

Cleveland Institute of Art
Creativity Matters

welcome
what's next?

CIA



Your roadmap

This welcome booklet is your roadmap to your first day as a student at Cleveland Institute of Art. We've outlined some key next steps and identified important decisions you'll need to make before you come to campus in August.

Important Upcoming Dates

May 1

StART online opens for incoming students.

Aug 5

Deadline for registration and payment.

Aug 22–26

In-person registration for students not registered.

Aug 22–Sep 2

Course drop-add period for registered students.

Wed Aug 24, 8am–3pm

First-year students' move-in day.

Aug 25–27

New student orientation.

Aug 26

Course schedules deleted for students not paid and registered by 4pm. These students will need to register and re-schedule courses during late registration period.

Aug 29

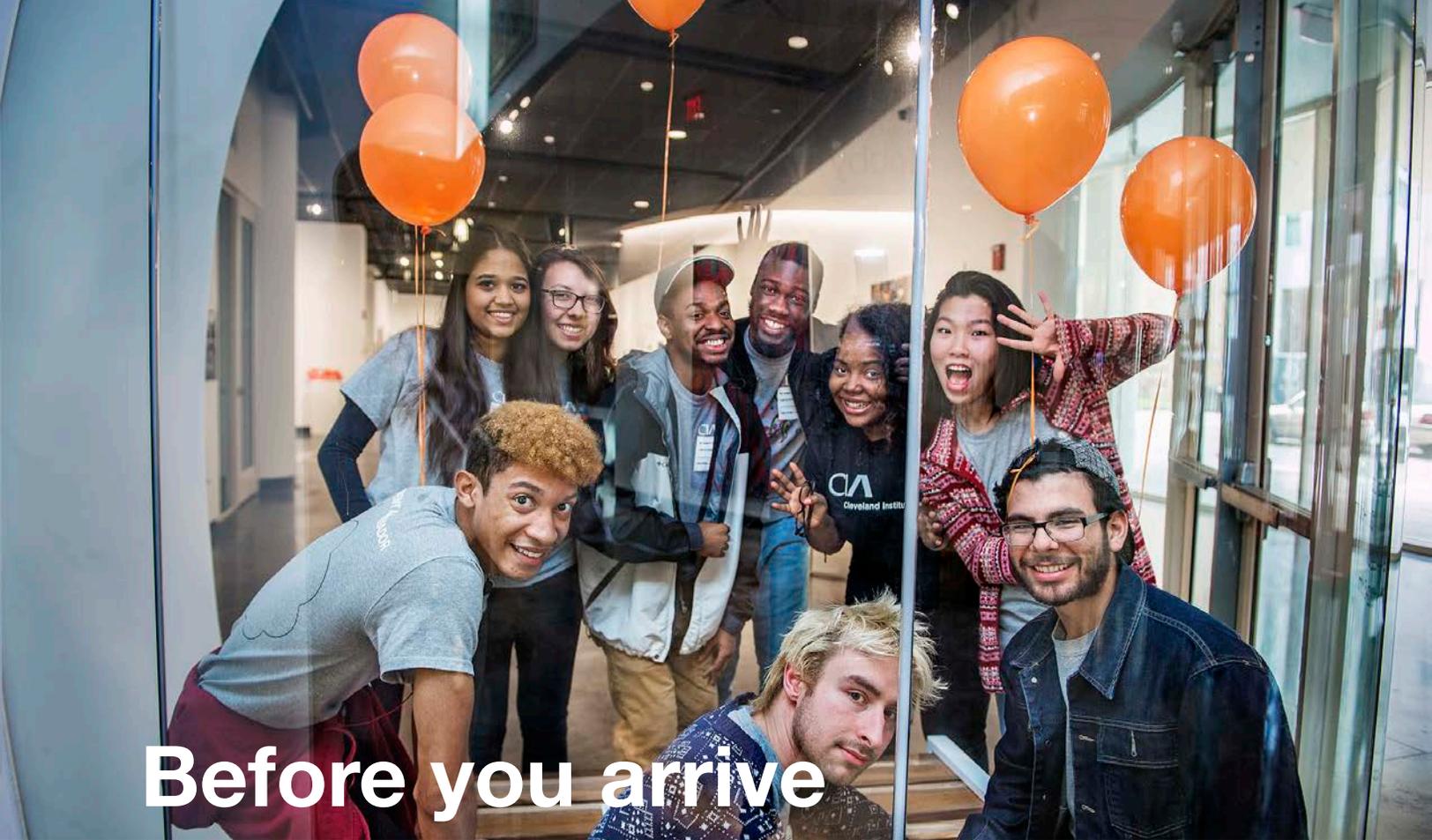
Fall semester begins!

Mark your calendar

Important dates are noted in purple type throughout.

Can't find what you're looking for?

cia.edu/welcome has links to more information on all the topics mentioned in this brochure.



Before you arrive

To help make your transition to CIA as smooth as possible, we coordinate two programs for new students: StART and Orientation. StART is CIA's online pre-orientation program for all incoming students. Then in August, incoming students participate in our three-day new student Orientation.

Both StART and Orientation are mandatory programs.

StART summer program

CIA's Student Advising, Registration, and Testing (StART) is our online summer program for all incoming first-year students.

StART Online was designed with you in mind. Over the course of the summer months prior to arriving on campus, you will have an opportunity to complete some very important tasks. Whether it is completing housing paperwork (if you plan on living on campus), setting-up appointments with the financial aid office, understanding how to view and pay your bill, or just submitting your student ID photo for printing, StART Online allows you to complete tasks and view information at your pace and in a way that you can view multiple times. Aside from important information and tasks, StART Online allows you to meet other first-year students through social media, view frequently asked questions, and learn to interact with our student portal (myCIA).

First-year orientation

Orientation will begin on the Thursday prior to the start of the fall semester. All first-year students arrive on campus three days earlier than the rest of the student body, which gives you an opportunity to settle in before the rest of the campus moves in. Move-in date for first-year students is Wednesday, August 24.

During the StART Online program, you'll get your new-student business out of the way, so that during Orientation you can really focus on getting to know the campus and your fellow first-year students. We've developed activities that will give you a little more exposure to CIA facilities and get you familiar with the eclectic neighborhoods around University Circle.

Our directors of Student Life+Housing, Academic Services, and the Career Center have developed information sessions that will run during the Orientation program, including:

Career Center

Career Center Director Amy Goldman will discuss the importance of internships and developing meaningful relationships with faculty to get your career off to a great start. She will also provide information about working in the federal Work-Study program at CIA.

Living at CIA

Director of Student Life+Housing Matt Smith will cover topics including: making the transition from high school to college; learning how to be involved on campus; and the importance of finding a healthy work/life balance.

Learning at CIA

Director of Academic Services Anne Gates will talk to students and parents about the Foundation program, student advising, study abroad, and student support services.

Parent programming

On the first day of Orientation, Dean of Students Nancy Neville hosts the Parent Partnership where parents will have the opportunity to speak with CIA faculty and staff, current students and alumni. Nancy also leads a discussion about how parents can partner with CIA to improve their student's success.

Students with disabilities

For students with documented disabilities including learning disabilities, ADHD, Autism Spectrum Disorders (ASD), mental health disorders or physical disabilities, the Learning Support Services (LSS) office will offer individual consultations to help determine appropriate accommodations for the upcoming school year.

Intake sessions will be available August 10–24, reserving August 23–24 for out-of-town students who are arriving for move-in day. An intake appointment sign-up form will be available through StART online.

Look for a postcard later this spring. Please send your documentation to the LSS office by August 3 and sign-up for an appointment with us through the StART program.

Orientation

Check cia.edu/orientation later in the summer for a full list of activities.

Important Dates

May 1
StART Online opens

Aug 3
Send documentation regarding disabilities to LSS office

Aug 10–24
Learning Support Services intake appointments

Aug 21–24
International student orientation

Aug 24
Move-in day

Aug 25–27
New student orientation

Aug 29
First day of class!



Living on campus

In this section you'll find important information regarding meal plans along with some suggestions on what to bring when you move in as a CIA student in August.

Meal plan participation

All on-campus residents must sign up for a meal plan through Case Western Reserve University (CWRU). If you live off campus, you also may choose to sign up for a meal plan. CWRU Dining Services offers a variety of dining choices, from traditional dining facilities, to "grab-and-go" options, to CaseCash, which can be used at locations throughout University Circle.

CaseCash

CWRU's CaseOneCard, or CaseCash, is an option that allows you to add money from an existing checking account to your ID card. CaseCash can be used at retail dining locations and retail shops in the University Circle area. Funds can be added with a credit card at any time through the CaseCash website or by using cash-at-value transfer stations on campus.



Living on campus

Designed in consultation with CIA students, our Uptown Residence Hall houses first-year students in suites with two bedrooms connected by a shared workspace.

The common work areas—which are outfitted with drawing tables—underscore our philosophy of encouraging collaboration. You won't work in a vacuum!

Beyond your suite, you'll enjoy an onsite print center; workout room; lounges; rooftop decks; laundry rooms (free); street-level retail including a bowling alley; and views of MOCA Cleveland, the downtown skyline, and Lake Erie.

Your first year of college presents a lot of changes. Living on campus gives you a sense of community, opportunities to collaborate with classmates, and more time to commit to work.

Residence hall suites

Each residence hall suite houses four first-year students, with two bedrooms, two baths, and a shared kitchenette and common area. Your suite comes furnished with an extra-long twin bed, a four-drawer dresser, wardrobe, and an artist's work desk and chair.

Your kitchenette will have a sink, refrigerator, and microwave. Each suite has central heat and air conditioning.

Suites do not have phone jacks, but the entire facility has wifi and ethernet.

Roommates

During our first-year student online pre-orientation program StART, you'll be asked to complete a roommate matching form, so that we can help you find the best roommates for your lifestyle. Like to chat while you work, or do you prefer a quieter space? We'll help you find the right roommates.

Once roommates are assigned, you'll be able to reach out to each other to discuss who's bringing what to your suite. The list on the next page is a starting point of items you'll want to bring for your first year at CIA. cia.edu/residence-hall

CIA Identification Card

Your CIA ID card is a very powerful tool. You are required to carry it at all times for identification in the academic buildings. However, it has many other uses. If you live in the residence hall, it serves as your outside and suite door key. And if you purchase a Meal Plan, it is your food ticket.

Dining Meal Plan Rates

For the 2016–17 school year are:

100 Block Meal Plan with \$300 CaseCash
\$2,112/semester

200 Block Meal Plan with \$200 CaseCash
\$3,190/semester

CaseCash-only Meal Plan
\$2,006/semester

What is a "block"? A Block is a set of prepaid meals in CWRU dining halls. A 100 Block Plan allows you to go to the dining hall 100 times.

Meal plans can be changed during the first week of each semester. After this time, changes cannot be made until the following semester. Meal plan changes can be made by completing a form in the Student Affairs Office. cia.edu/dining

Important Dates

May 1
Priority housing application deadline

Jun 15
Deadline for ordering Meal Plan

Jul 22
Housing paperwork due

Aug 24
Move-in day

Aug 29
First day of classes

Sep 2
Deadline for changing Meal Plan



Things you should bring

Bedroom

Bed sheets
(extra-long twin)
Blanket/comforter
Pillows
Clothes hangers
Alarm clock

Bathroom

Towels
Washcloths
Shampoo/
conditioner
Body soap/
hand soap
Razors
Toothbrush/
toothpaste
Hair brush or comb
Other personal
toiletries
Robe

Desk

Non-halogen desk
lamp
Rolling storage bins
for supplies
Filing system
“Self-healing”-style
cutting mat

Laundry

Laundry basket
Laundry detergent
Dryer sheets

Electronics

Surge protector
Cellphone and
charger
iPad case
Headphones or
earphones

Specific clothing

Rain coat/umbrella
Warm clothes
Warm jacket
Winter accessories
(scarves/gloves)
Snow boots

Miscellaneous items

Sewing kit
Flashlight
Small tool kit
3M adhesive strips
to hang items
on walls
Travel mug
Photos of friends
and family
Personal first aid kit:
prescriptions, cold
and allergy supplies,
bandages

Things you should talk with your roommate about

Bedroom/bathroom

Toilet paper/tissues
Shower caddy or
shower organizer

Shower curtain/
shower hooks
Floor lamps
Small rug
Television**

Things you should talk with your suitemates about

Kitchen

Paper towels
Napkins
Kitchen rug
Silverware
Can opener
Dish soap
Dish sponge
Dish towels
Dish rack
Microwaveable
plates, cups, bowls,
mugs

Kitchen trashcan/
bags
Electric kettle or
coffee maker**

Cleaning products

Antibacterial cleaner
Green multipurpose
cleaner
Multipurpose wipes
Swiffer-type mop
Broom/brushpan
Toilet bowl cleaner

Don't bring (Prohibited)

Air conditioner/
space heaters
“Landline” phones
Candles (even
decorative)
Incense
Alcohol and drug
paraphernalia
Extension cords
Electric cooking
grills
Halogen lamps

Microwaves
Pets (except small
fish)
Nails or screws
Hot plates
Explosive materials
Facsimiles of
weapons
Gasoline or other
flammable or
noxious materials*

*Materials like turpentine, paint thinners, oil paint, fixative, and plaster are not permitted in CIA residence halls. These items can be used and stored at school. Local fire codes forbid the use of torches in or around any residential building, including CIA residence halls. Items such as spray adhesives and fixatives are not permitted to be used in CIA residence hall, but may be stored in a school building locker. Spray paint is not permitted in or around the CIA residence hall at any time.

**Any electric appliance must have an auto-shutoff feature, and enclosed heating element.



Technology

We are proud to offer industry-leading technology to our students for their education at CIA. In fact, our leadership in this aspect has been recognized by Apple. **All first-year students are provided an Apple iPad** as a learning tool for your courses. You'll find that you use it in both your liberal arts and studio courses, as a creative and collaborative tool.

Laptop computers

Students are required to own a laptop, starting their sophomore year when you begin your major. The make/model of laptop will vary according to your major. **We recommend that you not purchase a laptop for your first year**, as it may not meet the needs for your major. CIA provides computer labs in support of the needs of Foundation courses.

Printing

B+W printing is free for students, and access to high-quality color printing is available at a reasonable cost through the school's Digital Output Center.

cia.edu/doc



Foundation for success

CIA's Foundation program is heralded for starting students on the right path for developing a thriving art or design career.

As such, all CIA first-year students are enrolled in Foundation, designed to expose students to all of our highly selective majors, while building the skills necessary to be successful in any discipline.

All first-year students take the same courses during the fall semester. This ensures that you're learning the skills that will be most beneficial to your development as an artist and position you for success when you apply for a major. You'll receive rigorous training in the fundamentals: drawing, design, color, art history and writing. From the start, you'll begin honing techniques you came in with and discovering new ones.

You'll also begin thinking about focusing on the rest of your CIA career. Some of you enter with an idea of what you want to major in; most of you just want to explore. We highly recommend the exploration route! And we're here to help.



At CIA, all students must apply and be accepted into one of our 15 major areas of study. This process occurs in the spring semester of your first year. Throughout your first term, you'll attend a series of workshops about the major application process that will introduce you to various options and career paths. Take advantage of open studio nights, where you get a chance to get your hands "dirty" in each major, meet students and faculty, and see how each department works. The major application process is competitive, so it's essential to explore your options. In March, you'll present your portfolio to the departments you want to pursue. Notices of the outcomes of the application process follow within a few weeks, and in April you'll register for classes for your sophomore year.

Regardless of which area you wish to study, we encourage you to use elective credits to explore studio classes in other departments. Interdisciplinary studies will broaden the skills and knowledge you bring to your studio practice while you're a student, and to your career as an artist or designer once you have graduated. Often, the jobs you'll get will depend less on the major on your diploma and more on the breadth of your portfolio and experiences.

For more information about the Foundation year, visit cia.edu/foundation.

You'll find a list of art supplies you'll need for your Foundation year at my.cia.edu



Nuts and bolts: myCIA

In mid-July we will make available through myCIA the forms you will need to register and your tuition statement.

myCIA: Your source for info

Your CIA email account will be the official channel through which you receive notification regarding billing and registration. Well before the start of each term, student account statements will be available at myCIA where you can view (and print) your bill. **Required registration forms are paperless and only available online at myCIA.**

You will receive an email with instructions for retrieving, completing and submitting the required forms online as well as payment options and important deadlines. It is your responsibility to complete the required forms and to submit them in a timely fashion as part of the registration process each semester. The deadline to return forms and submit payment for fall semester is August 5. my.cia.edu

Financial Aid

At Cleveland Institute of Art, we pride ourselves in offering a personal touch to a potentially confusing process—financing your education. Call our counselors at 800.223.4700 to clarify confusing issues, answer your questions, discuss concerns regarding your ability to afford CIA, or consider special financial situations.

cia.edu/financialaid

Private education (alternative) loans

are made available by private banks to credit-worthy students (or students with credit-worthy co-borrowers) who need to borrow an additional loan to pay for college expenses. Repayment generally does not begin until after graduation, although interest does accrue while the student is in school and the loan is in deferment. You are allowed to borrow a private alternative loan in an amount up to the Cost-of-Attendance minus any other aid/awards you are receiving. To compare private education loan options and to access the website of several lenders (some with branches in the Cleveland area and others that are national lenders), access the Great Lakes Educational Loan Services FastChoice website at cia.edu/fastchoice.

Parent PLUS loans are available to parents of dependent undergraduate students to help with college expenses such as tuition, fees, room, board, books, supplies, transportation, and personal expenses. A parent may borrow a PLUS up to the Cost-of-Attendance minus any scholarships, grants, loans and other financial aid the student is receiving. The student and parent must meet eligibility requirements, including citizenship.

To apply for a PLUS, complete the CIA 2016–17 PLUS Application, available at cia.edu/admissions/forms-resources.

Paying your tuition

At CIA we offer two plans: direct cash payment, and Tuition Payment Plan, which is offered through Higher One. Both plans are described below. If you choose to participate in the Tuition Payment monthly payment plan, *you are encouraged to enroll online no later than July 5, 2016* in order to qualify for the maximum 10-month payment plan.

Option 1: In full direct cash payment

If you choose to pay the balance due in full each semester, the remaining balance is due in early August for the fall semester and mid-December for the spring semester.

Option 2: Tuition payment plan

Higher One offers a monthly payment plan. You pay the balance due for the year in monthly installments as opposed to one lump sum payment each semester.

This monthly payment plan divides your balance into more manageable, monthly payments. This is not a loan, and there are no interest fees. Higher One charges a one-time \$70 fee to enroll in this plan for the year (recommended) or \$45 for one semester enrollment.

CIA bills you each semester, so the bill you receive in July is for the Fall semester only. To estimate your payment for the entire year (to enroll in the 10-month plan), double the Fall semester amount.

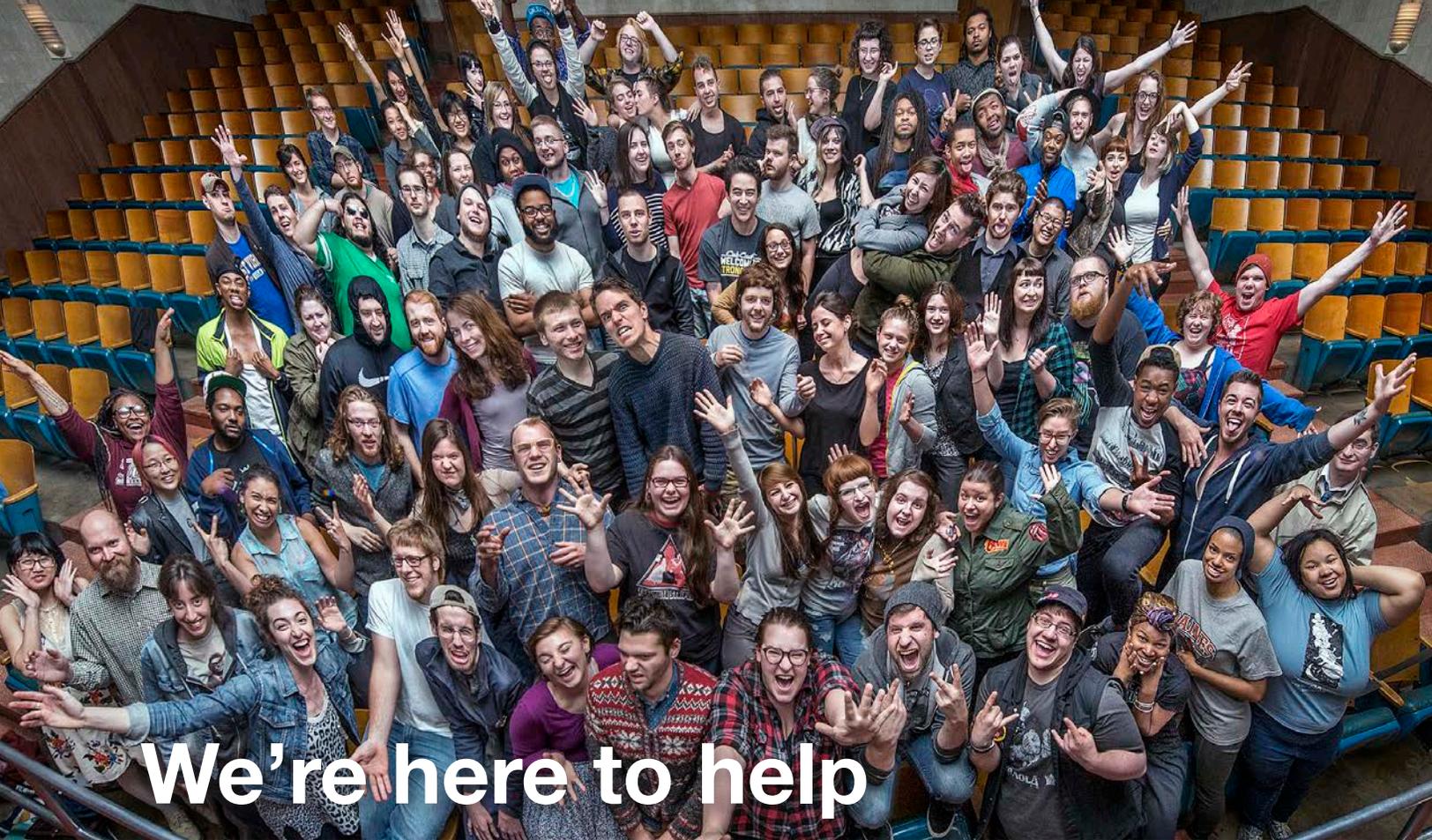
If you have questions or need additional assistance with setting up the payment plan, you may contact Higher One directly at 800.635.0120 or the CIA Office of Student Accounts at 216.421.7318.

Payment plan enrollment is available online at tuitionpaymentplan.com.

Important Dates

Week of July 6
Tuition bills sent electronically

Aug 5
Registration forms and tuition payment due



Not sure who to call? Your first year of college can be confusing, but we're here to help.

Of course, always feel free to contact your CIA Admissions Counselor. They can answer many questions, or at least point you in the right direction. But for specific questions, feel free to reach out to:

Academic Advising
cia.edu/advising

Course scheduling, learning disabilities, tutoring

Anne Gates, agates@cia.edu
216.421.7463

Business Affairs

Questions about paying your bill
Stacy Fitchette, sfitchette@cia.edu
216.421.7318

Career Services

cia.edu/career-center

Workstudy jobs, internships

Amy Goldman, agoldman@cia.edu
216.421.8073

Financial Aid

cia.edu/financialaid

Financial aid questions, forms, etc

Marty Carney, financialaid@cia.edu
216.421.7425

Student Life + Housing

cia.edu/student-life

Residence hall, meal plans, roommate matching, StART, orientation, ID cards

Matt Smith, mjsmith@cia.edu
216.421.7495
Rebecca Schaller-Ratti, rschaller@cia.edu
216.421.7430

Cleveland Institute of Art 2016–17 Academic Calendar

2016

Aug 22–26	In-person tuition payment/ registration for Fall semester.
Aug 22–Sep 2	Course drop-add period. Schedule changes.
Aug 29	Fall semester begins.
Aug 29–Sep 2	Late registration. \$350 late fee assessed.
Sep 5	Labor Day. Institute holiday. No classes. Buildings closed.
Oct 18	Major Application Process presentations for first-year students.
Oct 21	Mid-term grades due.
Oct 21–25	Case dining halls closed after lunch on Oct 21 through Oct 25.
Nov 4	Last day to withdraw from a course, Fall 2016.
Nov 7–11	Advising for Spring 2017 course pre-registration.
Nov 14	Online scheduling opens to seniors for spring course pre-scheduling.
Nov 19	Contingency make-up day for school closings.
Nov 23	No classes. Offices open.
Nov 24 + 25	Thanksgiving recess. No classes. Buildings closed.
Dec 5–9	Liberal Arts Exams/Mid-year Crits for BFA candidates. Schedule to be determined.
Dec 12–16	Final Studio Critiques.
Dec 16	Final grades for Fall semester due.
Dec 17	Fall semester ends. Residence hall closes. Holiday recess begins.
Dec 23–Jan 2	Institute holiday. Buildings closed.

2017

Jan 9–13	In-person tuition payment/ registration for Spring semester.
Jan 9–20	Course drop-add period. Schedule changes.
Jan 15	Students move into residence hall.
Jan 16	Martin Luther King Day. No classes. Buildings closed.
Jan 17	Spring semester begins.
Jan 17–20	Late registration. \$350 late fee.
Mar 10	Mid-term grades due.
Mar 11	Residence hall closes for Spring break.
Mar 13–17	Spring recess. No classes. Offices open.
Mar 19	Residence hall opens at noon.
Mar 20–24	Portfolio Review Week for Major Application Process.
Mar 31	Last day to withdraw from a course, Spring 2017.
Apr 1	Contingency make-up day for school closings.
Apr 3–7	Advising for Fall 2017 course pre-scheduling.
Apr 10	Online scheduling opens to seniors for fall course pre-scheduling.
Apr 22	Contingency make-up day for school closings.
Apr 28	Last day of regular classes, studio and liberal arts.
May 1–5	Academic Exam/Studio Critique week. Schedule to be determined.
May 8–12	BFA Exhibitions + Reviews
May 13	Spring semester ends. Residence hall closes for summer.
May 19	Final grades due for all students.
May 20	Commencement
May 22	Final studio clean out.
May 29	Memorial Day. Institute holiday. Buildings closed.

Cleveland Institute of Art

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216.421.7000
800.223.4700
cia.edu

