollment of 25 students or more. Core design studios may also be considered for a TA with approval from the appropriate Program Chair.

Eligible students must be a currently enrolled Graduate, Postgraduate, or 4th/5th year Undergraduate student who have demonstrated a level of excellence in their studies and are in good academic standing. Undergraduate students are eligible to assist Undergraduate core or elective courses only.

Time commitment varies from five to seven hours per week for seminars to fifteen hours per week for studios. Studio TAs are expected to attend their own design studio and limit teaching assistant responsibilities to off-studio hours.

Interested students should contact the Financial Aid office for a listing of all open

positions. **Employment packets, available from the Financial Aid Office, must be completed and returned with all required approval signatures prior to the start of work. Students are allowed a maximum of three TA-ships during their time at SCI-Arc.**

Work-Study

The Financial Aid and Human Resources Offices coordinate the work-study program. A listing of on-campus part-time job openings is posted on the Financial Aid page of my.sciarc.edu and on bulletin boards throughout campus at the beginning of each semester. A list of off-campus community service opportunities will be posted as they become available. Students should speak with the manager of the department in which they are interested in working. Work-study packages are available from the Financial Aid Office and should be returned to the Financial Aid Office upon completion. Employment may begin only after the completed work-study packet has been approved by the Financial Aid and Human Resources departments. All state and federal Equal Opportunity Employment regulations are enforced. International students are not eligible for federal work-study, but may be eligible for institutional work-study with a work permit. All employees must provide a valid social security number and be prepared to establish eligibility to work in the United States within three business days of being hired.

LOANS

Loans provide students with the opportunity to defer a portion of their educational costs and often form part of a financial aid award package. For detailed information regarding annual loan limits please refer to the Financial Aid page on the SCI-Arc website.

SCI-Arc offers the following loan programs:

Graduates: While Congress has eliminated the [Subsidized Stafford Loan](#) for all Graduates, the [Unsubsidized Stafford Loan](#) remains available. This loan is applied for by the student and has a fixed interest rate of 5.31%. The interest can be paid during enrollment or can accrue until graduation when repayment begins.

The [Grad PLUS loan](#) is for students enrolled in a post-baccalaureate program who need to borrow to help meet their educational costs. Eligibility is based on a credit check. The student may be required to obtain an endorser to co-sign this loan if they do not meet the credit requirements. The amount of a PLUS loan may not exceed the cost of education, minus any other financial aid received by the student. This loan has a fixed interest rate of 6.31%. Interest can be paid during enrollment or can accrue until graduation when repayment begins.

Undergraduates: Congress also made changes to the [Subsidized Stafford Loan](#)

for all Undergraduates by removing the six month grace period of the interest subsidy. The federal government will continue to pay the interest while the student is enrolled over half-time, up to the graduation date. This loan is based on financial need and verification must be completed prior to disbursement of funds. The fixed interest rate on this loan is 3.76%.

The Unsubsidized Stafford Loan is also at a 3.76% fixed interest rate. The interest accrues from the time of disbursement and, unless monthly interest payments are made, will accrue through graduation then added onto the principal amount borrowed.

The Parent PLUS loan is available to the parents of a dependent student who need to borrow to help meet their child's educational costs. Eligibility is based on the parent's credit check. The parent may be required to obtain an endorser to co-sign this loan if they do not meet the credit requirements. The amount of a PLUS loan may not exceed the cost of education, minus any other financial aid received by the student. This loan's fixed interest rate is 5.31%.

Private Loans Credit based loans that are used by all students. Most of these loans have a variable interest rate and may require interest payments during school.

Should you and/or your parents not qualify for assistance under FFDL or need additional assistance beyond what can be funded through the federal programs, private loans are available to meet those college costs. Application procedures and loan terms vary by lender so it is strongly advised that you research the various options and choose what best fits your particular situation. SCI-Arc will be requested to certify student enrollment and, in many cases, cost of attendance for these loans. You can find a list of lenders at www.choice.fastproducts.org, click on the private loan tab.

Computer Budget Increase

Budget increases are meant to allow a student to increase their financial aid budget in the event they have a need to purchase a new computer for the current academic year. Students will need to provide an itemized statement listing the planned computer equipment to be purchased, and a receipt that details the type and specifications of the computer once purchased. The student must then submit the budget increase request along with the supporting documentation to the Chief Information Officer for approval before submitting to Financial Aid. A budget increase will only be approved within the first 30 days of each semester.

In the event a computer budget increase is needed after the 30 days, the itemized statement and receipt (described above), and a written statement from your instructor must be submitted. The Instructor letter must indicate that a new computer is necessary for the student to successfully complete the semester.

puter equipment is required to be submitted to the financial aid office.

INSTITUTIONALLY AWARDED SCHOLARSHIPS

SCI-Arc awards scholarships to its full-time students based on academic achievement, portfolio submission, and/or demonstration of financial need. Service to the community may be considered. Potential awardees may be enrolled in the graduate or undergraduate programs as in-state, out-of-state, and/or international students. Scholarship applications are reviewed by the graduate or undergraduate scholarship committee. All SCI-Arc scholarships are included in the financial aid calculation and award letters each student receives at the beginning of every academic year. SCI-Arc scholarships awards are dependent on a student's satisfactory completion of a semester of study. If a student withdraws or takes a leave of absence before the completion of the semester, a prorated amount of the scholarship awarded for that semester will have to be returned as calculated by the Financial Aid office. Scholarships may be renewed (but not guaranteed) in subsequent years contingent upon strong academic performance by the student in their respective program.

Admissions Scholarships

Admissions scholarships are awarded to limited number students entering either the undergraduate or graduate program. These scholarships are awarded on the basis of the applicant's potential to succeed at SCI-Arc, overall merit of his or her application submissions and/or demonstration of financial need. Students awarded admissions scholarship will be notified upon acceptance to SCI-Arc.

Continuing Scholarships

Currently enrolled students are eligible to apply for the SCI-Arc Scholarship (Continuing Scholarship). Students must be enrolled full-time in any professional degree program at SCI-Arc, must have completed at least one year of their respective programs and must have completed at least 24 units at the time of application. Scholarship applications, available in March for the following academic year, require the following:

1. A completed scholarship application form
2. A SCI-Arc Financial Aid form and/or the International Student application and the FAFSA (domestic students only)
3. Two letters of recommendation from the student's most recent SCI-Arc studio instructor
4. Portfolio (SCI-Arc work only)
5. Current transcript

Applications are due at the end of the spring term. Failure to meet the deadline will result in disqualification from the scholarship review process.

Satisfactory Academic Progress (SAP) Standards & Financial Aid Agreement

Federal financial aid guidelines require that the SCI-Arc Financial Aid Office verifies each student's SAP for current and future financial aid. We have compiled these guidelines and incorporated the SCI-Arc policies into one document for your convenience.

To be eligible for financial aid, you must be enrolled as a regular student in an eligible program. You must complete courses that lead towards a degree (B.Arch or M.Arch) or postgraduate degree (EDGE). It is your responsibility to know your educational goal and the requirements to meet that goal. The Financial Aid Office does not provide academic advisement to students. Any answers regarding academic advisement should be addressed by the Academic Counselor. It is your responsibility to keep the Financial Aid Office informed of changes in your enrollment status.

Students should consult with the Financial Aid Office before dropping units.

Enrollment Status

Undergraduate Students

You will be paid financial aid based on your financial aid need, citizenship, the availability of funds and the number of units in which you are enrolled each semester. The table lists enrollment status and Pell Grant amounts:

Enrollment Status		Pell Grant Award
12+ units equal*	Full-time enrollment	100% of award
9-11 units equal*	3/4 time enrollment	75% of award
6-8.5 units equal	1/2 time enrollment	50% of award
Less than 6 units equal	Not eligible for Title IV funds	No award

***Undergraduate Students enrolled in the final semester (5B - Thesis) of the B.Arch program are considered enrolled Full-time at 9 units.**

If you are enrolled in courses which are less than 15 weeks in length during the fall or spring semester(s), those units will be counted toward the total units for the entire semester. If you are academically scheduled to attend the summer term, payment of Pell Grant money will be determined using a prorated formula. Please ask a Financial Aid Office representative to explain the formula to you and determine if you would be eligible for Pell during any given summer session.

Graduate Students

You must maintain at least half-time enrollment to receive financial aid.

Enrollment Status	
9+ units equal	Full-time enrollment
6-8.5 units equal	1/2 time enrollment
Less than 6 units equal.	Less than 1/2 time enrollment

A student receiving aid must earn a minimum number of units each semester, applicable to his/her degree, and consistent with his/her enrollment/funding status. Students are encouraged to register for more than the minimum number of units applicable to his/her degree so as not to jeopardize progress. Failure to complete a studio or continue on to the next studio level, and falling behind in seminar requirements will result in academic disqualification for financial aid.

Dropping Units

Once classes begin and financial aid is disbursed, a student may have a unit deficiency if he or she drops below the minimum unit requirement. During the 100% refund period, aid will be reduced to reflect the new enrollment/funding status. If there is a unit deficiency, funds will have to be repaid and the funds restored to the aid program(s). After the 100% refund period, dropping units below the minimum unit requirement creates a unit deficiency.

Dual Enrollment

Students will only receive financial aid from one college, even if they are concurrently enrolled.

Correcting a Unit Deficiency

If a student's GPA is at the required standard or above and he or she only needs to make up units, the student may take additional courses at SCI-Arc. Undergraduates initially enrolled prior to the 2014-2015 academic year may also take General Education courses at another institution. All coursework must be applicable toward the degree objective and not exceed the number of units that are transferable to SCI-Arc. Aid may NOT be received from any college while making up the deficiency to regain aid eligibility. Students who have not maintained satisfactory academic progress must be prepared to pay their own fees for the following term.

Quantitative and Qualitative Progress

In order to be eligible for financial aid, the student must make progress toward their educational goals. The SCI-Arc Financial Aid Office monitors that progress using two criteria—Quantitative Progress and Qualitative Progress. It is the student's responsibility to make sure that you meet both of these progress standards. What follows is an explanation of each standard:

Quantitative Progress

Students must complete their program of study within 150% of the published program length in order to be eligible for financial aid.

In addition, students are required to complete at least 75% of the total number of units enrolled in each semester. The table below lists the number of units the student must complete each semester, based upon enrollment status:

Enrollment Status - Undergraduate	Quantitative Progress Requirements
Full-time enrollment (12+ units)	You must complete at least 9 units
3/4 time enrollment (9-11.5 units)	You must complete at least 7 units
1/2 time enrollment	You must complete at least 5 units
Less than 1/2 time enrollment	You must complete all units

Enrollment Status - Graduate	Quantitative Progress Requirements
Full-time enrollment (9+ units)	You must complete at least 6 units
1/2 time enrollment	You must complete at least 4 units
Less than 1/2 time enrollment	You must complete all units

Qualitative Progress

You are required to maintain a cumulative Grade Point Average (GPA) of at least 2.7. The GPA standard is used at all times in the determination of eligibility for financial aid, even when you do not receive financial aid. Quantitative and Qualitative Progress standards are checked once per academic year at the end of the spring semester and include all periods during which you were enrolled (summer semester, fall and spring semesters).

GPA Equivalents

Grade	Grade Point Equivalent
CR+	4.0
CR	3.35
CR-	2.7
CCR	2.0
NC	0.0
I	0.0
W	0.0

Other Factors Considered for Satisfactory Academic Progress

1. Term Count—The Federal Government has placed limits on the number of semesters a student can receive financial aid. For a SCI-Arc student, it is 15 semesters of full time enrollment or the equivalent as a part-time student. Transfer students are calculated by the studio level they are accepted at. For example, if an undergraduate transfer student is accepted as a 2A, he/she will have eight semesters of eligibility with a maximum limit of 12 semesters.
2. Studio—SCI-Arc’s policy is that a student must maintain a 2.7 or better in studio. If the GPA drops below 2.7, the student must meet with the Program Chair who will determine if the student can continue onto the next level. Students who receive two consecutive CCR grades must repeat the most recent studio and receive a CR or better. Students who receive two consecutive NC’s in studios will be dismissed from SCI-Arc.

3. Seminars—Students who receive two NC's in seminars will be placed on academic warning.
4. Cumulative GPA—Students with an overall GPA of 2.7 or below will be placed on academic warning. The GPA must be raised during the next semester. If not, he or she must meet with the program chair to determine if the student can continue studies at SCI-Arc.

Financial Aid Status

As stated above, you are required to meet Quantitative and Qualitative Progress standards at all times. If you fail to do so, you will be placed on Financial Aid Probation or Financial Aid Termination status at the end of the academic year in which you failed to maintain either standard. Probation and Termination statuses are defined as follows:

Financial Aid Probation Status: Failure to meet Quantitative or Qualitative Progress standard(s) during the prior academic year. An academic warning or academic notice letter or email will be sent to you informing you of your status and explaining what you need to do to correct this situation.

Financial Aid Termination Status: If you do not correct the situation which caused you to be placed on Financial Aid Probation status, or once you have received aid over the allowed number of semesters, you will be placed on Financial Aid Termination Status and you will not be eligible for any financial aid (including the Stafford Loan Program). A letter or email will be sent to you at the address on file in the Financial Aid Office informing you of your status and what you may do in terms of filing an appeal.

Appeals

Students suspended from receiving financial aid funds may appeal in writing to the Director of Financial Aid. A committee, that may include the Academic Counselor, Registrar and your Program Chair, will meet on a case-by-case basis. Their decision will be sent in writing to the address on file.

Appeals must include documentation supporting the unavoidable circumstances which created the academic problem. Factors that are considered in reviewing an appeal include, but are not limited to: academic history, class standing, number of semesters aid was received, ratio of loans to units completed, previous deficiencies and appeals, and extenuating or unavoidable circumstances.

Note: While a medical emergency may be grounds for an appeal, chronic medical conditions are not and should have been taken into account during the academic planning process.

Educational Goal Guidelines

Failure to take personal responsibility for your education will not be considered a good reason to have failed to maintain SAP standards. As a college student, you are responsible for your educational goal(s), and you are expected to:

- Meet with a Counselor
- Read and understand financial aid instructions and materials
- Take courses consistent with your educational goal
- Meet SCI-Arc and financial aid deadlines
- Do your best to complete the units in which you enroll
- Maintain your GPA above 2.7
- Read and understand the SCI-Arc Student Handbook
- Attend your classes regularly and consistently
- Seek assistance to help you be successful at SCI-Arc
- And most importantly—if you are not sure of something—ASK QUESTIONS

Grounds for Terminating Financial Aid

Financial aid is provided for students who qualify. The SCI-Arc Financial Aid Office complies with all state and federal regulations governing their provisions. Besides failure to maintain Quantitative and Qualitative Academic Progress and exceeding the maximum number of semesters to receive financial aid, there are a number of reasons why you could be terminated from financial aid. It is your responsibility to understand the financial aid rules as they are explained to you in publications such as the Free Application for Federal Student Aid (FAFSA), and the Student Guide to Financial Aid. Grounds for terminating Financial Aid include:

1. You are only eligible to receive financial aid at one college and/or university at a time. If you are enrolled at more than one college and/or university, you should only receive financial aid from one of the institutions you attend. This aid includes: Pell Grants, Federal Work-Study (FWS), Supplemental Educational Opportunity Grants (SEOG), Cal Grants and Federal Loan Programs. Scholarships are not included in this prohibition. If you attended more than one college and/or university at the same time, check with each institution regarding their rules about scholarship eligibility. If you receive financial aid from more than one college or university during the same time period, you may be terminated from financial aid. You could be required to pay back the money to at least one of the institutions and you may be referred to the Department of Education Division of Fraud and Abuse.
2. Financial aid will be terminated if you fail to submit or knowingly provide false information on any documents required by SCI-Arc or any other college and/or university. These documents include but are not limited to: The application of admissions to SCI-Arc, the FAFSA, supplemental financial aid documents (verification worksheet, certifications and acknowledgments, SCI-Arc Financial Aid Application, etc.) financial aid transcripts, academic transcripts, financial aid appeals, consortium agreements, or income tax returns.

3. Your financial aid application may be delayed or your file closed if you do not provide all required documents. You may be terminated from financial aid if you do not provide required documents or if you knowingly provide false information in order to receive financial aid.

Withdrawal and Leave of Absence

If a student begins class attendance in any term and then withdraws completely from SCI-Arc or earns no units after financial aid has been disbursed, that student may be required to return all or part of the funds received, including funds credited to pay tuition and fees. Since financial aid must be used solely for educationally related expenses during periods of enrollment, federal regulations require SCI-Arc's financial aid office to calculate the amount of aid the student "earned" for the number of days he or she attended. "Unearned" aid, that covered periods of the semester when the student did not attend classes or were not enrolled, must be repaid.

Return of Title IV Funds (R2T4)

Under the Return of Title IV (R2T4) regulations, a student "earns" the assistance s/he has been awarded in direct proportion to the number of days of the payment period (semester) s/he remains enrolled, through the 60% point in the semester. A student who withdraws after the 60% point earns 100% of the aid.

This R2T4 policy applies to any student who receives federal financial aid, has enrolled in classes, and subsequently either drops courses and/or is reported as an "unofficial withdrawal" (W, No Show) during or after the semester ends. At Southern California Institute of Architecture, the R2T4 policy applies to all periods of enrollment: fall semester, spring semester, and summer session.

If a recipient of FSA grant or loan funds withdraws from school after beginning attendance during a semester, the institution must calculate the amount of assistance the student earned. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount earned, then the student is eligible to receive a post-withdrawal disbursement.

If the student has received excess funds that must be returned to the government, the institution shares the responsibility of returning those excess funds with the student. The institution's portion of the excess funds to be returned is equal to the lesser of the entire amount of the excess funds, or the student's total tuition and fee charges multiplied by the percentage of unearned funds. If the institution is not required to return all of the excess funds, the student must return the remaining amount. The institution must return its share of unearned funds to the Department of Education through the Southern California Institute of Architecture (SCI-Arc). The student must repay his or her share to the institution.

SCI-Arc has its own institutional refund policies, as set forth in the Institute’s Catalog under “Tuition Refund”, which determine the charges that a student will owe after withdrawing; however, these policies are separate from and will not affect the amount of Title IV aid the student has earned under the Return of Title IV funds calculation. Therefore, if the student has not earned enough Title IV funds to cover all institutional charges, then the student may owe a balance directly to SCI-Arc.

Eligible Student

The student must be fully eligible to receive federal funds prior to the date of withdrawal, that is, the conditions that make a student eligible for a “late disbursement” must be met before the student withdrew in order for Title IV aid to be considered “aid that could have been disbursed” and included in the R2T4 calculation. For example:

- The ISIR must have been processed with an official EFC
- The student must be in good academic standing and have met academic progress requirements
- A Direct Loan must have been certified and originated
- FSEOG was awarded
- The institution can prove that the student has attended one class

Determining the Amount of Aid the Student Earned

The semester begins on the first day of the semester and ends on the last day of the semester. Any scheduled breaks of five consecutive days or more should be excluded from the count of days. The amount of aid a student has earned is determined by dividing the number of days that the student attended by the number of days in the semester, then multiplying the result by the amount of federal aid the student was entitled to receive. This amount is compared to the amount of aid the student actually did receive to determine whether FSA funds must be returned or whether the student will receive a post-withdrawal disbursement.

Post-Withdrawal Disbursement

If a student has received less Title IV funds than s/he has earned, the student (or parent) must receive a post-withdrawal disbursement within 120 days from the date of withdrawal. The institution must send a written notice to the student within 30 days of the college’s determination of withdrawal. The notification must:

- Identify earned Title IV funds not credited to the student’s account
- Explain the ability of the student to accept or decline payment
- Advise the student to respond within 14 calendar days

The student (or parent) must be given at least 14 calendar days to accept the post-withdrawal disbursement. If the student (or parent) fails to make a timely response, the institution may choose not to make the post-withdrawal disbursement upon due notification to the student or parent. However, the college may always opt to pay the student after this deadline upon receipt of the student or parent’s notice of

acceptance. The college must have a formal published policy on post-withdrawal disbursements. Remember that all promissory notes must be signed by the borrower before loan payments may be made.

For Further Guidance

For a more comprehensive treatment of the R2T4 regulations, readers should turn to the **2016-17 FSA Handbook, Volume 5, Chapter 1**. This chapter presents extended discussion of each element of the R2T4 calculation and provides examples, worksheets, case studies and regulatory citations to assist in a better understanding of this process.

NOTE: The number of refunds that an individual student is allowed will be limited under conditions imposed by the college. All tuition and fee schedules are subject to change without prior notice, at any time, upon action of the Board of Trustees of the institution. Should fees or tuition be increased, payments previously made to the college will be counted as partial payments. Notification of additional amounts due, dates due, and methods of payment, will be sent to the individuals involved.

Student Responsibilities

Individual students are makers of, and participate in, an academic community whose core values include tolerance of differences, support of one another and dedication to the SCI-Arc mission of re-imagining the edge and the education of architects to engage, speculate and innovate. These concepts are further developed in the Studio Culture Policy.

Students are also expected to be held to these responsibilities:

1. Students must be officially accepted into a degree-seeking program at SCI-Arc and make satisfactory academic progress toward that degree objective.
2. Students must report any additional resources and/or changes. Such changes include, but are not limited to: additional financial resources such as veteran's educational benefits; scholarships; stipends; graduate teaching assistantships.
3. Students must be enrolled in and earn the minimum number of units required by their enrollment/funding status each semester.
4. Students must maintain "satisfactory academic progress" as defined for all applicants and recipients of aid.
5. Students must activate their SCI-Arc email address and use their official email address to receive important financial aid notifications and information.
6. Students must immediately report any change of address to the Registrar and/or the Academic Counselor.

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7. Students must notify the financial aid office in writing if they will not be attending.
 8. Students must officially withdraw if they must leave SCI-Arc for any reason. Contact the Registrar and/or Academic Counselor's office for additional information.
 9. Students must read the SCI-Arc Guide to Applying for Financial Aid and all other financial aid and scholarship information that they may receive. Advisors are available to assist those who have questions or do not understand what is required.
 10. Student loan borrowers who are graduating, transferring to another college, or dropping below half time must participate in exit counseling. This can be completed at www.studentloans.gov. Click the "Exit Counseling" tab.
 11. Students must meet all published deadlines.
 12. Students should come to campus with enough funds to pay for books, supplies, incidentals, and initial living expenses.

STUDENT LIFE

Student Union

The Student Union administers student activities and helps to support the student community at SCI-Arc. The Student Union voices student concerns at Academic Council and through informal forums and collaborates with the administration to find solutions to specific concerns. They hold meetings according to a predetermined schedule, open to the whole school and dealing with issues ranging from specific student concerns to long-term planning issues.

The Student Union helps to fund student-built work, student exhibitions, and student publications, as well as purchasing supplemental tools for departments such as the wood shop and computer resources, and sponsoring competitions and special projects. The Student Union organizes a weekly academic open house open to the entire school that allows the SCI-Arc community to discuss and meet informally each week, as well as planning the annual student Halloween and Thanksgiving social events. Students select several speakers for each year's lecture series, a unique and tremendous opportunity to shape discussion at the school.

One student representative sits as a full member of the SCI-Arc Board of Trustees for a one-year term. The representative also has full voting power and sits on various committees of the Board. Three student representatives sit on the Academic Council, which allows the student body a formal arena for voicing their concerns not only to the director, but also to the faculty and staff in attendance. It provides an opportunity for students to participate in discussions with the Director, faculty, and staff on policy decisions. The Student Union cabinet meets once every two weeks with the student members of the Academic Council and the representatives from each design studio. All school meetings are scheduled as needed.

Housing

SCI-Arc is located in the Arts District on the eastern edge of downtown Los Angeles. Most students live in downtown lofts or apartments in the surrounding communities—including the Arts District, Little Tokyo, Echo Park, Chinatown, Silverlake, Koreatown and others. Each community has a distinctive atmosphere that can best be understood by visiting. Some communities are close enough to walk or ride a bike to school, others require a vehicle.

SCI-Arc provides housing listings as an accommodation to students and does not endorse or independently investigate the quality or safety of such housing.

SCI-Arc does not provide on-campus housing. In addition to traditional methods of finding housing, students who have decided to enroll gain access to my.sciarc.edu which allows easy communication among those who are looking for roommates or have sublets or apartment openings. The admissions and recruitment staff is also available to help incoming students learn about neighborhoods and living options.

While finding housing in any new city can be challenging, our experience is that most SCI-Arc students find suitable accommodations within a week or two. We always recommend that you visit your future home in person before signing any contracts. The following links will give you an idea of rental options available:

www.apartments.com
www.padmapper.com
www.apartmentlist.com
www.bedabroad.com
www.westsiderentals.com (membership fee required)

STUDENT ORGANIZATIONS

Student Organizations and activities are vital to any educational and campus community. They provide opportunities for student engagement that build a strong sense of community among students, faculty, and staff.

Student Organizations that do not re-register each academic year or violate any of the criteria described will immediately have their registration suspended until a review process can be completed.

In order for a Student Organization to be recognized at SCI-Arc and use SCI-Arc facilities, the Student Organization must be registered with the Administration and Student Union.

Criteria for Student Organization Approval

All Student Organizations at SCI-Arc must register each academic year with the Academic Affairs Coordinator by submitting the following materials:

1. Completed application. (Applications can be downloaded from my.sciarc.edu or directly from the Director's Office).
2. Approved Organization By-Laws with a clear Statement of Purpose. (A copy of these By-Laws will be kept on file in the Director's Office.)
3. Completed Membership Roster form. All Student Organizations at SCI-Arc must follow the following criteria for approval:

-
4. Student organizations must operate as a non-profit organization. The organization may not pay any student for their participation in the organization or gain any financial benefit from the organization.
 5. Organization names should not include the name of SCI-Arc or imply SCI-Arc itself runs or sponsors the organization; rather it should be clear that the organization is student-led.
 6. The organization must maintain a membership of at least one (1) student officer (with up-to-date contact information) and a minimum membership of at least three (3) qualified students.
 7. Student organization membership is limited to enrolled SCI-Arc students, and must be open to all SCI-Arc students to attend meetings or activities.
 8. Student organizations must comply with the nondiscrimination policy set forth by SCI-Arc. The student organization may not deny membership on the basis of race, color, creed, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender, or political affiliation.
 9. Student organizations must reserve space for meetings/activities through the Academic Affairs Coordinator. Meetings/activities may not conflict with scheduled classes or SCI-Arc sponsored events.
 10. No student organization will be recognized that duplicates the function of the SCI-Arc Student Union (STUN).

STUDENT HEALTH INSURANCE AND COUNSELING SUPPORT

Student Health Insurance Plan

SCI-Arc requires that all full-time and part-time degree-seeking students who are enrolled in academic units have health insurance coverage.

The SCI-Arc Student Health Insurance Plan is designed specifically for all SCI-Arc students. It provides essential health benefits, as defined by the Federal Health Insurance mandate, as well as coverage for doctor's visits, surgery, mental health care, and much more. Dependents of SCI-Arc students are not eligible to enroll in this plan.

The Student Health Insurance fee for the 2016–2017 academic year is \$2,190 for students who enroll in the fall term. The coverage begins on September 6, 2016 and continues through September 4, 2017 (coverage for Graduate Thesis students continues through September 10, 2017).

Students who enroll only in the spring/summer terms, will be charged a pro-rated \$1,460 fee. Coverage for these students will begin on January 9, 2017 and continue through September 4, 2017.

Students have the option to waive the SCI-Arc Student Health Insurance Plan only if they can show proof of comparable health insurance coverage. All waiver requests must be completed in a timely fashion through the online Waiver Portal.

All outside health insurance coverage must meet the following requirements:

- Coverage must be active on September 6, 2016 and must remain active through September 4, 2017 (for Graduate Thesis students the coverage must be extended through September 10, 2017).
- Your plan year deductible is no more than \$1,000.
- Your Annual Maximum Plan Benefits must equal \$500,000 or greater.
- For international students, the plan must have at least \$25,000 of repatriation coverage and \$25,000 of medical evacuation coverage; and
- Plans must be operated and based in the United States and must be in full compliance with applicable federal laws. International students may not waive with insurance from their home country.

For specific details regarding the SCI-Arc Student Health Insurance Plan and specifics on how to complete the waiver petition process please visit www.4studenthealth.com/sciarc.

Psychological Counseling Program

Any student enrolled at SCI-Arc is offered up to two free counseling / personal consultation meetings with a licensed clinical psychologist. For assistance, please visit, https://my.sciarc.edu/ICS/Campus_Life/Psychological_Counseling.jnz

Students generally use this service for one of the following reasons:

- Work quality/productivity level below usual baseline
- Experiencing excessive stress/pressure/loss of perspective
- Questioning where they are/what they are doing
- Problems with relationship(s) or relating to others
- Experiencing major transitions or losses
- Confidence/self esteem difficulties

Being short-term in nature, this service is not designed to address severe psychological problems or medication-related issues. In case of a psychiatric emergency, students should call the police and ask for the Psychiatric Emergency Team (PET), or visit a hospital. Students should contact the Academic Counselor for details regarding this program.

EQUAL OPPORTUNITY

SCI-Arc promotes an open and ethical environment in which to work, teach, and study. SCI-Arc expects all members of the SCI-Arc community to uphold the values of honesty, respect, trust, tolerance, and civility in dealing with one another.

TITLE IX and Notice of Non-Discrimination:

SCI-Arc does not discriminate on the basis of race, color, national origin, ancestry, ethnicity, genetic information, amnesty, medical condition, handicap or disability, creed, religious belief or non-belief, military status, age, marital status, gender, sexual or transgender orientation, domestic partner status, or sexual preference with regard to any of its policies and practices, including, but not limited to admissions, financial assistance, education programs, academic counseling, activities, or employment.

SCI-Arc is committed to building and preserving an academic community, in which all of its members can work and learn together, free from all forms of exploitation, intimidation and harassment, including sexual harassment. Harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation are strictly prohibited. All such conduct violates SCI-Arc policy.

SCI-Arc does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sexual misconduct, including sexual harassment, is a form of sex discrimination that unjustly deprives a person of equal treatment. It is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

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

If you believe you have been discriminated against on such basis, you should notify the Academic Counselor or the Title IX Coordinator.

Special Accommodation Policies

SCI-Arc complies with federal regulations concerning access for physically challenged students. Reasonable efforts will be made to accommodate individual needs. Applicants with disabilities who require any special accommodation in the application and pre-admission process should provide notification and make a written accommodations request to the admissions office. Applicants who do not need accommodations during the application process, but who anticipate the need for accommodations during their education, need not submit a request for accommodations until after admission to the college.

Current students and newly admitted students who require special accommodations because of a disability, a serious health condition or a personal or family emergency must submit a written request for accommodation to the Academic Counselor as early as possible after the need for an accommodation becomes known. Students with disabilities who require accommodations will be required to obtain and submit a completed Request for Disability Accommodations and Certification Form to the Academic Counselor. This form must be completed by the student's health care provider. The college reserves the right to require proof of the reasons underlying a student's request for special accommodations.

SCI-Arc Anti-Harassment Policy

SCI-Arc's Anti-Harassment Policy applies to all SCI-Arc students, administrators, faculty (including adjunct and visiting faculty), staff, program participants, visitors, vendors, independent contractors and any other persons. It also prohibits harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

It is impossible to define every action, all words, or all situations that could be interpreted as sexual harassment. The following descriptions are not meant to be a complete list of objectionable behavior, nor do they always constitute sexual harassment.

Examples of such conduct which may violate this policy include, but are not limited to, verbal abuse of a racially derogatory nature; the use of racial or ethnic slurs; racially or ethnically disparaging words used to describe an individual; and racial, ethnic or other derogatory jokes, e-mail, written materials, drawings or cartoons which are racially or otherwise offensive.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are defined as sexual harassment when submission to or rejection of such conduct is used as a basis for decisions affecting an individual's education, employment or participation in school activity; when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; and when such conduct could reasonably be construed as intimidating, hostile or demeaning.

Sexual harassment can be verbal, non-verbal, or physical. It can be overt or can be implied from the conduct, circumstances and relationships of the individuals involved. It can range from unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people, to physical abuses such as sexual assault and rape. Examples include, but are not limited to, unwelcome sexual advances; sexually-oriented kidding, teasing, joking or flirting; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; derogatory or demeaning comments which are gender-directed,

whether sexual or not; leering, whistling, touching, pinching or brushing against another body; blocking movement; offensive crude language; or displaying objects or pictures which are sexual in nature and would create hostile or offensive work and learning environments.

Relationships of a sexual or amorous nature between faculty or staff members and students are inappropriate when the faculty or staff member has professional responsibility for the student, or could have such responsibility in the near future. SCI-Arc does not allow faculty or staff members engaging in relations of a sexual or amorous nature with students enrolled in any of their classes, or whose academic work (including work as a teaching assistant) or non-academic work is being supervised by the faculty or staff member at SCI-Arc, even when both parties consent to the relationship.

Relationships of a sexual or amorous nature between faculty or staff and students occurring outside of the instructional or non-academic work context may also lead to difficulties and are discouraged. Relationships that the parties view as consensual may appear to others to be exploitative. Furthermore, in such situations (and others that cannot be anticipated), the faculty or staff member may face serious conflicts of interest and should be careful to distance him or herself from any decisions that may reward or penalize a student with whom the faculty or staff member has or has had an amorous relationship.

Hazing

The law of California makes it a criminal offense for anyone to participate in hazing. SCI-Arc policy is based upon the proposition that students are entitled to be treated with consideration and respect. SCI-Arc regulations on hazing are synonymous with state law as follows (Calif. Penal Code §245.6):

(a) It shall be unlawful to engage in hazing, as defined in this section.

(b) "Hazing" means any method of pre-initiation or initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine, or imprisonment in the county jail.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail or state prison.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

Reporting Harassment

All allegations of sexual misconduct, harassment, hazing, or a possible criminal offense will be thoroughly investigated by the SCI-Arc.

SCI-Arc encourages students, faculty, or staff, who have concerns regarding sexual misconduct, harassment, or criminal offense who believe they are the victim of an incident, or who believe they have witnessed an incident to bring their concerns to the Title IX Coordinator, the Human Resources department, the Academic Counselor, a trusted faculty member, or to any senior member of SCI-Arc's administration. Do not assume SCI-Arc is aware that there may be a problem.

SCI-Arc requests that complaints be made in writing to assure the accuracy of the charge, although verbal complaints will also be accepted. SCI-Arc will promptly investigate the complaint and take appropriate interim action/accommodations or formal resolutions.

SCI-Arc will make its best efforts to protect student and employee confidentiality to the extent that it is practical and does not hinder the investigation. No student or employee will suffer any retaliation because he or she has brought such concerns in good faith to the attention of SCI-Arc.

Any faculty member or staff supervisor who is notified of sexual misconduct, harassment, or a criminal offense or who knows of such an incident, must notify the Title IX Coordinator, Human Resources Director or the Directors' Office immediately.

SCI-Arc encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. Reporting options are not mutually exclusive. Any outside criminal investigation does not relieve SCI-Arc from investigating incident internally. Both internal and outside criminal reports may be pursued simultaneously.

For more information or assistance, consult the SCI-Arc Title IX Policy online at my.sciarc.edu or contact the Title IX Coordinator.

Liliana Clough
**Title IX Coordinator/
Human Resources Director**
Phone: (213) 356-5350
liliana_clough@sciarc.edu

Retaliation Policy

It is against SCI-Arc policy to retaliate against any person who has filed a complaint or sought advice through the processes described above. It is also against SCI-Arc policy to retaliate against anyone who has testified, assisted, or participated in any manner in such processes. Violations of these policies regarding retaliation are subject to disciplinary measures up to and including termination of employment or expulsion from SCI-Arc.

STANDARDS OF CONDUCT

All students are expected to comply with all laws and to respect the rights and privileges of other members of the SCI-Arc community and its neighbors. Unacceptable behaviors include, but are not limited to, those described herein.

Academic Infractions

SCI-Arc believes strongly in the integrity of the work of individuals. Student work that presents the ideas or words of others as the student's own adversely impacts the whole school and may lead to immediate dismissal. Academic dishonesty, including cheating, plagiarism, commissioning academic work by others, or performing academic work on behalf of another student, is strictly prohibited.

Common Sense, Integrity and Personal Responsibility

Although it is not possible to provide a complete list of all types of impermissible conduct, the following are some examples of conduct that may result in disciplinary action, including expulsion:

- Cheating, plagiarism, commissioning academic work by others, or performing academic work on behalf of another student, and misrepresenting facts.
- Dishonesty, including, but not limited to falsification or making a material misrepresentation or omission on forms, records, or reports or any other school record.
- Misusing, mutilating, vandalizing, defacing, destroying, damaging of or unauthorized possession of school information, materials, equipment, or property.
- Excessive absence.
- Hazing, sexual and gender harassment, and actual or threatened physical violence toward another. (Please see below for a full harassment information.)
- Unlawful possession, distribution, sale, use or being under the influence of illegal drugs or alcohol while on school property, while acting on behalf of the school, or while operating a vehicle or potentially dangerous equipment leased or owned by the school. (Please see the SCI-Arc Drug and Alcohol Policy)
- Unauthorized possession of school property or the property of a SCI-Arc student or staff member, or visitor.

- Violation of SCI-Arc's IT policy, including infringement of patents, trademarks, trade secrets, or intellectual property rights, software piracy, unauthorized network/computer access, illegal export, spamming, email/news bombing, email/message forging, virus distribution, Ponzi schemes, chain letters, pyramid schemes, access to pornography, and the inappropriate use of software or hardware.
- Conducting oneself in a manner that endangers the health or safety of oneself, other members or visitors within the SCI-Arc community or at SCI-Arc sponsored or related events.
- Tampering with or damaging fire and life safety equipment.
- Bringing or possessing dangerous or unauthorized materials, such as weapons, explosives, firearms or other similar items to SCI-Arc or to SCI-Arc sponsored or related events.

Commercial Business and/or On-Site Solicitation

The use of SCI-Arc's name, facilities, or resources (i.e. Shop, Magic Box, Robot House, computer labs, networks, print services, or studios) by students, faculty, and staff to conduct a commercial business and/or commercial solicitation of on-site or off-site businesses is prohibited.

Commercial solicitation shall be defined as the promotion or sale of on-site or off-site products, merchandise, or services for the benefit or profit of students, faculty, staff. Promotion includes the distribution on campus of advertising materials, e-mails, website, and telephone or verbal solicitation.

An exemption to this policy may be for the use of the campus-wide bulletin boards, by students, for the sale of personal property (i.e. computer, bicycle, refrigerator, toolbox, etc.) and for appropriate housing opportunities or community events benefiting students.

Disciplinary Measures

Disciplinary measures, if necessary, may consist of any of the following: verbal warning, written warning, probation, suspension with or without pay and/or termination or expulsion from SCI-Arc.

SCI-ARC DRUG AND ALCOHOL POLICY

SCI-Arc believes that all students, staff and faculty have an obligation to the SCI-Arc community to deal responsibly with alcoholic beverages and controlled substances and to protect SCI-Arc from inappropriate liability. While SCI-Arc respects the rights of its students and employees to exercise their legal options regarding alcohol consumption, they should make decisions that are respectful of SCI-Arc and those around them, and with an understanding of the potential consequences

to themselves. All must also understand that various federal laws provide clear expectations that colleges will act to prevent the illegal use of drugs and alcohol on their campuses and at their events and penalize colleges for their failure to do so.

The following is a summary of SCI-Arc's policies and programs relating to the use of alcohol and other drugs on campus and at school sponsored events. This information is sent to you annually as a requirement of the Drug-Free Schools and Campuses Act of 1990, and the Drug-Free Workplace Act of 1988. Universities that receive federal/state funds in any form are required to comply with the above acts. We must take affirmative steps to prohibit the unlawful possession, use, and/or distribution of illicit drugs and alcohol.

Should you have any questions, students should consult the Academic Counselor; faculty and staff should consult the Human Resources Director.

Standard of Conduct

Compliance With All Laws: Students, faculty and staff will comply with federal, state and local laws governing the use of alcohol and drugs on SCI-Arc property or at any activity or event on and off the campus sponsored by SCI-Arc.

Student Organized Events

The service/consumption of alcohol on the SCI-Arc campus is limited to events sponsored and run by the SCI-Arc administration only. This may include events such as the annual Graduation ceremony, gallery openings, parents and/or donor receptions, alumni events, and lecture dinners.

No service/consumption of alcohol is allowed at on-campus events hosted by faculty or students. This includes events such as Mid-term/Final reviews, meetings of the Student Union and Faculty Council, or Fridays @ Five.

Alcohol can only be served for a maximum time of two (2) hours at any administration organized event, at which point all alcohol service must conclude. In addition, no more than two (2) alcoholic drinks will be served to any person attending the event. The person designated to serve alcohol at each event shall confirm that each person served is over 21 years of age and shall not serve alcohol to anyone who appears intoxicated. No person attending an event where alcohol is being served shall bring his or her own alcohol to the event.

Additional Policies

No student or employee may use the Fabrication Shop or Robot House tools or equipment if he or she has consumed alcohol within the prior twelve (12) hours.

Drugs and/or Alcohol are not to be stored in studios and/or consumed by students in any studio or classroom at SCI-Arc under any circumstances.

Description of Health and Other Risks

Drugs and/or Alcohol can be toxic or poisonous if abused. The use of illicit drugs and abuse of alcohol can result in death, violence, incarceration, loss of a drivers license, damaged fetuses, failed relationships, petty property crime, school drop-out, lowered productivity and quality, increased absenteeism and tardiness, serious psychobiological and neurobiological problems, reduced concentration, impaired judgment, loss of short term and long term memory, diminished reasoning skills, strained family relationships, and other serious life altering affects.

While not exclusive, some of the more common health risks associated with specific substances are as follows:

CATEGORY	EXAMPLES	HEALTH RISKS
Inhalants	solvents, aerosols, paint, lighter fluid	liver, nerve and, brain damage; heart failure; cardiac arrest
Depressants/Sedatives	alcohol, benzodiazepines, barbiturates	nausea, anxiety, hallucinations, tremors, delirium, seizures, learning impairment, respiratory depression, amnesia
Stimulants	cocaine, amphetamines, methylphenidates, phenmetrazine, Ritalin	hypertension, cardiac arrest, respiratory failure, pulmonary edema, coma, seizures
Narcotics/Opiates	heroin, morphine, codeine, marijuana	pulmonary edema, seizures, coma, anxiety, hypertension, respiratory depression, tachycardia
Hallucinogens	LSD, PCP, mescaline, psilocybin	paranoia, delusions, psychosis, flashbacks, hallucinations, seizures, tachycardia

Applicable Laws and Sanctions

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol is regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties can be dependent upon several conditions including the substance, amount, and whether the matter is a first offense or repeated offense. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.

While not exhaustive, the following are laws of which students and employees should be aware:

Use or Possession of Alcohol by Minor

People under the age of 21 may not consume, possess or distribute alcohol, nor may they drive any motor vehicle containing any alcoholic beverage unless a parent or legal guardian is present in the vehicle.

Service to Minors

It is unlawful for any person to sell, furnish or give any alcoholic beverage to anyone under the age of 21.

False Identification

Minors who use false identification in order to obtain alcoholic beverages are guilty of a misdemeanor. It is also unlawful to provide a minor with false identification.

Drinking and Driving

No person may drink any alcoholic beverage while driving or possess in any vehicle any bottle, can or other receptacle which has been opened, or a seal broken. While any person over 21 with a blood alcohol content of .08 or higher and any person under 21 with any measurable blood alcohol content violates the law, this does not mean that someone with a lesser alcohol content is not guilty of violating the law. Any person whose behavior indicates he or she is under the influence violates the law no matter what his or her blood alcohol level.

Sale or Gift of Alcohol to an Intoxicated Person

The sale or furnishing of alcoholic beverages to an obviously intoxicated person constitutes a misdemeanor.

Sale of Alcohol

Selling alcoholic beverages, either directly or indirectly, except with the proper license, is a crime. This includes selling tickets to be used for drinks, or charging admission to any event where alcohol will be provided, whether or not food is served.

Cultivation, Manufacturing, Trafficking and Sale of Drugs

Cultivations, manufacture, sale or distribution of controlled substances or drug paraphernalia can result in life imprisonment and fines in excess of \$1000.

Personal Property Used in Connection with Trafficking or Sale of Drugs

If your vehicle or other property is used in connection the sale or trafficking of drugs, it can be seized and retained or sold by the government without compensation to you, regardless of whether you participated in the illegal activities.

Disciplinary Sanctions

Students who have violated laws governing the use of alcohol and illicit drugs or this policy will be subject to disciplinary sanctions by SCI-Arc ranging from probation up to and including expulsion from SCI-Arc.

A student under 21 years of age who uses or has in his or her possession alcoholic beverages on SCI-Arc's campus or at a SCI-Arc event, and/or any student who supplies alcohol to an individual who is under the age of 21 years on SCI-Arc's campus or at a SCI-Arc event, will be subject to immediate discipline as follows:

1. For a first offense, mandatory counseling at the student's expense, as well as suspension from the school and a forfeiture of tuition and fees for the period of the suspension;
2. For a second offense, expulsion.

Employees of SCI-Arc who have violated laws governing the use of alcohol and illicit drugs or this policy may be demoted, suspended or terminated.

Violations of law by either students or employees may also be referred to the appropriate authorities for prosecution.

STUDENTS ARE STRONGLY ENCOURAGED TO CALL FOR MEDICAL ASSISTANCE FOR THEMSELVES OR FOR ANOTHER PERSON WHO IS DANGEROUSLY INTOXICATED OR FOR ASSISTANCE IF HE OR SHE BECOMES A THREAT TO HIMSELF OR OTHERS. IF THE STUDENT WHO PLACES THE CALL FOR HELP IS FOUND TO BE IN VIOLATION OF SCI-ARC'S POLICY, THE FACT THAT HE OR SHE PLACED THE CALL WILL BE CONSIDERED MITIGATING CIRCUMSTANCES WHEN SANCTIONS ARE IMPOSED.

Resources for Assistance

Employees and students who are concerned about substance use, abuse, and rehabilitation are strongly encouraged to contact their family physicians, their health plan, or, in the case of students, the Academic Counselor and in the case of employees, the Human Resources Director, who can refer them to appropriate resources (community or private agencies) that provide complete, confidential substance abuse counseling. Additionally, the Yellow Pages of the telephone directories under the headings Alcoholism Information & Treatment Centers or Drug Abuse & Addiction Information & Treatment Centers contain numerous agencies and practitioners specializing in the treatment of alcohol and drug problems.

SCI-Arc provides three (3) sessions of counseling free to individual students. Students who wish such assistance should contact the Academic Counselor's office for contact information.

Contact information for local agencies, centers and other sources of assistance include the following:

DRUG AND ALCOHOL SUPPORT SERVICES	
L.A. County Department of Public Health Information and Referral Tel: 800.564.6600	Alcohol Drug Council – High Gain Project (CS state drinking/driver treatment program) Santa Monica www.adcwa.com Tel. 310.451.5881
Alcoholics Anonymous Los Angeles www.lacooa.org Tel: 323.936.4343	Nicotine Anonymous Southern California InterGroup www.quitnowla.com www.nicotine-anonymous.org Tel: 800.642.0666
Crystal Meth Anonymous www.crystalmeth.org 24hr Helpline: 855.638.4373	Cocaine Anonymous www.ca4la.org tel: 888.714.8341
Asian American Drug Abuse Program www.aadapinc.org Tel: 323.293.6284	Didi Hirsch Drug Abuse & Mental Health www.didihirsch.org Crisis Line Tel: 800.273.8255
Clare Foundation/DUI Program www.clarefoundation.org Tel: 310.314.6200 or Hotline: 866.452.5273	Matrix Institute www.matrixinstitute.org Tel: 800.310.7700
Good Samaritan Hospital www.goodsam.org Tel: 213.977.2121	Providence St. John's Health Center california.providence.org/saint-johns Tel: 310.829.5511
St. Vincent Medical Center www.stvincent.dochs.org Tel: 213.484.7111	
WOMEN'S SERVICES	
East LA Women's Center Rape and Battery Hotline: 800.585.6231 ELAWC.org	Women for Women womenforwomen.org Tel: 888.504.3247
COUNSELING	
Antioch University Counseling Center www.antiochla.edu/campus-life/au-counseling-center/ Tel: 310.574.2813	Southern California Counseling Center www.sccc-la.org Tel: 323.937.1344
CONTACTS IN CASE OF PSYCHIATRIC EMERGENCY	
Daniels Place http://www.danielsplace.org/ Tel: 310-392-5855	LA County Mental Health http://dmh.lacounty.gov/ Tel: 800.854.7771
**For life-threatening emergencies, call 911	

Many health insurance plans provide coverage for substance abuse programs to address substance abuse and rehabilitation

SAFETY

SCI-Arc's safety rules are based on respect for each other, respect for facilities, common sense, and personal responsibility. Students must follow all posted signs and observe all safety warnings given by evacuation team members during emergencies and emergency drills.

Contact Campus Security anytime at 213-356-5325 or 213-220-3084 with any security concerns or questions. You may also contact Cindy Jollotta, Facilities Coordinator at cindy_jollotta@sciarc.edu.

Personal Property

You are responsible for your personal property. Lock up all valuables including all electronics when you're not at your desk. **SCI-Arc assumes no liability or responsibility whatsoever for any damage to or theft of personal property at SCI-Arc facilities.**

If a student suspects their personal property is missing, stolen or has been damaged please contact Security for assistance and to file a report. Students who are victims of theft are also encouraged to contact the LAPD to file a police report.

Students are required to use only SCI-Arc-provided desks and may not build or install, or store any other outside furniture in the studios including outside desks, tables, shelves, and seating (other than student-provided desk chairs). Personal objects placed in studios which do not comply with these requirements will be removed and disposed of without additional notice.

In addition to the SCI-Arc provided desk, each student may have no more than (1) tool chest, cabinet, or small shelf within their studio space for the storage of their personal property. The measurements for this item may not exceed 18" deep x 28" wide x 36" high. Tool chests and cabinets must be on functioning wheels to allow for easy movement.

SCI-Arc does not permit the use of personal appliances which can cause a fire such as toasters, toaster ovens, or hot plates. Each studio may have no more than two (2) small refrigerators (limited in size to 3.2-cu feet) and (1) microwave per studio location. Students are required to provide, maintain, and clean any refrigerators within their studios. Poorly maintained or excessively dirty refrigerators or microwaves may be disposed of by maintenance personnel.

Due to space, network, and electrical limitations of the SCI-Arc building, SCI-Arc strongly encourages students to use the services provided by the Shop, Print Center, and on-site Self Service Printing services for their academic work. An exception can be made for students to store no more than one (1) printer (printing size not to exceed 13 x 19 inches) and one (1) small 3D printer (build dimensions not to exceed

7 x 11 x 7 inches) per studio location. The only acceptable material allowed for use with personal 3-D printers at SCI-Arc is PLA.

SCI-Arc retains the right to remove any personal items that take up large amounts of space; may be potential fire or safety hazards; exceeds the electrical/network capacity; or restricts corridors, blocks doors, is stored under stairs or otherwise may impede circulation or violates fire code.

Fire Exit Policy

The Los Angeles Fire Department requires that all entrance/exit doors, building egress areas, and studio/classroom aisles are to remain clear at all times. Aisles are marked with yellow paint and run the entire length of the building. Additionally, the areas under the stairs marked in red paint are also to remain clear at all times as are locations with signage indicating no storage is allowed.

Students must not suspend or attach anything from the fire sprinkler pipes or electrical conduits, block or impede access to aisles, doors or exits at any time, store any items under or adjacent stairways, and leave open containers of resins, paints, or glues unattended. Corridors, stairs, and exits are inspected daily and any items within these areas will be immediately removed.

Students may not erect walls or create cubicles out of any materials including wood, foam core, cardboard or similar materials within the studios. Sheets of material should only be purchased as needed. Sheets may be stored short-term in a manner that does not create a hazard to safe exiting or can cause injury.

All bikes must be secured either to the bike racks located outside or the braces which are connected to the concrete supports that line the corridors of the building. This is important to prevent bikes from falling over in pedestrian aisles and creating a hazard in case of an emergency.

Earthquake and evacuation drills will be conducted during the Fall and Spring terms in order to familiarize the SCI-Arc community with emergency evacuation procedures. Participation in the drills is mandatory for the entire SCI-Arc community.

Painting, Resins, & Aerosol Products

Students are expected to respect the SCI-Arc facilities and use common sense when painting on campus. This includes using drop clothes or paper underneath painted projects and cleaning up after use. The use of spray paint and spray adhesives is ONLY allowed in the Shop paint booths and the designated outdoor paint booth.

Any student who sprays paint or adhesives anywhere else on SCI-Arc property or fails to paint responsibly on campus, including exterior ramps, stairs, walls, or other surfaces, will be subject to a fine \$300 for the first offense, \$500 for the second offense, and may face additional disciplinary actions up to and including expulsion for any subsequent offense.

Due to health concerns and regulatory requirements, students must use Shop paint booths or designated outdoor paint booth for the following activities (and only with appropriate personal protective equipment):

- Mixing hazardous chemicals
- Resin mixing/casting
- Use of odor-causing aerosol products (including spray paint and adhesives)
- Use of powerful solvents and other noxious chemicals.

SCI-Arc provides a fireproof cabinet for the purpose of storing student/faculty-owned hazardous products and toxic chemicals. All flammable solvents and resins should be stored in this cabinet, as well as paints, lubricants, adhesives, etc. The cabinet will be open at all times and will largely be managed by students, with Shop/Facilities oversight. It is located in the Spray Tent Station nearest the Shop (south end of building) and upon its renovation, within the paint room in the Shop. The usage guidelines are printed on the cabinet's doors.

Please see the Shop Manager or Facilities Manager should you have any questions or concerns.

Dog Policy

In order to facilitate a healthy studio culture and learning environment at SCI-Arc dogs are not allowed in studios during studio hours, in classrooms during seminar hours or at any public presentation. No dogs may be brought into the shop, the Kappe Library or the cafe at any time. Students who wish to have their dog on school property may only do so before or after studio and seminar hours. Dogs must be kept on a leash and with their owners at all times, and cannot be left unattended. Dog owners must be able to supply all paperwork including up to date shots and tags upon request. Should a dog become a disturbance or aggressive, the dog must be removed immediately and will not be allowed back onto school property.

SECURITY

24-Hour Security | Tel# 213-356-5325

SCI-Arc is equipped with cameras to monitor the building and employs a guard service to patrol the parking lot and the buildings. For everyone's security, SCI-Arc students, staff and faculty are required to present the guards with their SCI-Arc ID card upon request. Failure to provide such proof may result in being escorted off the property.

Emergency contact information for SCI-Arc Security, Police, Fire Department, and local hospitals, are posted on a sign in each studio bay and classroom at SCI-Arc.

Student ID / Access Cards

Students are issued an ID card which provides access to the building, shop, computer labs. A schedule is posted for new students during orientation to have their photo taken, with the ID card distributed within the first week of classes. Students are required to carry their ID with them at all times. Students will be charged \$15 to replace cards that have been lost or damaged.

Students who have passed the Shop Safety Training will be given a decal to apply to their Student ID. Students who fail to display their Student ID with Shop safety training decal will be prohibited from using any of the Shop's facilities or equipment.

ID cards are the property of SCI-Arc and are not transferable. Misuse of the ID card will subject an individual to disciplinary action, including but not limited to repossession of the ID card and restricted entry onto the campus. ID cards are issued and registered to each student, and should not be shared with or borrowed by any other person. The lending or giving of ID cards to any other person may lead to disciplinary action.

If a student's ID card is lost or stolen, please report it to Security immediately. The student may be held responsible for any damage resulting from sharing ID cards.

Student IDs and Parking Permit Issuance

Student IDs and building access cards are issued by the Receptionist during normal business hours. This desk is located in the lobby at the north end of the campus. Parking permits are issued at the administrative offices next to the SCI-Arc store.

Building Access

In order to provide the best possible security to the SCI-Arc community, all doors providing entrance to the building are not to be propped open at any time. In addition, SCI-Arc students should be aware of the following policies regarding building access: Parking Lot: Anyone entering the campus through the parking lot may be stopped and required to show a valid student ID before parking or entering the building.

Reception/Administration: The entrance to the SCI-Arc Reception/Administration offices is open from 9:00AM to 6:00PM Monday through Friday.

960 Gate: The 960 gate, located on 3rd Street, is open from 9:00AM to 6:00PM Monday through Friday. During night or weekend hours, students may use their ID's to swipe and unlock this gate.

Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (originally known as the Campus Security Act) is a federal law requiring colleges and universities across the United States to disclose information about crime on

and around their campuses. In compliance with this law, SCI-Arc prepares an annual report presenting statistical information as required by the federal government.

This annual crime statistic report is handed out each year at New Student Orientation, as well as made available on the SCI-Arc website at sciarc.edu/institution/facility

Megan's Law and Sex Offender Registrant Information

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, SCI-Arc is required to issue a statement advising the SCI-Arc community as to where law enforcement agency information concerning registered sex offenders may be obtained. It also requires offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

In California, convicted sex offenders must register with their local law enforcement agencies. Commonly called Megan's Law, this law allows the public to access the registry at local law enforcement offices. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in or frequent the community. Information about the sex offender registry may be accessed online at meganslaw.ca.gov.

Timely Warnings

SCI-Arc will communicate Timely Warning notices to members of the SCI-Arc community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the community. Incidents that would prompt a Timely Warning notice include (but are not limited to) reports such as Homicide, Robbery, Arson, or Motor Vehicle Theft. Timely Warnings may be distributed for other crimes determined necessary by SCI-Arc.

Cases of aggravated assaults and/or sex offenses are considered on a case-by-case basis, depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known.

Timely Warnings of criminal incidents reported to SCI-Arc and which represent a "potential threat" to the SCI-Arc community will appear within five business days via email so that the SCI-Arc community can protect itself and/or property from similar crimes.

Safety Recommendations

The SCI-Arc campus is situated in the Arts District of Downtown Los Angeles – an urban environment. Though Arts District has one of the lowest crime levels in the

city and campus areas are relatively safe, the campus and surrounding community are not immune to crime.

One of the essential ingredients of campus safety and any successful crime prevention program is an informed community. It is the intent of SCI-Arc to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their safety. Such information will normally be distributed through each student's campus email. All effective security and crime prevention programs include people watching out for one another. SCI-Arc recommends the following safety measures for the SCI-Arc community when leaving the building:

- Be aware of your surroundings. Think about what you would do in an emergency situation – have a plan.
- Stay alert, and trust your instincts. Avoid walking alone late at night; and avoid the distraction of using a cellphone while walking after dark.
- Use lighted walkways and thoroughfares. Avoid dark streets and locations where criminals can be hidden from view.
- Travel with confidence and purpose. Walk briskly and with your head up.
- Travel with a companion or walk in groups.
- Be aware of nearby strangers. If you are being followed, cross the street, then walk in the opposite direction, and head to the nearest lighted and populated area.
- Do not struggle if someone attempts to take your property.
- Before exiting a building or car, look around the area for anything suspicious. Keep your car locked. Store items of value in the trunk.
- Coats, backpacks, and purses should remain with you or be locked up. Keep purses, bags, and backpacks close to the body, and do not leave them unattended.
- Pay attention to campus security alerts; stay current with campus and city news regarding crime in and around the community.
- Use common sense concerning personal, high-value, portable property (e.g. laptops, cameras, mobile devices, cell phones) by not leaving them unattended anywhere on campus.
- To secure your bicycles, use a hardened lock and chain or U-lock. Cable locks of any size can be quickly cut. Please contact Security for further information on how and where to best secure bicycles.
- If you see someone you consider suspicious or out of place, **INFORM CAMPUS SECURITY IMMEDIATELY.**

PARKING

Any vehicle parked, operated, or driven on campus shall be solely at the risk of the owner/operator. SCI-Arc assumes no liability or responsibility whatsoever for any damage to or theft from any vehicle parked at or driven onto any SCI-Arc facilities. Acceptance of parking privileges (e.g. purchasing a pass or permit) constitutes owner/operator agreement to hold SCI-Arc blameless for any loss or damage to your vehicle, and its accessories, attachments or contents, as a result of fire, theft, vandalism, collision, or any other cause.

Students who wish to park in the Merrick Lot are required to purchase a parking permit each term/semester. This permit should be adhered to the inside of the windshield, not placed on the dashboard. If you do not clearly display a current SCI-Arc parking permit, your vehicle may be ticketed by the City of Los Angeles parking enforcement and subject to towing.

Possession of a valid parking permit does not guarantee that a space will be available in the lot at all times and parking is on a first-come, first-served basis. Parking at SCI-Arc is limited, and accommodations for special events, construction activity, etc. may occasionally prevent the parking lot from being available to you.

Registration of Vehicles and Parking Regulations

- To be legally parked on SCI-Arc property at any time, one must display a current SCI-Arc parking permit; this policy applies to ALL students, faculty, staff, and visitors.
- Only currently enrolled students may purchase a permit.
- Permits will be issued for passenger cars (at a cost of \$150 per term) and motorcycles (at a cost of \$75 per term) which fit within a single marked parking space. Vehicles which do not fit within a single space are not permitted in the lot without prior written approval from the Facilities Manager.
- A permit is valid from the first day of the academic term through the day before the start of the next term.
- GRACE PERIOD: Following the add-drop period for each semester, all student vehicles in the lot must clearly display a current parking permit. Vehicles not displaying a current permit will be subject to ticketing by the City of Los Angeles, towing, and/or referral to the Director's office.
- One permit (for up to 2 vehicles) may be issued per registered student.

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- A parking permit must not be affixed to a motor vehicle other than the one for which it was issued; permits should not be altered or defaced.
 - Any vehicle parked in drive aisles, walkways, in designated handicap spaces (or the access aisles adjacent to them) without a state issued handicap parking permit, or spaces reserved for visitors, faculty, or staff is subject to ticketing and/or towing at the owner's expense.
 - Motorcycles, mopeds, and scooters must be parked in designated motorcycle parking areas and must display a valid motorcycle parking permit. Automobile permits may be affixed to motorcycles to allow parking in spaces designated for automobiles.
 - The parking lot is intended for regular coming and going of vehicles and not for long-term storage.
 - **Long-term storage outside of the winter, spring, and summer inter-semester breaks is not permitted.** If a student plans to be away for an extended period and is currently enrolled, please consult with the Facilities Manager before leaving campus.

Fines and Penalties

- In addition to any fines which may be levied by governmental parking enforcement agencies, SCI-Arc may impose additional penalties for violations of the school vehicle regulations.
- There will be a \$300 fine for reckless driving while on campus. In addition, students are responsible for paying any reparations from damage incurred by reckless behavior. Please consult the SCI-Arc Drug and Alcohol Policy for full details pertaining to the use of drugs and alcohol while on campus.
- After three offenses, the driver may be "banned" and not permitted to park or drive any vehicle on campus for the remainder of the academic year. Drivers with fewer than three violations may be banned if any one violation is serious enough to warrant immediate suspension of all vehicle privileges.

In addition to displaying a valid permit, all vehicles parked on SCI-Arc property must be lawfully registered and capable of legal operation. Vehicles that are inoperable or appear to be abandoned will be removed from SCI-Arc property at the owner's expense. Vehicles are not to be used as storage areas or living quarters. Vehicles that emit unreasonable noise or odor; leak fluid or create a similar disturbance shall be declared a nuisance and the vehicle will be removed at the owner's expense. Nuisance vehicles may be removed even though they display a parking permit.

These regulations may not be superseded by any verbal communications from anyone.

ADMINISTRATIVE STRUCTURE

SCI-Arc is a non-profit institute dedicated to the study of Architecture. Its operations are overseen by a Board of Trustees consisting of twenty-seven members. The Board membership includes recognized leaders in the areas of architectural design, art, finance, construction, real estate, law, motion picture production design, and philanthropy. In addition, SCI-Arc faculty, students and alumni have official representation on the board. All three of these positions are nominated by their by their cohorts.

Board of Trustees Committees:

Audit Committee

Makes recommendations to the Board of Trustees on the retention and termination of the independent auditor, and negotiates the independent auditor's compensation. Confers with the auditor to satisfy its members that the financial affairs of SCI-Arc are in order; reviews and determines whether to accept the audit; insures that any nonaudit services performed by the auditing firm conform with standards for auditor independence required by law; reviews the auditor's annual Letter to Management and assures progress in complying with any recommendations.

Building and Grounds Committee

Addresses issues related to the aquisition and/or development of real state and the improvements to the SCI-Arc campus.

Committee on Trustees

Nominates candidates for the positions of Officer and Trustees, ensuring that the membership and leadership of the Board consists of highly qualified and committed individuals. Reviews the performance of incumbent Trustees and Board Officers who are eligible for re-election; and makes recommendations to the Board regarding candidates for election and re-election. Periodically recommends initiatives by which the Board shall assess its performance.

Development Committee

Works in conjunction with the development & alumni relations office to assist in defining strategies for raising funds from individuals, foundations, corporations, government entities, events, etc. Recommends prospective board members to the Committee on Trustees.

Director's Committee

Works with the Institute Director on Institutional performance and is charged with the responsibility of leading the annual review of the Institute Director's performance.

Executive Committee

Takes any urgent or emergency actions and is available to assist the Institute Director of SCI-Arc in the periods between Board meetings.

Finance Committee

Works in conjunction with the finance department to monitor the financial well-being of the institution. Reviews the annual budget and proposes its adoption to the full Board. Includes oversight of income/expenses, as well as state and federal tax compliance.

Investment Committee

To make recommendations to the Board of Trustees on investment policy and strategy for operating and endowed funds; review and report investment performance on a quarterly basis. With the Finance Committee, recommends any annual draw from the endowment.

Governance Committee

Clarifies the roles and lines of authority between the Institute Director, Chairman of the Board, legal council, and the board at large, as they relate to supra-curricular issues. Ensures compliance with and reviews institution by-laws.

Donor Recognition Committee

Works in conjunction with SCI-Arc's Development office to establish donor recognition policies and specific naming opportunities and donation levels on campus.

Institutional/Academic Committees of the college:

Academic Council

The agenda is set by the Director of Academic Affairs and other members of the council. The Director of Academic Affairs solicits advice from the council in formulating, implementing and evaluating aspects of the academic development and management of the institute. The Academic Council attempts to reach a consensus on proposals submitted for its consideration by members of the Academic Council, the Faculty Council, or the Student Union. If a consensus cannot be reached, votes may be taken. Reports of the council's deliberations are made available to the Board of Trustees, faculty and students. The Academic Council meets on a regular basis throughout the Fall and Spring terms.

Admission Committees

Post Graduate, Graduate and Undergraduate

The Admission Committee is composed of current SCI-Arc faculty and Program Chairs. The Admissions Committee meets each spring to review the materials of current SCI-Arc applicants. The Admissions Committee is provided data from the Enrollment Management Committee regarding statistics from the previous year's

enrollment and given projected enrollment numbers for the upcoming year. Recommendations of the Admissions Committee are reviewed by the Program Chair and Director of Admissions who make decisions regarding scholarships.

Curriculum Committees

Post Graduate, Graduate and Undergraduate

The Curriculum Committees are a forum for the evaluation of efficacy, relevance and coordination of class content with regard to the institute's pedagogy and professional licensure requirements. When changes are needed, this body works with appropriate faculty and campus constituencies to form new standards and/or directions. This committee meets at the end of the fall and spring semesters in both the undergraduate and graduate programs.

Faculty Council

The Faculty Council at SCI-Arc consists of full time faculty who meet on a biannual basis to assess and discuss academic and institutional matters related to the faculty. In addition, the Faculty Council selects the faculty representatives to the Board of Trustees and the Academic Council.

Portfolio Committees

Graduate and Undergraduate

These committees meet to assess students' progress through the foundation and core semesters by evaluating, (through a compilation of design and academic work into a portfolios) the student's strength and weaknesses, and may make recommendations as necessary in order to help improve the level of the work. The committees meet at the end of the fall and spring semesters in both the undergraduate and graduate programs.

Continuing Students Scholarship Committees

Graduate and Undergraduate

These bodies awards scholarships based on students' overall academic excellence and financial need. The committees meet at the beginning of the summer semester to make scholarship awards for the upcoming academic year.

Technology Committee

The Technology Committee meets once a semester (or as-needed) to discuss the current use of, and future need for, tools for the evolving curriculum of SCI-Arc. Software, hardware, digital and analog fabrication tools, and special projects are all within the purview of the Technology Committee. Potential new acquisitions that might further the educational goals of the institution are considered in this committee, as well as the long-term strategy and positioning of the school. Members include the Director and Vice-Director, the Program Chairs, the Applied Studies Coordinators, and faculty involved in the Robot House, and Senior Faculty upon invitation.

Fellowship Committees

The Fellowship Committees work to promote research and teaching experience for promising individuals. They award Fellowships based on applicants' academic and design excellence in the fields of critical theory (Design of Theory Fellowship) and robotic technology (Robot House Fellowship). The committees meet once during the semester to make Fellowship appointments for the upcoming academic year. Members include the For the Cultural Studies Coordinator, General Studies Coordinator, ESTm Coordinator, Robot Lab Coordinator and select senior faculty.

Diversity Committee

The Diversity Committee works to promote understanding, awareness, and appreciation of equity and diversity throughout the SCI-Arc community and to foster a positive campus climate. The Committee endorses a broad definition of diversity and is committed to acknowledging, recruiting, engaging, and empowering the distinctiveness of diverse cultures through conscious practices. The committee is dedicated to fostering an inclusive and accessible institution that strives for a student body, faculty, and staff that reflects the multicultural nature of SCI-Arc.

Enrollment Management Committee

The purpose of the Enrollment Management Committee is to discuss, develop, monitor, and evaluate all aspects relating to the recruitment, retention, graduation, and support of SCI-Arc students. Informed by data indicators, it is charged with achieving the institution's desired enrollment (in quantity and quality) and improving student life and learning to ensure student success. The committee is led by the Vice Director/Chief Academic Officer, and is composed with representatives from the Admissions & Recruitment, Academic Affairs, and Finance Departments. The Enrollment Management Committee meets on a regular basis throughout the academic year.

Academic Programs and Degree Requirements

UNDERGRADUATE DEGREE (B.ARCH) 5 YEAR (10 TERM) PROGRAM

Professional Bachelor of Architecture (B.Arch) program, accredited by the National Architectural Accrediting Board (NAAB).

Tom Wiscombe

Undergraduate Program Chair

SCI-Arc's Bachelor of Architecture (B.Arch) Program is a 5-year professional degree, accredited by NAAB (the National Architectural Accrediting Board), focusing on both design excellence and intellectual breadth through a liberal arts based education.

The design culture of the B.Arch Program is focused both on the discipline of architecture, in terms of its history, theory, techniques, and on the practice of architecture, in terms of building technology, innovative means of construction, and professional practice. The core of the program is the design studio, where students build visual literacy, learn design skills, test ideas, and receive continuous, personal feedback on their work from studio faculty. Our studio faculty is primarily made up of practicing architects, which allows students a window into the lives of architects, as well as provides options for pursuing professional internships and employment outside the school. Students build, over four years of core design studio, a robust set of techniques and sensibilities for making and appreciating architecture. In their fifth year, students produce a thesis project, constituted by both a position in relation to contemporary architectural discourse and a highly developed building design project.

The four parallel paths of the B.Arch Program feed design studio culture: the Liberal Arts, Architectural History + Theory, Visual Studies, and Applied Studies. Liberal Arts coursework includes art history and theory, film history and theory, contemporary science and technology, history of civilization, philosophy, rhetoric and debate, and a range of other subjects. These are taught as independent forms of cultural knowledge that can disrupt conventional ways of thinking about architecture, space, and cities. Included in this curriculum is an ongoing series of masterclasses taught by international figures in their areas of expertise, engaging students by articulating their particular worldviews.

Architectural History + Theory teaches students how architecture exists simultaneously as a form of knowledge, a set of building objects, and a unique discourse that continuously informs the work of contemporary architects. Visual Studies introduces students to new ways of seeing the world, and the importance of representation in the production of architectural ideas. Applied Studies focuses on cutting-edge methods of building design, documentation, and delivery, emphasizing the importance of linking aesthetic impulses to contemporary building technologies. This includes coursework on advanced building materials, sustainable systems, and new forms of industrial production for the 21st century.

Ultimately, SCI-Arc's B.Arch Program produces individuals who are savvy, broad-thinking, and groomed to become leaders of their profession. They emerge with sophisticated portfolios of work that make them highly competitive in the global architectural marketplace. Graduates are poised to establish their own offices and become licensed professionals, enter top international architectural offices, or continue on to higher education in the world's most competitive graduate programs.

Liberal Arts

The Bachelor of Architecture degree program at SCI Arc includes a fully integrated Liberal Arts curriculum broken into 12 core seminars and 3 elective seminars, comprising a total of 45 units of nonarchitectural content.

The Liberal Art's curriculum at SCI-Arc reimagines the training of young architects today, offering students breadth of knowledge and critical thinking skills to complement their design studio education. Nonarchitectural content serves the students in two ways: firstly, as an intensive series of courses within the core concentrations of art, philosophy, science, and history; and secondly, as a flexible series of elective seminars taught by leading thinkers, writers, theorists, and practitioners in a wide range of fields and subjects, from media theory to gender studies to new models of nature. By preparing students to think critically, engage other disciplines directly, and acquire knowledge through research, writing, and debate, students are positioned to understand the inherent complexity and expertise required in more specific fields during the later sequence of the B.Arch program.

Throughout the Liberal Arts curriculum, students are encouraged to: think both logically and disruptively; speak and write effectively; analyze and organize information synthetically; collaborate creatively; interpret thoughtfully and argue persuasively; discover new lines of inquiry, raising urgent questions that challenge received conventions and readymade theories with conceptual care and intellectual rigor; draw connections from a multiplicity of perspectives, opening alternative ways of seeing, thinking, and understanding; deliberate and defend judgments with conviction, reason, and passion. The ethos of risk taking shared by all Liberal Arts courses not only stokes curiosity, but nurtures selfconfidence, preparing students to meet the high standards of B.Arch thesis work, as well as for specific engagement within their field and the profession of architecture.

A Liberal Arts committee, consisting of the Undergraduate Program Chair, Liberal Arts Coordinator, History + Theory Coordinator, Director of Admissions, and Academic Counselor periodically review and update Liberal Arts requirements.

Course structure

I. Foundation program

First term — 1A	Second term — 1B
DS1010 — 6 units Objects: Mass and Interiority I	DS1011 — 6 units Objects: Mass and Interiority II Prerequisite: DS1010
LA8010 — 3 units Design Cultures	HT2101 — 3 units History of Architecture and Urbanism I
LA8011 — 3 units Forms of Writing	LA8014 — 3 units Art History I
LA8012 — 3 units Film I	LA8015 — 3 units New Models of Nature and Biology
LA8013 — 3 units History of the Universe and Science	VS4011 — 3 units Visual Studies I

Students who fall behind their studio level by three or more required courses will be required to enroll in seminars only during the subsequent term.

Third term — 2A	Fourth term — 2B
<p>DS1020 — 6 units Objects to World: Ground and Apertures I Prerequisite: DS1011</p> <p>HT2120 — 3 units History of Architecture and Urbanism II Prerequisite: HT2101</p> <p>LA8016 — 3 units Art History II Prerequisite: LA8014</p> <p>AS3021 — 3 units Structures I</p> <p>VS4020 — 3 units Visual Studies II Prerequisite: VS4011</p>	<p>DS1021 — 6 units Objects to World: Ground and Apertures II Prerequisite: DS1020</p> <p>HT2121 — 3 units History of Architecture and Urbanism III Prerequisite: HT2120</p> <p>LA8017 — 3 units Philosophy I</p> <p>AS3030 — 3 units Structures II Prerequisite: AS3021</p> <p>VS4021 — 3 units Visual Studies III Prerequisite: VS4020</p>

Students are required to submit a portfolio at the completion of the 2B studio prior to advancing into the fifth term.

II. Core program

Fifth term — 3A	Sixth term — 3B
<p>DS1030 — 6 units AMIGAA: Articulation and Tectonics I Prerequisite: DS1021 and 2B Gateway Portfolio</p> <p>HT2030 — 3 units Architectural Theory Prerequisite: HT2121</p> <p>LA8018 — 3 units Philosophy II Prerequisite: LA8017</p> <p>VS4030 — 3 units Visual Studies IV Prerequisite: VS4021</p> <p>AS3033 — 3 units Tectonics and Materiality</p>	<p>DS1031 — 6 units AMIGAA: Articulation and Tectonics II Prerequisite: DS1030</p> <p>LA8019 — 3 units Film II Prerequisite: LA8012</p> <p>AS3020 — 3 units Environmental Systems I</p> <p>Liberal Arts Elective — 3 units</p>

III. Advanced studies

Seventh term — 4A	Eighth term — 4B
<p>DS1040 — 6 units AMIGAA Positions Prerequisite: DS1031</p> <p>AS3031 — 3 units Environmental Systems II Prerequisite: AS3020</p> <p>AS3040 — 3 units Design Development</p> <p>Liberal Arts Elective — 3 units</p>	<p>Vertical studio— 6 units Prerequisite: DS1040</p> <p>AS3041 — 3 units Advanced Construction and Project Delivery Prerequisite: AS3040</p> <p>LA8022 — 3 units Contemporary Civilization Prerequisite: LA8018</p> <p>HT2035 — 3 units Rhetoric I: Contemporary Architectural Discourse Prerequisite: HT2030</p> <p>Elective or CPT* — 3 units</p>

Students are required to submit a portfolio at completion of the Vertical (4B) studio before advancing into the ninth term.

Students are also required to complete all core courses prior to advancing to 5A term.

* Students may apply for CPT units beginning in their 4B semester. Only two 3 unit electives can be used for CPT. Students wishing to apply for CPT units must enroll with the Registrar and Academic Counselor's Offices. Approval for coursework is made by the Director's Office.

Ninth term — 5A	Tenth term — 5B
<p data-bbox="319 178 593 203">Vertical Studio — 6 units</p> <p data-bbox="319 244 512 269">HT2050 — 3 units Thesis Project Research Prerequisite: Completion of all Core and Vertical Studios</p> <p data-bbox="319 409 544 467">AS3050 — 3 units Professional Practice</p> <p data-bbox="319 508 709 632">LA8023 — 3 units Rhetoric II: Positions in Contemporary Philosophy Prerequisite: HT2035</p> <p data-bbox="319 674 645 698">Liberal Arts Elective — 3 units</p>	<p data-bbox="730 178 1121 302">DS1051 — 9 units Studio Thesis Prerequisite: HT2050 and Completion of all Core Studios</p> <p data-bbox="730 343 928 401">Elective — 3 units or CPT</p> <p data-bbox="730 442 928 500">Elective — 3 units or CPT</p>

Students are required to submit a Gateway Portfolio at completion of the (4B) studio before advancing into the ninth term.

All Liberal Arts requirements must be completed before entering the 5B Thesis semester.

GRADUATE DEGREE PROGRAMS

Elena Manfredini

Graduate Programs Chair

For over 40 years, SCI-Arc collaborative and immersive environment of students, theorists, and practitioners has been able to empower the next generation of architects. All the Graduate Programs are led by faculty engaged in worldwide architectural practices in fields ranging from design and engineering to visual and cultural studies. Its curriculum is continuously and dynamically updated in a focused learning environment that can exist only in an institution entirely devoted to architecture. At the same time the school promotes a critical cross-pollination from other fields of art and design and the curriculum is forged to promote synthesis of thinking, inquiry, and execution. A range of public symposia, lecture series, technology labs, seminars, workshops, publications, and special projects create a platform for debate, challenging conventional ways of learning in a classroom.

The graduate programs at SCI-Arc attract a diverse and international student body that after graduation assumes leadership roles in shaping the built environment. Because the school is committed to influencing the evolution of our global culture and is simultaneously grounded in the architectural reality of Los Angeles, each program provides a rigorous and unusually intimate education, able to cultivate and recognize experimentation and creative freedom.

SCI-Arc offers two professional Master of Architecture degrees, M.Arch 1 and M.Arch 2, both accredited by NAAB (National Architectural Accrediting Board).

M.Arch 1

3 Year (7 Term) Program

The Master of Architecture 1 is a three-year (seven-term) professional program open to applicants who hold a bachelor's degree or equivalent in any field of study. This program requires attendance for the fall and spring terms of the first two years, and the fall, spring and summer terms of the final year.

Central to the program's philosophy is a firm commitment to architectural discipline and design excellence, achieved through a comprehensive course of study that provides students with a solid intellectual base and understanding of the history, theory, technology, and professional practice of architecture.

Starting with a four-semester core sequence, students develop a framework for the discipline, as well as a strong foundation for critical inquiry and experimentation. Alongside an international design faculty, renowned across a wide breadth of fields, and a distinguished group of critics and theorists, students challenge conventional ways of learning and attain the knowledge to shape our contemporary environment.

Upon completion of the core sequence, students are encouraged to develop a personal point of view through applied research in advanced studios and seminars.

The M. Arch 1 program culminates with a design thesis that exemplifies SCI-Arc's mission to develop independent thinking and promote research and innovation. The depth and rigor of graduate thesis also serve as a transition from graduate school to professional practice.

Course structure

First term— 1GA	Second term — 1GB
<p>DS1100 — 6 units Fundamental Design Studio I</p> <p>HT2100 — 3 units Introduction to Contemporary Architecture</p> <p>AS3100 — 3 units Materials and Tectonics</p> <p>VS4100 — 3 units Visual Studies I</p>	<p>DS1101 — 6 units Fundamental Design Studio II Prerequisite: DS1100</p> <p>HT2101 — 3 units History of Architecture and Urbanism I Prerequisite: HT2100</p> <p>AS3101 — 3 units Structures I Prerequisite: AS3100</p> <p>AS3121 — 3 units Environmental Systems I: Light, Air, and Sound</p> <p>VS4101 — 3 units Visual Studies II Prerequisite: VS4100</p>

Students are required to submit a portfolio at the completion of the 1GB studio prior to advancing into the third term.

Third term — 2GA	Fourth term — 2GB
<p>DS1120 studio — 6 units Comprehensive Design Studio Prerequisite: DS1101</p>	<p>DS1121 — 6 units Architecture and Urban Design Studio Prerequisite: DS1120</p>
<p>HT2120 — 3 units History of Architecture and Urbanism II Prerequisite: HT2100</p>	<p>HT2121 — 3 units History of Architecture and Urbanism III Prerequisite: HT2120</p>
<p>AS3120 — 3 units Structures II Prerequisite: AS3101</p>	<p>AS3122 — 4 units Design Development and Documentation Prerequisite: AS3123</p>
<p>AS3123 — 3 units Environmental Systems II: Sustainability and Complex Envelopes Prerequisite: AS3121</p>	<p>VS4121 — 3 units Visual Studies IV Prerequisite: VS4120</p>
<p>VS4120 — 3 units Visual Studies III Prerequisite: VS4101</p>	

Students are required to complete all the above courses prior to advancing into the fifth term.

Fifth term — 3GA	Sixth term— 3GB
<p>Vertical studio — 6 units</p> <p>AS3130 — 3 units Practice Environments: Contracts, Liabilities, and Business Models</p> <p>AS3140 — 3 units Advanced Project Delivery / Construction Documents</p> <p>HTXXXX — Contemporary Architectural Discourse —3 units Prerequisite: HT2201</p>	<p>Vertical studio — 6 units</p> <p>HT2410 — 3 units Thesis Research</p> <p>Elective — 3 units or CPT*</p> <p>Elective — 3 units or CPT*</p>

Students are required to submit a portfolio at the completion of the 3GA studio prior to advancing into the thesis prep (3GB) term.

* Students may apply for CPT units after completing the 1GB semester. Only two 3 unit electives can be used for CPT. Students wishing to apply for CPT units must enroll with the Registrar and Academic Counselor’s Offices. Approval for coursework is made by the Director’s Office.

Students are required to complete all course requirements up to the sixth term (3GB) prior to advancing into the graduate thesis term.

Seventh Term— 4GA (summer)
<p>DS1420 — 9 units Graduate Thesis Prerequisite: HT2410</p> <p>Elective — 3 units or CPT</p> <p>Elective — 3 units or CPT</p>

M.Arch 2

2 Year (5 Term) Program

The Master of Architecture 2 is a two-year (five-term) professional program open to applicants with a minimum of a four-year degree in Architecture, or its equivalent abroad. This program requires attendance for the fall and spring terms of the first year, and the fall, spring and summer terms of the final year.

The curriculum is specifically designed to build upon the knowledge gained from undergraduate degrees in architecture. Shaped as a design research platform, SCI-Arc's M.Arch 2 program advances contemporary experimentation and propels new formal explorations. The curriculum aims to expand the boundaries of conventional architectural practice, and offers students an alternative educational model that promotes close collaboration with a team of faculty and consultants at the top of the field.

During the first year, the program operates as a laboratory for emerging techniques and technologies. Students are exposed to the latest architectural theories and design methodologies and develop contemporary design languages within historical and contemporary contexts.

On completing the two-term core sequence, students select vertical studios and elective seminars that either continue the focus of their core studies or broaden the scope of their education.

Students complete their studies with a presentation and public exhibition of a thoroughly researched architectural thesis. Select thesis projects are featured for extended public display in the SCI-Arc Gallery.

Required Courses

The Academic Counselor reviews the transcripts of students entering the M.Arch 2 program to verify that they have completed courses comparable to the following core Applied Studies classes offered at SCI-Arc: AS3101: Structures I; AS3120: Structures II; and AS3121: Environmental Systems I: Light, Air and Sound. Students who have not passed these classes are required to do so. M.Arch 2 students who have passed a sequence of courses on structures during their undergraduate courses at other institutions, but have not been introduced to seismic issues, are required to take a course on that subject before the end of their second term at SCI-Arc. Incoming M.Arch 2 transcripts will also be evaluated for achievement in the NAAB requirements for Architectural Traditions.

Course structure

First term — 2GAX	Second term — 2GBX
<p>DS1200 — 6 units Computational Design Studio I</p> <p>HT2200 — 3 units Theories of Contemporary Architecture I</p> <p>AS3200 — 3 units Advanced Material and Tectonics</p> <p>VS4200 — 3 units Visual Studies I</p>	<p>DS1201 — 6 units Computational Design Studio II Prerequisite: DS1200</p> <p>HT2201 — 3 units Theories of Contemporary Architecture II Prerequisite: HT2200</p> <p>AS3201 — 3 units Advanced Building Systems Prerequisite: AS3200</p> <p>AS3302 — 3 units Advanced Structural Systems Prerequisite: AS3200</p> <p>VS4201 — 3 units Visual Studies II Prerequisite: VS4200</p>

Students are required to complete all 2GAX and 2GBX courses prior to advancing into the third term.

2GAX Students who do not meet NAAB SPC requirements for A.9- Historical Traditions and Global Culture will be required to take CS2100 | Architecture Culture 1.

Students are required to submit a portfolio at the completion of the 2GBX studio prior to advancing into the third term.

Third term — 3GAX	Fourth term — 3GBX
<p>Vertical studio — 6 units</p> <p>AS3222 — 3 units Design Development and Documentation Prerequisite: AS3201 and AS3302</p> <p>HTXXXX — Contemporary Architectural Discourse — 3 units Prerequisite: HT2201</p> <p>Elective — 3 units or CPT*</p>	<p>Vertical studio — 6 units</p> <p>HT2410 — 3 units Thesis Research</p> <p>AS3230 — 3 units Practice Environments: Contracts, Liabilities, and Business Models</p> <p>Elective — 3 units or CPT*</p>

Students are required to submit a portfolio at the completion of the 3GAX studio prior to advancing into the thesis prep term.

Students are required to complete all 3GAX and 3GBX courses prior to advancing into the graduate thesis term.

Fifth Term — 4GAX (summer)
<p>DS1420 — 9 units Graduate Thesis Prerequisite: HT2410</p> <p>Elective — 3 units or CPT*</p> <p>Elective — 3 units or CPT*</p>

* Students may apply for CPT units after completing the 2GBX semester. Only two 3 unit electives can be used for CPT. Students wishing to apply for CPT units must enroll with the Registrar and Academic Counselor's Offices. Approval for coursework is made by the Director's Office.

POSTGRADUATE DEGREE PROGRAMS

SCI-Arc EDGE, Center for Advanced Studies in Architecture

David Ruy, Postgraduate Programs Chair

SCI-Arc EDGE is a new platform for advanced studies in architecture. Its innovative postgraduate degree programs are designed to test the theoretical and practical limits of architectural innovation in order to launch new architectural careers for the twenty-first century. Each program identifies a distinct territory in the emerging milieus of the contemporary world and empowers students to become active stakeholders in the construction of the future.

The scope of what an architect can do is expanding like never before. Everything is potentially an architectural problem. This requires training. It requires research. It requires speculation. Today, architecture is simultaneously becoming more specialized in its expertise and more diverse in its applications. It requires programs of advanced study that can be more targeted, more focused, and more innovative. Given the complexities of the contemporary world and the intense demands being made on the abilities of architects to meet problems, these programs are carefully designed to develop advanced expertise that a general professional degree cannot address.

The curriculum is choreographed to promote unexpected conversations across the various areas of study represented by each program. Collaboration is an important principle of SCI-Arc EDGE. It is a platform for advanced students to share knowledge as they drill deep into their chosen areas of study. At SCI-Arc EDGE, new concepts and ways of working will emerge in the coming years that will change what we think architecture can do. Everything that we now consider to be canonical, or simply normal, was at one time a crazy idea.

Master of Science in Architectural Technologies

SCI-Arc EDGE, Architectural Technologies is a one-year (three term) postgraduate degree program leading to a Master of Science in Architectural Technologies.

After nearly three decades of radical innovations that have utterly transformed the way architecture is designed and built, the Architectural Technologies program aims to establish a new technological discourse for architecture. An open-ended platform for practical training and theoretical research, the Architectural Technologies program builds on SCI-Arc’s well-established international reputation for technological innovation in architectural design.

Technologies come and go, but the general problem of technology itself and what we do with it as architects remains a persistent problem. Students in the program are asked to master existing technologies as an entry point for completely rethinking them. Like at no other time in architectural history, the production of meaningful architectural effects demands sophisticated technological awareness.

Students acquire expertise in technologies such as robotic fabrication, computational and parametric methods of form generation, additive manufacturing, and machine vision, but more importantly, students are asked to maintain a speculative interest in those technologies that haven’t even been invented yet. In anticipation of future technologies that we haven’t yet seen or imagined, the program develops a robust conceptual and critical framework for understanding technology’s long-standing relationship to architecture in general. As Cedric Price asked back in 1966, “Technology is the answer, but what was the question?”

The program requires attendance in the fall, spring, and summer terms.

Course structure

First Term (fall)	Second Term (spring)	Third Term (summer)
DS1711 — 6 units Design Studio I	DS1712 — 6 units Design Studio II	DS1713 — 6 units Design Studio III
AS2711 — 3 units Design Lab I	AS2712 — 3 units Design Lab II	AS2713 — 3 units Design Lab III
HT2711 — 3 units Advanced Architectural Studies I	HT2712 — 3 units Advanced Architectural Studies II	Elective Seminar — 3 units
Elective Seminar — 3 units	Elective Seminar — 3 units	Elective Seminar — 3 units

Master of Arts in Fiction and Entertainment

SCI-Arc EDGE, Fiction and Entertainment is a one-year (three term) postgraduate degree program leading to a Master of Arts in Fiction and Entertainment.

For nearly one hundred years, Los Angeles has been the city where the most captivating forms of fiction and entertainment have been manufactured for the world. This will also be the city where the meaning of fiction and entertainment will transform and mutate in the next one hundred years. Though architects have flirted with fiction and entertainment industries in the past, the future may require a greater degree of commitment as the role of fiction and entertainment practices in the world becomes more complex and more embedded in our environments.

Fiction is an extraordinary shared language through which we exchange ideas and engage with the world. The importance and power of media in the production of culture should not be underestimated. In contemporary life, new worlds are designed and experienced in movies, ad campaigns, videogames, viral Internet videos, or search engines. Given the vast array of media potentially available to the architect, it is both critical and urgent for the architect to widen the scope of practice beyond just buildings alone. Why shouldn't the architect design the next Hollywood blockbuster? Or the next virtual reality environment? Or the next political campaign? In a world that is more mediated than ever before, what we think the world looks like is largely determined by fiction and entertainment practices. This program is focused on building new forms of architectural practice allied with the worlds of film, fiction, animation, marketing, games, and documentary. Working with world-renowned collaborators from these disciplines and deeply embedded within the fiction and entertainment industries of Los Angeles, this program is designed to be a place where we can tell new stories about the alternative realities of the twenty-first century.

The program requires attendance in the fall, spring, and summer terms.

Course structure

First Term (fall)	Second Term (spring)	Third Term (summer)
DS1800 — 6 units Design Studio I	DS1812 — 6 units Design Studio II	DS1813 — 6 units Design Studio III
VS4211 — 3 units Design Lab I	VS4212 — 3 units Design Lab II	VS4213 — 3 units Design Lab III
HT2711 — 3 units Advanced Architectural Studies I	HT2712 — 3 units Advanced Architectural Studies II	Elective Seminar — 3 units
Elective Seminar — 3 units	Elective Seminar — 3 units	Elective Seminar — 3 units

Master of Science in the Design of Cities

SCI-Arc EDGE, Design of Cities is a one-year (three term) postgraduate degree program leading to a Master of Science in the Design of Cities.

Urban design has been in the past an ambiguous practice caught between the bureaucratic and policy oriented practices of urban planning and the built scales of architecture's design practices. Despite its ambiguous mission, how cities are to be designed remains the most important and most difficult challenge facing architecture. Most of the world's population now lives in cities; we are witnessing an astonishing and unprecedented process of urbanization on a planetary scale. The sheer complexity of this massive movement has put into question the validity of traditional urban design concepts, and it is increasingly urgent for architects to think about how cities should be designed.

The Design of Cities program seeks to clarify the ambiguous mission of urban design by foregrounding design as the primary area of focus. Rather than surrendering design to being nothing more than an accidental byproduct of planning policies and capital investment instruments, this program makes a commitment to the premise that new constituencies and economies can also emerge from innovative design concepts. Against the conventional wisdom that cities are hopelessly complex informal networks beyond the reach of any design model, this program fundamentally believes in the power of the architectural imagination to invent meaningful and sustainable cities for the twenty-first century and beyond.

The program requires attendance in the fall, spring, and summer terms.

Course structure

First Term (fall)	Second Term (spring)	Third Term (summer)
DS1511 — 6 units Design Studio I	DS1512 — 6 units Design Studio II	DS1513 — 6 units Design Studio III
HT2611 — 3 units Design Lab I	HT261212 — 3 units Design Lab II	HT2613 — 3 units Design Lab III
HT2711 — 3 units Advanced Architectural Studies I	HT2712 — 3 units Advanced Architectural Studies II	Elective Seminar — 3 units
Elective Seminar — 3 units	Elective Seminar — 3 units	Elective Seminar — 3 units

Master of Science in Design Theory and Pedagogy

SCI-Arc EDGE, Design Theory and Pedagogy is a unique one-year (three term) postgraduate degree program leading to a Master of Science in Design Theory and Pedagogy.

The program is highly competitive and requires a terminal degree in architecture for admission (B Arch, M Arch, or equivalent).

Where will the next generation of theorists and teachers come from? Because of how the world is changing, this question may be a complex one moving forward in architecture. The strict separation between practice and academia has been fading, but has now become completely ambiguous due to new research models at the university and new knowledge-based forms of practice. Accordingly, this program addresses a new kind of career that has emerged in architecture. In recent years, a new kind of architect-theorist-educator has become a progressively more important voice in design culture. Despite the importance of this new kind of architect, academia hasn't been able to produce a program to specifically train talented young architects to occupy this new space and facilitate the development of these new protagonists. At the traditional university, we primarily find today professional programs to train practitioners and PhD programs to train scholars. This program is intended to occupy the space in between these two known models of education and targets specifically a hybrid career in academia where the next generation of design studio instructors can emerge. This program focuses on the development an intellectual framework that can sustain a life-long theoretical project in architecture. Students are given substantial opportunities for acquiring practical teaching experiences in how such an intellectual framework can find synergies in pedagogical practices today. Utilizing SCI-Arc itself as a hands-on teaching laboratory, the long-term project of this program is to develop new design pedagogies and construct a new apparatus for the production of design theory.

The program requires attendance in the fall, spring, and summer terms.

Course structure

First Term (fall)	Second Term (spring)	Third Term (summer)
DS1900 — 6 units Design Studio I	DS1912 — 6 units Design Studio II	DS1913 — 6 units Design Studio III
HT2511 — 3 units Design Lab I	HT2512 — 3 units Design Lab II	HT2513 — 3 units Design Lab III
HT2711 — 3 units Advanced Architectural Studies I	HT2712 — 3 units Advanced Architectural Studies II	Elective Seminar — 3 units
Elective Seminar — 3 units	Elective Seminar — 3 units	Elective Seminar — 3 units

APPLIED STUDIES

Architecture is about the way we make worlds, worlds populated with subjects and objects, the definitions of which are always mediated by their cultural significance. Embedded in that act of “making” as the transposition and materialization of abstract ideas into spatial form, is the conception of technology as the necessary means by which that complex process takes place. The continuous definition and challenge of the multiple ways we make the world and its physical environment constitute the fundamental motivation of the Applied Studies program at SCI-Arc. The program offers a range of courses that critically engage technology and its spatial and social consequences. Foundation courses are offered in Physics and other sciences, building systems, structural analysis, tectonics, material development, acoustics, lighting and environmental control. Advanced courses explore the design consequences of the continued material and technical development of architectural proposals in the physical world. Elective courses offer the unique opportunity to further research and experiment with highly specific technologies that constantly redefine the conventions of architecture as a discipline and as a practice. Recent courses explore topics as diverse as parametric design, structural optimization, advanced geometry, composite tectonics, material research and development, complex assemblies, as well as ecology, biomimicry and solar performance.

HISTORY + THEORY

The History + Theory curriculum at SCI-Arc provides a rigorous immersion into the history, theory, and criticism of architecture in order to equip students with the skills necessary to become leaders in the production of architectural discourse in a global context.

With today’s proliferation of aesthetic agendas and technical virtuosity comes a distinct need for new modes of discourse through which design innovations may be translated into significant contributions to cultural production. Thus the History + Theory curriculum conceives of design innovation and conceptual intellection as intimately intertwined and equally subject to formal manipulation. In other words, at SCI-Arc, we do not merely theorize or criticize design, we design the discourse. This stance obliges us to remain attentive to conventional modes of inquiry as we open up other rhetorical avenues along which to advance nascent disciplinary trajectories.

In addition to a focus on history, theory, and criticism of architecture, H+T courses direct attention to themes such as the rhetoric of virtuosity, the construction of audiences, the modulation of attention, to discourses of the beautiful, the grotesque, the awkward, and the counter-intuitive, and to other contemporary themes. Attention also will be paid to fundamental questions of disciplinarity, the continued relevance of lingering critical vocabularies and techniques, and the intersection of architectural discourse with philosophy, art history, literature, music, popular culture, and other modes of cultural production.

VISUAL STUDIES

The Visual Studies concentration is a defining feature of the SCI-Arc pedagogy. The famously elaborate drawings, models, renderings, and animations produced by our students and faculty reflect not only the ability to technically document and visually communicate a building's design, but also a deep and long-standing interest in employing these tools as generative creative media. Visual Studies gives students both professional competency and a means for creative speculation. Through exposure to this dual capacity of architecture's tools, the students are introduced to an evolving tradition of creative techniques.

In the core Visual Studies sequences, great emphasis is placed on the development of contemporary technical expertise and visual acuity. Through in-depth instruction in the use of advanced software, both undergraduate and graduate courses teach students the skills and tools to precisely determine and compellingly represent complex three dimensional geometric constructs, and to apply these constructs to building projects. In addition to the direct application of this expertise by students in their Design Studios, there are also opportunities to explore and expand these skills via advanced elective Visual Studies courses led by architects and other creative professionals.

VERTICAL STUDIOS

SCI-Arc's upper level studios brings students into contact with renowned architects from all over the world whose work has placed them firmly at the forefront of the discipline. Visiting instructors have included Lise-Anne Couture, Jesse Reiser, Peter Cook, Peter Trummer, Sulan Kolatan, Brendan MacFarlane, Michele Sae, Michael Malzan, Wolf Prix, and Thom Mayne, among others. Students from both undergraduate and graduate programs who have completed their core sequence work together in groups of fifteen or fewer.

Vertical Studio Procedure

Vertical studios are open to upper division students from the undergraduate and graduate programs—students in 4B, 5A, 3GA and 3GB—and exchange students. Acceptance into a vertical studio is based on completion of core studio and seminar prerequisites. Following presentations by the vertical studio instructors, eligible students complete a vertical preference sheet, listing their top choices of studio. Priority is given to 3GB and 5A students. Vertical studios are strictly limited to fifteen students. A lottery system—or portfolio review in the case of traveling studios—is used when demand for a studio is greater than the number of spaces available.

Placement in vertical studios is final and dependant upon the Vertical Lottery and/or portfolio review.

Students may petition to do independent coursework at the vertical studio level, but a limited number of such requests is granted. A written proposal should be submitted to the Academic Counselor no later than six weeks before the beginning of the term and approved by the program directors. Students interested in the vertical studios offered abroad cannot register for the same travel studio more than once without the authorization from the Director's Office.

UNDERGRADUATE THESIS

The SCI-Arc Undergraduate Thesis is the culmination of the five year B.Arch curriculum. A focused thesis project for a highly resolved building design, both conceptually and technically, manifests the cumulative knowledge students have acquired throughout their education and acts as a point of trajectory from which to engage the discipline, field and profession at large. A focus is placed on presenting and defending positions and contributing to contemporary discourse through a project that advances the highest degree possible of design and technical expertise coupled with critical thinking. The position is tested through several modalities - written, spoken, designed, modeled, and visualized. Throughout the semester, a focus is placed on the role of the model in developing an architectural thesis and the translation of concepts into objects, models, and artifacts through the primary means of large scale model fabrication. Students are expected to develop a critical and rigorous approach to architecture and to explore the forefront of the discipline, leading the conversation about the next in terms of aesthetic agendas, architecture's contemporary and future societal role, and the impact of theoretical and technological innovation on architecture's design and communicative repertoire.

GRADUATE THESIS

Since its founding, SCI-Arc has maintained a proud tradition of graduate design theses. In addition to a consistent stewardship of the thesis within the architectural discipline, SCI-Arc has been dedicated to the empowerment of individual design vision on the global stage. The graduate thesis program at SCI-Arc represents a culmination of the graduate curriculum and a significant test of the students' ability to synthesize and produce critical and rigorous architecture.

For M.Arch 1 students, preparation for the thesis begins at the end of the first year, when they submit portfolios of their work to a graduate review committee, who review their strategies of representation and ability to communicate effectively. Prior to entering the Thesis Research and Preparation class (thesis prep), all graduate students submit their portfolios, which provide immediate feedback on their particular design vision and serve as a solid foundation for the development and direction of each individual student. In thesis prep, students work in small, topical workgroups, led by a thesis advisor, to prepare their argument and the research and materials necessary for an intelligent thesis.

Upon successful completion of thesis prep, students are encouraged to strengthen their thesis arguments through the selection of a thesis advisor of their choice with whom they will work independently on their design thesis. During the thesis term, students undergo a series of public reviews, with their advisor present, to evaluate progress and develop their projects in the light of the collective intellect of the reviewing body.

The SCI-Arc graduate thesis program culminates in a public three-day event in which students present their thesis projects to critics from all over the world. A celebration of academic achievement, the SCI-Arc thesis weekend is widely regarded as a major forum for the discussion of fresh insights and innovative concepts among noted theoreticians and practicing architects.

Jury panels comprising members of the international, national and local design community, along with SCI-Arc faculty members, discuss and critique the work in hour-long panel sessions. These sessions or 'reviews' are at the core of the pedagogy of architectural education, where students have the chance to discuss and present their ideas to theorists and practitioners of the highest caliber.

SUMMER AT SCI-ARC

Summer at SCI-Arc offers a broad range of studios and seminars for undergraduate, graduate and post-graduate students, as well as graduate thesis. Students in advanced studios construct their own curriculum by selecting studios and/or seminar courses. Seminars offered include History + Theory, Visual Studies, Applied Studies, and Liberal Arts courses, professional development seminars and SCI-Arc's Community Design Program. SCI-Arc core students are able to enroll for full- or part-time studies at the level for which they qualify.

Summer Workshops

Summer at SCI-Arc offers students the opportunity to work for a concentrated period of time with experts in the fields that include Architecture, Engineering, Art, History + Theory. The workshops involve an intense and full-time effort. This program is open to both SCI-Arc students and students visiting from other institutions.

See Financial Information section for fees and tuition.

MAKING + MEANING

The Foundation Program In Architecture

SCI-Arc's Foundation Program in Architecture addresses a broad range of educational needs, catering for anyone with an interest in architecture and providing a head start for students preparing an application for, or about to embark upon a degree in Architecture or other design-related fields. The Making + Meaning curriculum continuously evolves to incorporate the latest developments in materials and fabrication technologies. Students learn about the language of architecture, develop a design process, and hone representational and model-making skills in

a studio atmosphere that fosters creativity, innovative thinking, and a flexible design process. Construction and model-making are introduced early on as means with which to visualize and test three-dimensional ideas. Throughout these explorations, students learn to balance initial intuitive responses with the need to clearly present their work to a jury.

DESIGN IMMERSION DAYS

SCI-Arc's Design Immersion Days is a four-week summer program devoted to introducing high school students to architecture and design. Rising sophomores, juniors and seniors are offered the opportunity to explore careers in architecture and design or simply satisfy deep curiosities about how products, buildings, and environments are designed and made. Among skills students acquire in the program are freehand sketching, photography, critical and analytical thinking, non-linear thinking, design drawing, design modeling, graphic presentation, and portfolio layout and design.

STUDY ABROAD/EXCHANGE PROGRAMS

Each year, SCI-Arc students are offered the opportunity to participate in one-semester traveling studios with other institutes and universities around the world. Among the schools with which SCI-Arc has established exchange programs:

Japan

Tokyo (Study Abroad)

The Tokyo, Japan Study Abroad program offers students the opportunity to spend almost three months living and studying in central Tokyo based at Hosei University while taking a full semester course load. A design studio and seminar are taught by SCI-Arc faculty with two additional seminar courses taught by Japanese faculty. Workshops with various Japanese Universities, guest lecturers, walking tours and regular consultation with Tokyo-based associates complement the basic course content. In addition, two weeks of the semester are spent traveling to other areas throughout Japan.

Mexico

Universidad Ibero-Americana, Mexico City

One of Mexico's leading universities, UIA provides the opportunity for SCI-Arc students to look closely at problems of organization, architecture and planning in an economy adjacent to the U.S. Established in 1943 by Jesuits, the university's flagship campus is in the Sante Fe district of Mexico City and it offers 36 academic programs.

Austria

University of Applied Arts, Vienna

The University of Applied Arts in Vienna is home to more than 1,000 students, many of whom come from other European and overseas countries. The range of courses available at the school encompasses architecture, fine art and design.

Elsewhere

SCI-Arc also offers exchange programs with the Royal Melbourne Institute of Technology in Australia, Bartlett School of Architecture in London, and Delft University of Technology in The Netherlands.

COMMUNITY DESIGN PROGRAM

Since moving to downtown Los Angeles, SCI-Arc has sought opportunities to engage various local communities by spearheading a number of tactical, action-based projects, which enable students to collaborate directly with community agencies and undertake design/build projects. Each project deals with some form of practical and urgent problem solving circumstance. This might involve the creation of built structures or functional implements, or the imparting of vital skills to community members or at-risk groups.

Drawing upon the professional expertise of architects, urban planners, computer designers, visual artists, social scientists, cultural theorists, and others, SCI-Arc faculty and students have demonstrated a powerful capacity to impact specific social problems, working with intentionally short lead-times and reacting quickly to address immediate conditions. Whether coordinating with local government, city or community agencies, private industry, educational or philanthropic institutions, or local residents, SCI-Arc's Community Design Program is known for applying solutions that are at once uniquely innovative and personally felt.

SCI-Arc's Community Programs are made possible in part by a grant from the Los Angeles Department of Cultural Affairs.

Resources, Public Programs, People

SCI-Arc offers students an integrated suite of digital and analog facilities, both learning tools and means of supporting academic progress and experimentation. These include some of the most advanced digital fabrication machines available, computer facilities with all software necessary to support the school's curriculum and low-cost printing, a supply store, and a library dedicated to the study of Architecture and related disciplines.

Students should familiarize themselves with the individual handbooks from each facility and keep informed of all updates.

SCI-ARC RESOURCES

Kappe Library

The Kappe Library supports SCI-Arc's curriculum and the study of Architecture with a focused collection maintained by experienced staff. Since the library began in 1974—with donations from faculty, students and staff—it has grown through the support of the school, the wider SCI-Arc community and various foundations. The largest academic library in Southern California focused on architecture, the Kappe Library welcomes all architectural researchers. The Kappe Library is located on the second floor of the north end of the SCI-Arc building and provides a comfortable environment for research.

SCI-Arc students, faculty, and staff with a valid SCI-Arc I.D. Card may borrow books for 14 days. Magazines, reference books and reserve materials may not be borrowed. Books may be renewed 3 times. A patron may have a maximum of 20 books out at one time. There is 25¢ fine for each day a book is overdue. The fine for a/v equipment is \$5 per day. Late return of equipment twice results in loss of library borrowing privileges.

The collection is made up of 20,000 print books and 100,000 e-books in 97 subject areas, with architecture and related technical and design subjects accounting for most of the collection. Approximately 1,000 titles are added each year. Books are arranged on open stacks according to the Library of Congress alpha-numeric system. The library maintains 100 magazine subscriptions, and has over 3,000 bound volumes of back issues.

Digital collections include subscriptions to online article databases, indexes, and other resources, which are available to anyone on campus accessing the internet through SCI-Arc's IP address. Digital collections can be accessed from anywhere 24/7 by accessing the Kappe Library Proxy server via the "Log in to access databases when off-campus" link on the library's web page and entering your SCI-Arc Network Username and Password. (Links to all are provided on the Kappe Library Online home page at <http://library.sciarc.edu>).

For research assistance, a library staff member is on duty at the Front Desk during all operating hours.

The Kappe Library Guides provide additional orientation, offering tips on research methods and resources, and recommending books, articles and websites on selected topics in architecture, the fine arts, history and cultural studies, and science and technology. (Guides are available at <http://library.sciarc.libguides.com>)

The library is wired via airport and maintains six public workstations, including 4 scanning workstations and a Toshiba B&W photocopier/ multipage scanner. (The online catalog is available at <http://library.sciarc.edu>)

Media Equipment Loan

The library loans audio visual equipment to students and faculty, including digital projectors, and digital video and still cameras. Please stop by to reserve equipment in advance.

The Media Manager coordinates the media needs for SCI-Arc events. SCI-Arc lectures and other events are available online through the SCI-Arc Media Archive at (<http://sma.sciarc.edu>).

Fabrication Shop

The 10,000-square-foot facility includes buildings housing analogue and digital operations, along with adjacent outer spaces for welding and project assembly. The Shop facility plays an integral role in student work, supporting hands-on experimentation with materials and construction techniques. Students can utilize a comprehensive array of traditional wood and metalworking equipment in the Analogue Shop and CNC equipment in the Magic Box to aid in the fabrication of models, furniture and installations. With the exception of the 3D printers, use of the Shop's resources is free of charge to all continuing students for the completion of coursework and approved projects. The Shops can process materials ranging from wood and wood laminates to various metals, plastics, concrete, plaster and rigid foams.

There are a variety of software compatibility issues. Students should consult a member of staff before starting any project.

The Fabrication Shop is open 7 days per week and employs 12 professional staff members and up to 25 student helpers. The Shop staff is on hand to answer questions and to instruct and advise students regarding material selection, design, fabrication techniques and file preparation used in conjunction with CNC router mills, laser cutters and 3D printers.

There is also a ventilated Paint Room offering 4 professional-quality spray booths with a 4' x 4' capacity. All aerosol and noxious paint products may be used only in this room or in one of the 2 designated Outer Spray areas. All spray facilities are open to students 24 / 7.

The Shop facilities are available to registered students and faculty members for use in completing coursework and school-approved research. Use of the Shop facilities for any other purpose may be granted upon Director approval and may be subject to all applicable usage fees. All requests to use the Shop facilities for anything other than the stated purposes can be made by completing the Shop Use Request Form. The form, along with a list of usage fees, safety policies, hours of operation and a list of personnel, can be found within the Shop's link on the SCIArc web page. <https://sciarc.edu/institution/facility/fabrication-shop/>

Shop Safety

The Fabrication Shop provides safety training programs that must be completed before being permitted to use its facilities. The Fabrication Shop's safety rules are based on respect for each other, respect for facilities, common sense and personal responsibility. Safety courses for wood and metal working are held at the beginning of each semester. Students will be notified via SCIArc email as to dates and times of the safety courses.

Upon successful completion of the Shop Safety Training Program, a holographic decal will be issued, which should be applied to a SCI-Arc ID card to indicate a student's status as a qualified Shop user.

When using the Fabrication Shop, the student ID (with decal) should be visible at all times when entering or working in the Shop. This will help Shop staff identify students who are qualified to use the Shop facilities and will enable students to check out equipment from the Shop's Tool Cage.

Students who fail to display their Student ID with the Shop safety training decal will be prohibited from using any of the Shop's facilities.

CNC / Digital Fabrication Facilities (Magic Box)

Available equipment includes multiple 3D printers offering ABS, Powder, Resin and Paper media; 3-Axis CNC Routers capable of cutting hardwoods, MDF, rigid foams, plastics and thin aluminum sheet; 120-watt Laser Cutters which can easily handle acrylic, fabrics, most paper products, wood / wood veneers. We also offer a 3D Scanner which can accommodate objects up to 16" tall and 12" across.

General Shop Policies

Using the shop at SCIArc is a privilege, and several responsibilities accompany this privilege. All Shop users should be prepared to follow instructions given by its staff and student Shop Helpers. Those who fail to take their responsibilities seriously may have their Shop privileges revoked.

- The Shop staff may limit or restrict the use of school equipment, at any given time, to any person or persons it determines to be impaired through either lack of sleep and/or sobriety.
- The Shop staff may also limit the number of users in the Shop, at any given time, based on Shop capacity and/or Staff-to-student ratios.
- At least one member of the regular Shop staff must be present while any machines or equipment are in use.

Robot House

Made possible through generous grants from Stäubli Robotics and the Fletcher Jones Foundation, the double-height 1,000-square-foot Robot House is a research space for hands-on collaborative experimentation, advanced multi-robotic fabrication, and exploration of architectural agency. Exploring opportunities outside of traditional digital production, our six state-of-the-art Stäubli robotic systems offer a new design environment which focuses on Institute-approved research and coursework.

The Robot house is comprised of two main spaces. The Robot Room is where the five large Staubli robots are configured in a multi-robot work cell. Their layout empowers investigation with the widest range of interaction and process sequences possible in a simulation and programming environment. Generally, all essential tooling and hardware is designed and developed internally by students under the guidance of Robot House staff, allowing for higher degrees of customization and specificity to operate within.

In addition to the 5 larger robots, a smaller Staubli TX-40 robot capable of mobility further facilitates the possible applications carried out in the Robot Room while also serving as a training robot for students in the adjacent Simulation Lab. This is where students, along with Robot House staff, develop, prepare, and simulate all necessary material prior to execution.

Students, faculty, and staff who wish to use Robot House will require extensive safety training. The safety protocols follow industry standards established for environments that have industrial robotic systems. Approval from the Director's Office to use the facilities of Robot House is required of all students, faculty, and staff. More information about Robot House policies, procedures, and current projects can be found on the SCI-Arc webpage.

<https://sciarc.edu/institution/facility/robot-house/>

SCI-Arc Supply Store

The SCI-Arc Supply Store supports the SCI-Arc curriculum, providing the tools and materials necessary to allow students to experiment with model making and drawing. The store serves both the student body and the downtown community by offering low prices for architecture and art supplies. The extensive inventory of model-making materials includes a wide selection of bass- and hard-woods, as well as plastic, metal, and wood structural shapes.

Print Center

SCI-Arc's Print Center provides students and faculty with access to large-format high resolution full color prints at a discount to typical service center prices.

Current Print Center Hardware:

- Three 42" Canon full color wide format plotters (12 color processing)
- Two OCE' engineering color plotter

- One Xerox C60 for up to 13”x19” Laser prints (multi-purpose machine)
- Two HPT2300 6 color wide format Inkjet Printer

The Supply Store and Print Center are located at 955 E. 3rd Street, Los Angeles, CA. 90012. Hours of operation are posted on the door and are extended during Thesis, Mid-Term, and Final Review periods.

Technical Information / Requirements

Please refer to the detailed Print Center guidelines PDF file located on the SCIARC-SHARE\PRINT_CENTER_DROP network folder or on my.sciarc.edu.

INFORMATION TECHNOLOGY RESOURCES AND POLICIES

Computer Resources

SCI-Arc’s IT Department includes two computer labs, email, file, print, web and ftp servers. Each student has internet access, free email, 24/7 access to state of the art PC labs, black and white printing, and full color large format printing .

The following additional IT services are available to all students at SCI-Arc:

- High speed internet access at your desk
- Campus wide wireless access
- my.sciarc.edu (student portal)
- File server for student collaboration
- FTP server for off-campus file access

Hardware Available in the Computer Labs

Six core Intel Dell Precision workstations. (All workstations running Win 7 Pro)

- Film slide and up to 11x17 size scanning stations (Kappe Library)
- 3D Scanner (available in the Robot House)

Software Available in the Computer Labs

- | | | |
|------------------------|-------------------|-------------------------|
| – Adobe Acrobat Pro | – Pepakura | – Google Sketchup |
| – Maxwell for Rhino | – CatalystEX | – Touch Designer |
| – Adobe CS Suite | – Python | – Grasshopper for Rhino |
| – Microsoft Office Pro | – Core FTP LT | – VLC Media Player |
| – Autodesk Building | – Rhinoceros | – Magics |
| – Mozilla Firefox | – Digital Project | – ZBrush |
| – Design Suite | – SurfCAM | – Maxwell Render Suite |
| – Nero | – Google Earth | – ZPrint |
| – Autodesk Maya | – T-Splines | |

Self-Service Print Center

Located on the second floor adjacent to the student lounge, The Self-Service Print Center provides students and faculty the ability to print large-format high-resolution color prints for a nominal fee. SCI-Arc's self-service print center is available twenty-four hours a day. **Complete details and instructions can be found at my.sciarc.edu.**

Current Hardware:

- 42" HP Wide Format Color Plotter (6 color processing)
- 24" HP Wide Format Color Plotter (6 color processing)
- Color Laser Printer (up to 11x17)

my.sciarc.edu

The official campus portal of SCI-Arc, my.sciarc.edu allows students to view course catalogues, register for classes and view grades. Faculty can use my.sciarc.edu to post syllabi, handouts, bookmarks, reading assignments and maintain online grade-books. In addition, my.sciarc.edu contains valuable tools and information such as network port activation forms, online campus directory, announcements, calendars and many other features.

You may log into the my.sciarc.edu portal from any internet connection, all you need is a valid network ID. Should you have any other IT related questions please email the IT staff at it_staff@sciarc.edu

Information Technology Policies

SCI-Arc is pleased to offer network Internet access to support academic projects and for incidental personal (but not commercial) use, provided such use does not interfere with SCI-Arc's IT operations or electronic mail services, burden SCI-Arc with incremental costs, or interfere with your obligations to SCI-Arc.

See the *IT Handbook* for detailed information.

Student computers must connect via a network card to the wall port or via a wireless adapter to the SCI-Arc Airnet-Student wireless network. No routers of any kind, switches, or other networking devices may be installed or used.

Student computers connected to SCI-Arc's network may not share any part of their computer hardware (e.g. hard drive, CD-drive, etc.) with any other computer through the network. Students are not allowed to network their computers with any other computer. Students also may not share external peripheral devices through the network (e.g. printer, etc).

To assure adequate bandwidth for all network users, no student computer connected to SCI-Arc's network shall run server software nor shall it act as a server of any type (e.g. Web server, Bittorent, Pirate Bay, Torrentz, Torrent Hound, etc). Additionally, students using an excessive amount of bandwidth (generally in excess of 1% of any protocol) will be disconnected.

Only TCP/IP connections to the Internet are provided. No other network services are offered at this time. While connected to SCI-Arc's network, student owned computers shall not run any network client, protocol or service other than TCP/IP.

The IT Department is required to maintain network security for the entire campus. If network analysis indicates a problem originating from a specific location, SCI-Arc shall have the right to disconnect any suspected source of the problem immediately from the network. If the problem cannot be isolated to a specific computer, an entire floor may be deactivated. If network monitoring by SCI-Arc indicates – network monitoring/analysis or “packet sniffing” software (or hardware) running on any student computer attached to the network, that individual may be permanently disconnected from the network.

The IT Department staff may occasionally enter student spaces to troubleshoot network problems and to ensure that no unacceptable or disallowed devices are connected to SCI-Arc's network at any time and without notice.

If a student is involved in network activities or actions that violate either the word or spirit of these policies, the student may be subject to immediate and permanent disconnection from the network as well as other disciplinary action. The student is also responsible for the actions of other individuals who use their computer. The Directors office & IT Department will determine the penalty for policy violations.

All students must agree to abide by the Software Code of Ethics which SCI-Arc has adopted, as follows: Unauthorized duplication of copyrighted computer software violates the law and is contrary to SCI-Arc's standards of conduct. SCI-Arc disapproves of such copying and recognizes the following principles as a basis for preventing its occurrences:

- SCI-Arc will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- SCI-Arc will provide legally acquired software to meet its legitimate software needs in a timely fashion and in sufficient quantities for all SCI-Arc computers.
- SCI-Arc will comply with all license or purchase terms regulating the use of any software SCI-Arc acquires or uses.
- SCI-Arc will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

SCI-Arc makes no warranties of any kind, whether expressed or implied, with respect to the computers, computer access, email facilities or software it provides. The stu-

dent agrees to indemnify and hold SCI-Arc harmless from any loss or liability arising from their use of SCI-Arc's computers, computer access, email facilities or software and the network access granted hereunder.

PUBLIC PROGRAMS

SCI-Arc's public programs invite the community into the school to foster debate and understanding of architecture's capacity to transform the world.

Lecture Series

SCI-Arc lectures are open to the public and free of charge. Speakers are selected by a forum of students, faculty, alumni, and administration. As a result, each semester's lecture series promises to be an eclectic selection of lecturers from multiple disciplines, including architects, artists, film-makers, engineers, theoreticians, and performers. SCI-Arc lectures are made available for streaming in the SCI-Arc Media Archive at (<http://sma.sciarc.edu>).

Faculty Conversations

All faculty members at SCI-Arc are practitioners as well as teachers, and they imagine, design, and fabricate some of the most engaging recent projects in the field of architecture. Each semester, selected faculty members are invited to speak about their professional work as a way for students to engage with projects taking place outside of the classroom. Faculty Conversations are held on Friday afternoons before studio.

SCI-Arc Gallery

The SCI-Arc Gallery is the only cultural institution in Los Angeles committed to exhibiting experimental projects by contemporary architects. The works created for the space occur at the intersections of architecture, urban planning, design, and art. Many of the SCI-Arc Gallery's five yearly exhibitions are executed as a workshop in which students work closely with the invited architect to assist in the fabrication and installation/de-installation of the exhibit. The goal of the gallery is to exhibit work that provokes critical discussions of current building practices. It is a space where practitioners, professionals, faculty, students, and the public can learn about and experience provocative architecture.

Library Gallery

The SCI-Arc Library Gallery hosts exhibitions of built projects, design proposals and student work, fabricated and installed by SCI-Arc students and faculty as well as architects from around the world. These formal, didactic exhibitions activate the traditional study environment into a space for auxiliary discourse and research. The Kappe Library also holds informal Saturday afternoon demonstrations and talks throughout the year, showcasing non-architectural creative practices of Downtown LA.

COMMUNICATIONS

SCI-Arc Press

SCI-Arc Press was founded as a distinct voice in architecture to examine and propagate the work and research of designers and theorists developing the next generation of ideas. Its mission is to publish works that engage and challenge current discourses in architecture and design, and further the Institute's objectives of excellence in research, scholarship, and education. SCI-Arc publications provide a forum for new voices and ideas of relevance to the architectural education of its students, the SCI-Arc community, the profession, as well as the interested public.

SCI-Arc Channel

SCI-Arc Channel is an online platform hosting videos showcasing events both at the school and beyond, with a particular focus on the contemporary culture of Los Angeles. Content includes short features and webisodes that engage individuals from across the world to experience some of the most important contemporary architects, designers, and thinkers at work in their creative environments, unpacking issues in architecture, design, art and related fields. Features on current events in Los Angeles, SCI-Arc public programs previews and reviews, special focus discussions, and more are available free to the public on a dedicated web site hosted by SCI-Arc and linked to an innovative mix of traditional and emerging media platforms.

Media Archive

The SCI-Arc Media Archive (<http://sma.sciarc.edu>) is a free online showcase featuring over 1000 hours of videos of public lectures presented at SCI-Arc from 1974 to the present, providing an opportunity to hear internationally recognized architects, designers and theorists, at significant moments of their careers, discuss their work in their own words.

OFFICE OF STRATEGIC ADVANCEMENT AND INTERNATIONAL/ SPECIAL PROGRAMS

The SCI-Arc Office of Strategic Advancement & International/Special Programs seeks to deepen relationships from within its existing community of constituents while simultaneously broadening its reach into new territories to build sound and inventive partnerships. By engaging alumni, parents, colleagues, community leaders, foundations, corporation and government agencies, SCI-Arc's Office of Strategic Advancement is recognized as the school's center for:

Increasing individual philanthropic support

Strengthening our existing relationships and developing new connections with individual donors ensures steady growth in funding streams which allow SCI-Arc to expand a myriad of existing programs. Through these gifts, SCI-Arc can increase scholarships, enhance cutting-edge facilities like our Robot House and Magic Box; attract and support a stellar faculty; present lectures and gallery exhibitions by

The development office welcomes all students to take part in SCI-Arc's development opportunities

internationally renowned architects; and develop innovative initiatives. By far, the majority of gifts from our individual benefactors have supported capital projects and endowments, and other strategic, long-term investments in the future of our school and its sustained commitment to excellence.

Developing partnerships with industries, corporations, and foundations to support research

Staying at the forefront of our field demands constant support of the research conducted by our students and faculty. Partnerships with leading industries, corporate alliances, foundations, and government entities allow us to gain resources, stay up-to-date with the resources that we have, and seek out new ways to innovate and share our findings. The built environment, emerging technologies, software development, advanced visualization media, media and film are all considerations as the next round of architectural innovation is set in motion. The Office of Strategic Advancement seeks partnerships in support of enhancing research activities and special projects conducted by the school, and in the service of the school's pedagogy. As SCI-Arc's source for fostering partnerships with private corporations and other private organizations, the Office of Strategic Advancement aligns its purpose with creating hands-on experiences for our students that promote speculation about the meaning and aesthetics of technology in contemporary architectural production.

Enhancing alumni relations

The Advancement Team maintains relationships with more than 4,000 alumni living and working around the world. The Office of Strategic Advancement communicates regularly with our alumni through SCI-Arc's print and electronic publications such as the Magazine, monthly newsletter, website, and social media. Any former student enrolled at SCI-Arc for at least two semesters is considered an alumnus and is invited to participate in the school's alumni programs, which could include service as an International Ambassador and as a volunteer at events such as the 25th Class Reunions, and SCI-Arc's annual scholarship endowment fundraiser, Main Event. The Office of Strategic Advancement's presence at specially planned unique soirees and SCI-Arc alumni events in Los Angeles and in cities around the world reinforces SCI-Arc's commitment to staying connected to its graduates.

Deepening student involvement through career services

The Office of Strategic Advancement encourages students to pursue advanced innovation and research through programs developed by the Advancement Team and faculty through grants and corporate partnerships which in turn help their academic ambitions become realities. Open Season, a career networking event, is where students are encouraged to participate in an exhibition and portfolio presentation to potential employers. This event facilitates introductions between current students, alumni and professionals in architecture and design. The Office of Strategic Advancement also maintains a dedicated job board exclusive to alumni and current students that posts opportunities based locally, nationally, and internationally in the fields of architecture and design related industries.

International programs and special projects

International Programs and Special Projects intended to expand SCI-Arc's outstanding reputation for architectural education and speculative learning to a broader audience are conducted by way of workshops, preparatory programs, conferences and symposia. These courses may offer the latest design process of additive manufacturing and robotics. Existing locations are in Shanghai and Mexico. Other programs are being coordinated in South America, Europe, India, and Tehran, as key sites for pedagogy, and architectural discourse and exchange.

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