

**Southern
California
Institute
of
Architecture**

2010–11
Student Handbook

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.

DIRECTOR'S MESSAGE

SCI-Arc opened its Santa Monica warehouse doors in 1972 to a small group of emancipated faculty and students, most of whom had rejected the prevailing institutional models of the time in favor of a more free-form intersection of teachers and learners, a patient critique of the old idioms, and an aggressive pursuit of the promise of an ever-renewable pedagogy.

Free form, patience, and aggressive pursuit are intact today.

The aspiration to determine new pedagogy was never an aspiration to formulate doctrine. It was innocent, perhaps naive, less self-conscious at first—a shared instinct that the imaginative future of architecture is not a destination but a way of thinking critically, independently testing prospects which, in retrospect, represent a chronology of provisional paradigms—first fragile, then established, later decayed, and finally replaced.

The pursuit of the fragile—conception in process—is intact today.

SCI-Arc is the institute of the provisional paradigm. And when the provisional paradigm threatens to become a permanent allegiance—and it inevitably does—we begin again.

In that warehouse in 1972 the conventional educational hierarchies of administrators and senior and junior faculty members disappeared in favor of a more fluid management model that mandated an essential connection of pedagogical content with the administrative direction of the school. Architects who re-imagine the design discourse also re-imagine the administrative discourse.

Today administrators continue to teach; teachers continue to administrate.

SCI-Arc had little or no interest in academic rivalries that so often fractionalize the discourse. It is never “our guys” versus “your guys”—but simply an enduring pursuit of that changing model of the discourse, wherever it leads. Those who joined that debate, whether they belonged to Los Angeles or to other venues, came to SCI-Arc regularly to discuss the prospects for architecture’s future. So SCI-Arc, almost immediately, began to develop a constituency of colleagues and friends, not joined by particular allegiances, but simply by a shared interest in the exploration of the architecture prospect.

SCI-Arc began as a race with a moving finish line. SCI-Arc is still running, and the finish line is still in motion.

Today SCI-Arc resides in an old freight depot on the east side of downtown Los Angeles. New time, new facility, new faculty, new tools, new friends. Everything has changed, and nothing has changed.

SCI-Arc will forever believe that SCI-Arc—that coalition of individuals, faculty, students, and colleagues—will continue to re-write history, and that history will continue to become the history we write.

— **Eric Owen Moss, Director**

2010-2011 ACADEMIC CALENDAR

August 16—September 6

- Summer break

September 1, 2, 3

- Orientation for new students

September 6

- Labor Day (all school holiday)

FALL TERM

September 7

- First day of Fall 2010 term

September 8

- Vertical Lottery

September 8

- Deadline for submitting waiver requests to appropriate Department Heads

September 10

- Deadline for Summer 2010 grade appeals

September 10

- Final tuition payment due for Fall 2010 term (continuing students only)

September 10, 11, 12

- Graduate Thesis presentations

September 12

- Graduation

September 13

- Fall 2010 add/drop period ends

September 13

- Last day to register for Fall 2010 term

September 24

- All “Incompletes” without extensions from the Summer 2010 term change to “Credit” or “No Credit” today

October 1

- International Students graduating in December 2010 begin applying for OPT

FALL TERM (continued)

October 11—22

- Mid-Term reviews/presentations for the Fall 2010 term.

November 1

- Spring 2011 registration available to students

November 1

- First tuition payment due for Spring 2011

November 25—26

- Thanksgiving Day holiday (all school holiday)

December 6—17

- Final reviews/presentations for the Fall 2010 term

December 17

- Last day of Fall 2010 term

December 20—January 7

- Winter break

January 3

- Undergraduate gateway portfolio review deadline
- Deadline for admission into 4B studio for the Spring 2011 term
- Graduate gateway portfolio review deadline
- Deadline for admission into 3GB studio for the Spring 2011 term

January 7

- Orientation for new students
- Deadline for submitting waiver requests to appropriate Department Heads

SPRING TERM

January 10

- Spring 2011 term begins
- Vertical Lottery

January 14

- Add/drop deadline for Spring 2011 term
- Final tuition payment due for Spring 2011 term
- Deadline for Fall 2010 grade appeals

January 17

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

SPRING TERM
(continued)

January 28

- All “Incompletes” without extensions from the Fall 2010 term become “Credit” or “No Credit” today

February 14—25

- Mid-Term reviews/presentations for the Spring 2011 term

March 7

- Online registration for Summer 2011 begins (subject to change)
- First half tuition payment due for Summer 2011

April 11—22

- Final reviews/presentations for the Spring 2011 term

April 22

- Last day of Spring 2011 term

April 25—May 15

- Spring Break

May 6

- Undergraduate gateway portfolio review deadline
- Graduate gateway portfolio review deadline

SUMMER TERM

May 16

- Summer 2011 term begins

May 20

- Last day to officially add/drop classes

May 30

- Memorial Day (all school holiday)

July 11—August 19

- Transfer Studio

July 18—August 19

- Making & Meaning Program

August 1—12

- Final reviews/presentations for the Summer 2011 term

August 12

- Last day of Summer 2011 term

1 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 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

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.

WASC Accreditation

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.wascweb.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

The Southern California Institute of Architecture (SCI-Arc)—accredited by the Western Association of Schools and Colleges (WASC)—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 architecture programs. Applications for first-year placement are accepted for the fall term; 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. 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 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 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 personal statement, letters of recommendation, academic record, and portfolio of architectural and creative work. SCI-Arc offers four 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. 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.

All M.Arch 1 applicants are required to have completed at least one college-level course in Calculus and in Physics, receiving a grade of "C" or higher. Transcripts documenting these courses must be submitted with the application. Applicants who do not have these courses completed may receive a conditional acceptance by the committee, and will be required to complete these courses prior to enrolling into the program.

Applicants with prior graduate-level architectural experience may be eligible for advanced placement into the second year of the M.Arch 1 program. Advanced

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

Next NAAB accreditation visit for all programs: 2012.

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

Prerequisite course for M.Arch 2: *Introduction to Digital Design*, offered in the summer term prior to entering the program.

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, 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.

MediaSCAPES

Familiarity with the following programs if recommended for students entering the MediaSCAPES program: Photoshop, Final Cut Pro, Illustrator, Adobe Flash, Adobe Premier.

A one year (three semester) non-professional Master of Design Research (M.DesR) degree program blending research and design studios with intensive seminars and workshops. MediaSCAPES welcomes interdisciplinary applicants from the fields of new media, interactive media, film, urban design, landscape design and architecture. Both designers and theorists are encouraged to apply. Due to the interdisciplinary nature of the program, it is strongly suggested that applicants have a prior graduate degree in their discipline. Selected undergraduate students and non-degree students will be evaluated on a case by case basis.

SCIFI (Southern California Institute of Future Initiatives)

It is recommended that students entering the SCIFI program are familiar with the following software: InDesign, Final Cut Pro, Photoshop, Maya, Rhino, Illustrator, After Effects, Flash, and 3D Studio Max.

A one year (three term) non-professional Master of Design Research (M.DesR) degree, open to students with a professional degree in Architecture or a bachelor degree or equivalent in any field. The SCIFI program prepares its members to successfully meet the challenges of leadership in Architecture, planning, politics and other endeavors that impact the planning, design, development, operations and governance of cities.

Advanced Placement for Transfer Students

Advanced placement is not applicable to the SCIFI and MediaSCAPES programs. *Also see Transfer of Credit section.*

Application Deadlines

M.Arch 1: December 15, 2010

M.Arch 2: December 15, 2010

B.Arch, first year placement: January 15, 2011

SCIFI & MediaSCAPES: March 1, 2011

B.Arch, advanced placement: May 1, 2011

B.Arch (Spring enrollment, advanced placement only): October 1, 2010

All application deadlines are postmark deadlines. Late applications are considered on a case-by-case basis.

Application Procedures

Inquiries and requests for application, as well as completed application forms, should be sent to:

SCI-Arc Admissions Office

960 East 3rd Street

Los Angeles, California 90013

T: 213.613.2200 x320

admissions@sciarc.edu

Application Materials

All applications must include the following materials:

- Completed application form
- \$75 application fee
- Statement of purpose
- Three letters of recommendation
- Official transcripts
- Test scores, if applicable (SAT or ACT, GRE)
- TOEFL or IELTS (for international students only)
- Résumé or curriculum vitae
- Printed portfolio of work

For more information on application materials, 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. Individuals who have no formal architectural education or experience should include work that demonstrates his or her visual design sensibilities, sense of form and space, experience with different materials or media, craftsmanship, and imagination. This work may include, but is not limited to: drawings/sketches, photography, painting, sculpture, ceramics, or wood and metal work. Applicants with a background in architecture are expected to present appropriately documented architectural projects in place of or in addition to other creative work. Portfolios larger than 10 x 13 inches or smaller than 5 x 7 inches will not be accepted. Submissions must be printed and bound. Work submitted on slides, CDs, or DVDs will not be accepted. (Exception: MediaSCAPES applicants are allowed to submit CDs, DVDs or other types of media files as a part of their application). The applicant's name and program for which he or she is applying must appear on the front of the portfolio. If you would like your portfolio returned, include a self-addressed envelope with sufficient postage (postage should be in the form of stamps only). Unclaimed portfolios will be discarded at the end of the year.

Application materials will be stored in the admissions office for up to two years; portfolios for up to one year. Unclaimed portfolios will be discarded if not picked up by the applicant.

Notification of Acceptance

Graduate applicants will be notified of their admission status in early March; undergraduate applicants will be notified on a rolling basis between the months of March and June. 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 is applied toward tuition for their first semester at SCI-Arc. M.Arch 2 students submit a deposit of \$950, which is the cost of the prerequisite course *Introduction to Digital Design*. International students are required to submit an additional tuition deposit in order to begin the I-20 process (please contact the admissions office for more information). If the enrollment deposit is not received by the appropriate deadline, the applicant may forfeit their place in the entering class.

Waiting List Placement

If an applicant is placed on the waiting list, he or she will be notified as positions open in the entering class or as information becomes available. Portfolios belonging to applicants on the waiting list may need to be retained after the notification date for admission purposes. Applicants accepted from the waiting list are not eligible for deferment.

Admission Appeals

Applicants who wish to appeal an admission decision or studio placement must make their requests in writing. Appeals should be addressed to the Admissions Committee and should include applicable support materials (additional portfolio work and/or additional letters of recommendation, resume, etc.). Appeals are reviewed by the Admissions Committee and may require a personal interview with one or more committee members. The applicant receives written notification of the decision. In order to be reviewed by the Admissions Committee, Appeals must be submitted prior to July 1 for the Fall term and prior to December 1 for the Spring term.

Admission Deferment

Admission deferment is granted on a case-by-case basis for up to one academic year. Applicants must petition the school in writing to defer their admission. Petitions are reviewed by the Admissions Director and the applicant receives written notification of the decision. If an applicant fails to enroll in the following year, he/she must reapply for admission and they forfeit their deposit and must resubmit application fees.

Reapplication for Admission

Reapplication within two years: Applicants must submit the following when reapplying:

- New application form
- New application fee

- New portfolio (with recent work, if applicable)
- At least one new letter of recommendation pertaining to work or study done since the last application was filed
- It is recommended that applicants revise and update their Statement of Purpose and Resume, citing any changes that have occurred since their previous application

Reapplication after two years: If an applicant wishes to reapply for admission after two years of absence from the program, he or she must resubmit all application materials specified for the initial application.

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 in English translation are accepted. The Admissions Office reserves the right to request that international transcripts be evaluated by a credentials evaluation agency.

English Proficiency

All international students, with the exception of those 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, must submit the results of the Test of English as a Foreign Language (TOEFL) or the International English Language Test System (IELTS) to the admissions office. Minimum requirements for the TOEFL are 577 for the paper-based exam, and 90 on the internet-based exam; for the IELTS, applicants must score a minimum of 6.5. Accepted applicants who do not meet these minimum requirements may receive a conditional acceptance, and will be required to either submit a higher test score, or enroll in a 10-12 week ESL course.

Also see Reading/Writing Competency Test section, below.

Finances for International Students

To ensure that students from other countries will not have financial difficulties after they have begun their studies at SCI-Arc, the United States Citizenship and Immigration Service (USCIS) requires that international students certify 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 tuition deposit is paid. Certification is required for the first year of study only.

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. Employment for more than 20 hours per week is considered full-time CPT, regardless of whether a student is enrolled full-time or part-time. If a student receives one year or more of full-time CPT, the student is no longer eligible for Optional Practical Training (OPT) after completion of the degree. Part-time CPT of any duration does not limit post-completion OPT. The IA (international advisor) must review each request and have prior approval from the Academic Counselor for all CPT requests. 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
- Original form I-20 ID
- 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.

Reading / Writing Competency Test

All entering students, as well as returning students, are required to take a language placement exam to determine their level of fluency in reading and writing English. Entering students unable to demonstrate competency in English language skills will be enrolled in English writing classes (ESL/ELL) in their first semester at SCI-Arc. Students who have continuing language difficulties may petition, or be required, to repeat ESL/ELL.

HOUSING

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

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 staff is also available to help incoming students learn about neighborhoods and living options.

Note: 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 two weeks of the term).

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

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.downtownnews.com/classifieds
 www.gostudentrentals.com
 www.latimes.com/classified/realestate/rentals
 www.losangeles.craigslist.org
 www.westsiderentals.com (membership fee required)

REGISTRATION POLICIES

Online Registration

Registration for classes is done over the internet by accessing my.sciarc.edu. Students must enroll in at least a full load of classes until they have completed their core study. During the summer, 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.

Course and Credit System

Academic study at SCI-Arc is recorded in course units. In order to complete degree requirements on time, students should take a minimum of one studio (6 units) and three seminars (3 units each) per term. Workshops (units vary) are offered periodically. Eighteen (18) units is the maximum number a student can carry before they are charged for additional 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 by using their log-in credentials. 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. 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 Regis-

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 catalog.

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

trar and return it to the Registrar 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 drop to below the full-time load—9 units per term for graduates and 12 units per term for undergraduates—and if they have approval to do so from the undergraduate or graduate program directors prior to the 38th day of term. Refunds are calculated as set forth in the tuition refund policy. 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 directors.

Also see Tuition Refunds section.

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 Director. 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 of the point exit and they return to the original program of study. The Registrar must receive notification no later than four months prior to the start of the term in which students intend to resume their studies. Post-graduate students must receive approval from the Graduate Program Director 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 Directors 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 will be withdrawn automatically at the end of the term. A student who has withdrawn must reapply. 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. .

Transfer of Credit

Undergraduate students who wish to receive transfer credits for courses completed at other institutions should be prepared to provide the Academic Counselor and the program coordinator with transcripts and course descriptions or syllabi for these courses. Credit for coursework completed at other colleges with the grade of B or better will be granted for seminar requirements after review of the student's prior academic record, with the approval of the appropriate study area coordinator, and in consultation with the Academic Counselor. Students who wish to receive veteran's benefits must submit a statement of previous training to the school for consideration. Credit for the General Education portion of the B.Arch degree requirements is awarded after the Academic Counselor reviews the student's prior academic record*. SCI-Arc also accepts credits for advanced placement examinations (with scores of 3 or better) and CLEP subject examinations (with grades of 500 or better) for General Studies requirements.

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 Registrar or Academic Counselor and must be approved by the program

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 the program to receive a Master of Design Research in the postgraduate programs.

*Beginning with the 2011/2012 entering class, students will be required to complete their General Education courses at SCI-Arc once enrolled.

Completion of the B.Arch degree requires 165 units plus an additional 21 transfer units in General Studies, which are generally taken at other institutions. 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 SCIFI and MediaSCAPES programs.

GRADING AND ACADEMIC PROGRESS

The grading system and GPA equivalents are subject to change.

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 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). No credit grades cannot be altered.

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 directors 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 three weeks after the end of the term in which the course was completed. The program director's decision concerning such an appeal is final.

Minimum Requirements

Studios

If a student's studio GPA (grade point average) drops below 2.7, he or she must meet with the program director, 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 2.7 or above during the next semester, he or she must meet with the program director 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 director. Students may be asked to withdraw if the program director 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 termination 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 terminated 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 165 hours to graduate. Once the student attempts 247.5 hours he/she is no longer eligible for financial aid. (165 hrs. x 150 percent = 247.5 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 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 4A studios for undergraduates, and at the end of 1GB and 3GA for graduates. Portfolios are reviewed by a faculty committee including studio and seminar faculty. During the review, faculty will 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, 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.

Students who submit their portfolios after the review date are charged a \$100 late fee. Their portfolios may not be commented on by the review committee. Students who fail to submit a portfolio will be put on academic hold. Once submitted, Gateway Portfolios become the physical property of SCI-Arc and may not be checked out or returned.

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 stu-

dent 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.

Archiving

Selected students may be required to submit physical examples of their work or digital examples (on a clearly labeled CD), no later than one week after the end of term, to their instructors or administration for archiving and, at SCI-Arc's election, posting on the SCI-Arc website. By enrolling at SCI-Arc, each student grants SCI-Arc a license to reproduce and display his or her work. This is a chance for students to have their work shown online and potentially featured in forthcoming school publications.

Images should be organized into two folders:

Print: Images in tiff format, CMYK, 300 dpi and minimum 7 inches wide

Web: The same images as jpgs. , RGB, 72 dpi, 7 inches wide

Image file titles should include the term, year, studio (or instructor's last name in the case of a vertical), and student name, and a number for each image submitted. For example: Sp_05_1GB_Doe_1.tiff

Please also include on the CD, in Microsoft Word format:

The course outline and a 100-word paragraph describing the project, with the student's full name, year, studio, image titles, and a caption for each image submitted.

Access to Records

Official student records are maintained in a locked file room. Student records are accessible to faculty members, the director, 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).

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

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.

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 the college decides not to amend the record as requested, the college 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.

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 20202-4605

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
- Address (home and mailing)
- Telephone (home and mailing)
- 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

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.

Commitment to Opportunity

SCI-Arc does not discriminate on the basis of race, color, national origin, ancestry, ethnicity, 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 as-

sistance, education programs, academic counseling, activities, or employment. If you believe you have been discriminated against on such basis, you should notify the Academic Counselor or the Human resources Director.

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.

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. These descriptions should be read broadly and are not designed to define misconduct in exhaustive terms.

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, defacing, destroying, damaging 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.

Harassment

Sexual and gender harassment, as well as harassment due to pregnancy, child-birth or related medical conditions, is strictly prohibited. It is impossible to define every action, all words or all situations that could be interpreted as sexual harassment. 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. The following descriptions are not meant to be a complete list of objectionable behavior, nor do they always constitute sexual harassment.

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 serious physical abuses such as sexual assault and rape. Examples include, but are not limited to unwelcome sexual advances; repeated 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 members and students are inappropriate. SCI-Arc will not tolerate current faculty members engaging in relations of a sexual or amorous nature with currently enrolled students.

Relationships of a sexual or amorous nature between staff and students are also inappropriate. SCI-Arc's policy in regard to amorous relationships between staff and subordinates is the same as its policy regarding relationships between faculty and students, as stated above.

Reporting Harassment

Students should address complaints to the Academic Counselor. Faculty and staff members should address complaints to the Human Resources Director.

Rights of the Accused

A person formally charged has the right to receive immediate notification that a complaint has been filed, the name of the complainant, and the nature of the harassment alleged. During the process of investigation, the accused will have an opportunity to offer evidence, including the names of witnesses or any other supporting documentation, to the investigation process. Disciplinary proceedings are intended to be informal, fair and expeditious. The procedures of criminal and civil courts shall not govern disciplinary proceedings, and formal rules of evidence shall not be applicable.

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. These policies regarding retaliation also apply to the accused and third parties siding with the accused. Violations of these policies regarding retaliation are subject to disciplinary measures or expulsion.

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, suspension and/or expulsion from the school.

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.

Additional Policies

The Director’s Office shall be notified of any school event at which alcohol is to be served. At those events, alcohol shall be limited to that provided by the organization or group and one or more individuals shall be designated by the group to serve the alcohol. The person designated by the group shall confirm that each member 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.

No student or employee may use any Wood and Metal Shop tools or equipment or any CNC equipment if he or she has consumed alcohol within the prior twenty-four (24) hours.

Description of Health and Other Risks

All drugs 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 dropout, 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.

Permitting Property to be Used in Connection with the 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 to 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; and
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 Abby Adorney at (310) 392-4490.

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

DRUG AND ALCOHOL SUPPORT SERVICES	
Drug and Alcohol Abuse Information and Referral Tel: 800.564.6600	National Council on Alcohol and Drug Department & DUI Program (Court Cards) Santa Monica Tel. 310.451.5881
Covenant House 7 days/24 hours Tel: 800.999.9999	Nicotine Anonymous Southern California InterGroup http://www.scina.org/ Tel: 800.642.0666
Alcoholics Anonymous Los Angeles http://www.lacoaa.org/ Tel: 800.923.8722	Cocaine Anonymous http://www.ca4la.org/
Crystal Meth Anonymous http://www.recovery-man.com/cma.htm Tel: 213.488.4455	Didi Hirsch Drug Abuse & Mental Health Service http://www.didihirsch.org/ Tel: 310.390.6612
Asian American Drug Abuse Program http://www.aadapinc.org/ Tel: 213.293.6284	Matrix Institutes http://www.matrixinstitute.org/ Tel: 800.310.7700
Clare Foundation/DUI Program http://www.clarefoundation.org Tel: 310.314.6200	St. John's Hospital http://www.stjohns.org/default.htm Tel: 310.829.8905
Good Samaritan Hospital http://www.goodsam.org/ Tel: 213.977.2121	St. Vincent Medical Center http://www.stvincentmedicalcenter.com/ Tel: 213.484.7111
WOMEN'S SERVICES	
Jewish Family Services of Los Angeles http://www.jfsla.org/ Tel: 323.761.8800	Women Helping Women http://www.ncjwla.org/ Tel: 323.651.2930
COUNSELING	

Antioch University Counseling Center http://www.antiochla.edu/community/general-category/aucc.html Tel: 310.578.1080	California Graduate Institute http://www.cgi-cc.org/ Tel: 310.208.3120
Santa Monica Counseling Center Tel: 310.395.4024	Southern California Counseling Center – LA http://www.sccc-la.org/ Tel: 323.937.1344
**For life-threatening emergencies, call 911	

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

Disclosure of Campus Security Policy and Campus Crime Statistics

The college's security and law enforcement policies and programs, and statistics regarding crimes on campus are available on the SCI-Portal and will be distributed annually at Orientation.

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 **\$13,925 for new students entering during the 2010/2011 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 2010/2011 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)	2010-2011 ADMISSION YEAR STUDENT
Student Tuition and Fees <i>(subject to change)</i>	\$13,925 <i>(including fees)</i>
Course supplies and books	\$2,001
Living and personal expenses	\$5,533
Transportation expenses	\$808
Miscellaneous expenses	\$1,121
Total	\$23,388

Summer 2011 Programs

EXPENSES	2010-2011 ADMISSION YEAR STUDENT
Full Time Tuition	\$13,925 <i>(including fees)</i>
Workshops (1 unit)	\$1,000 / 1 workshop
	\$2,200 / 2 workshops
	\$3,400 / 3 workshops
Individual seminar	\$3,575 each
Individual studio or 3 seminars	\$9,775
Transfer studio	\$9,600

Tuition and fee information for continuing students entering prior to Fall 2010 can be found on the SCI-Arc website or by contacting the Finance Office.

Payment Schedule

Tuition and fees must be paid in full prior to the first day of 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 prior to the first day of 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 prior to the first day of the semester, you may be subject to administrative withdrawal, resulting in cancellation of your enrollment in classes.

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 first day of class, the student will receive 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:

90% refund	1-10 weekdays from the first day of classes
50% refund	11-19 weekdays from the first day of classes
25% refund	20-37 weekdays from the first day of classes
0% refund	After 37 weekdays from the beginning of classes

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], National SMART Grant, or Academic Competitiveness Grant), 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..

Making + Meaning: The Foundation Program In Architecture

80% refund	1–2 days from the beginning of the program
0% refund	On the 3rd day or after

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.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 www.calgrants.org.

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/financialaid. Faxed forms and/or documents are accepted.

The FAFSA will be available for completion on January 1. 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 your tax information. Students may use their W-2s or federal income tax forms to assist them with their estimation. They will need to update their tax information on the FAFSA and submit a signed copy of their recent federal income tax forms to the financial aid office once the return has been filed.

Who is Eligible?

In order to receive financial assistance from 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:

A. Be a permanent resident of the United States;

B. 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;

C. 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);

D. Be a graduate of an accredited high school, hold 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 \$400 to \$5,500 per award year.

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.

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 range from \$9,708 to \$11,259 during the 2010-2011 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 \$1,551 to \$11,259 during the 2010-2011 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 between 5 and 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 office. All state and federal equal opportunity employment practices are upheld.

It is strongly suggested that students do not have 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.

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. SCI-Arc offers the following loan programs:

Federal Family Direct Loan Program Federal Direct Loans (Subsidized and Unsubsidized)— Applied for by the student. This loan has a fixed interest rate. Subsidized Direct Stafford loan interest is paid for by the federal government while

the student is in school full time up to six months after graduation. Unsubsidized Direct Stafford loan interest payment is the responsibility of the student who can pay the interest or let it accrue until six months after graduation

Federal Direct PLUS Loans (Parent Loans) The Parent Direct PLUS loan is for parents who need to borrow to help meet their dependent student's educational costs. Eligibility is based on the parent's passing a credit check. 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.

Federal Direct Grad PLUS Loans (Graduate Student Loans) The Grad Direct PLUS loan is for students in a post-baccalaureate program who need to borrow to help meet their educational costs. Eligibility is based on the passing a credit check. 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.

Private Loans Credit based loans that are used by undergrads classified as Independent on the FAFSA. These loans have a variable interest rate and may require interest payments during school.

Should you and your parents not qualify for assistance under FFDL or need additional assistance beyond what can be funded through the federal programs, alternative 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.elmselect.com, click on the private loan tab.

Scholarships

Funded by endowments, SCI-Arc scholarships are awarded on the basis of merit and financial need. They are available to all continuing students who are enrolled full-time in any program at SCI-Arc at the time they apply and who will have completed at least 24 units prior to the summer term that follows their application.

SCI-Arc scholarships are awarded to its full-time students based on academic achievement, portfolio submission, and/or demonstration of financial need. Service to the community may be considered. Applicants may be enrolled in the graduate or undergraduate programs as in-state, out-of-state, and/or international students, and must have completed at least one year of their respective programs.

Scholarship applications, available in March for the following academic year, require the following:

1. A completed scholarship application form
2. A brief statement (250 words or less) stating academic and career goals
3. A SCI-Arc Financial Aid form and/or the International Student application and the FAFSA (domestic students only)
4. One letter of recommendation from the student's most recent SCI-Arc studio instructor
5. Portfolio (SCI-Arc work only)
6. Current transcript.

Applications are reviewed by graduate and undergraduate scholarship committees. Applications are due at the end of the spring term. Failure to meet the deadline will result in disqualification from the scholarship review process. Consult the Academic Counselor, who acts as the scholarship coordinator, for the exact date. Applications and further information are available from the financial aid office or the Academic Counselor.

Admissions Scholarships

A limited number of scholarships are awarded to entering undergraduate and graduate students. 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 financial need. These scholarships will adjust the student's need of financial aid.

Satisfactory Academic Progress (SAP) Standards and 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 post-secondary certificate (SCI-FI or Mediascapes). 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.

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	Less than 1/2 time enrollment	25% of award

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. Payment of Pell Grant money during the summer sessions is 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

Minimum Unit/Studio Requirement

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.

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

Dual Enrollment

Students will only receive financial aid from one college, even if they are concurrently enrolled. Enrollment status at SCI-Arc only includes coursework that is listed in the class schedule for that term. An exception may be made for undergraduate students who must take courses to complete their B.Arch that are never offered at SCI-Arc, such as the General Education requirements. In cases such as this, completed coursework at another institution may be used to make up a prior unit deficiency.

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 2011/2012 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, you must make progress toward your educational goal. The SCI-Arc Financial Aid Office monitors that progress using two criteria—Quantitative Progress and Qualitative Progress. It is your responsibility to make sure that you meet both of these progress standards.

What follows is an explanation of each standard:

Quantitative Progress

You are required to complete at least 75% of the total number of units in which you enroll in each semester. The table below lists the number of units you must complete each semester, based upon your 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 Equivalent

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 have a meeting with the program director 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 director 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. A Probation letter will be sent to you at the address on file in the Financial Aid Office 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 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 Director, 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 at or above 2.7.
- Read and understand the SCI-Arc Student Handbook
- Attend your classes regularly and consistently
- Decide on and plan for your educational goal
- Seek tutoring and/or other services (if needed) to help you be successful in college
- And most importantly, always—if you are not sure of something—ASK QUESTIONS!

Other Grounds for Termination from Financial Aid

Financial aid is provided for students who qualify, and 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 acknowledgements, 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. If the student withdraws prior to the start of the semester or never attended any classes, 100% of aid disbursed to that student account and/or disbursed to the student must be repaid.

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.
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.

ADMINISTRATIVE STRUCTURE

SCI-Arc is a non-profit institute dedicated to the study of Architecture. Its operations are overseen by a board of directors consisting of twenty-four members. The board membership includes recognized leaders in the areas of architectural design, art, finance, real estate, law, and real estate development. In addition, SCI-Arc faculty, students and alumni are represented at the board level. All three positions are elected.

Board of Trustees Committees

The board operates through a series of standing and ad hoc committees:

Standing Committees

Academic Matters

Ensures that SCI-Arc regularly reviews existing and proposed programs and curriculum for conformity with the stated SCI-Arc mission, strategy, and standards. This committee works closely with the Undergraduate and Graduate Curriculum Committees and is responsible for oversight and guidance for all major policies on academic standards, ethics, and freedom, as well as the oversight of recruitment and enrollment programs. The Academic Matters Committee is chaired, on a rotating basis, by no fewer than two (2) Directors.

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; approves performance of nonaudit services by the auditing firm; reviews the auditor's annual Letter to Management and assures progress in complying with any recommendations that the Committee deems practical and necessary; and meets with the independent auditor with no employees of SCI-Arc present.

Building and Grounds Committee

Addresses issues related to the SCI-Arc campus, facilities, and works toward the procurement of a permanent location.

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. Researches and nominates prospective board members with the current objectives of increasing diversity, corporate representation, and engagement with downtown Los Angeles.

Director's Committee

Works with the Director on Institutional performance. Makes recommendation to the board about appointment of the school's directorship every five years.

Donor Recognition Committee

Works in conjunction with SCI-Arc's Development office to set in place donor recognition strategies and programs.

Executive Committee

Takes any urgent or emergency actions and assists the Director of SCI-Arc in addressing and undertaking routine business between regular Board Meetings. It also assists the Chair and the Director of SCI-Arc in their joint responsibility to help the Board to function effectively and efficiently by suggesting Board meeting agenda items.

Finance Committee

Works in conjunction with the finance department to monitor the financial well-being of the institution. Includes oversight of income/expenses, investment accounts, and state and federal tax compliance.

Governance Committee

Seeks to clarify the roles and lines of authority between the director, chairman of the board, legal council, and the board at large, as they relate to supra-curricular issues. Structures decision-making procedures in terms of short- and long-term priorities, leadership responsibilities, and authority at the board level. Ensures compliance with and reviews institution by-laws.

Ad Hoc Committees

Academic Affairs Committee

Address the concerns and resolution of faculty and personnel conflicts. Helps to resolve disputes between faculty members, students, and staff/administration. The Academic Affairs Committee has the responsibility to review grievances or appeals of grievance decisions from faculty members. The members of the Aca-

demic Affairs Committee consist of the Chairman of the Board, Undergraduate and Graduate Program Directors, Faculty representative to the Board, and the student representative to the Board.

Strategic Planning Committee

Function: Works to formulate a strategic plan for the institution and evaluates progress and/or need for redirection.

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.

Academic Council

The agenda is set by the director and other members of the council. The director 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.

Schedule: The Academic Council meets on a regular basis throughout Fall and Spring Terms.

Admission Committee, Graduate and Undergraduate

The admission committees meets intensively and at regular intervals following fall and spring admission application deadlines.

Curriculum Committee, Graduate and Undergraduate

The Curriculum Committee is 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. Schedule: The curriculum committees meets on a prescribed schedule set by each program director, generally twice per term.

Faculty Council

The Faculty Council at SCI-Arc consists of full time faculty who meet on a bi-annual 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 Committee, Graduate and Undergraduate

This committee meets 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. Schedule: This committee meets at the end of the fall and spring semesters in the undergraduate program and the graduate program.

Continuing students Scholarship Committee, Graduate and Undergraduate

This body awards scholarships based on students' overall academic excellence and financial need.

Schedule: This committee meets at the beginning of the summer semester to make scholarship awards for the following academic year.

Student Union

The Student Union administers student activities and helps to support the student community at SCI-Arc. It 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. Students select several speakers for the 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 Directors for a two-year term. This student reports directly to and from the student community to the board. The representative also has full voting power and sits on committees that advise the Board. Two 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.

Schedule: 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.

SAFETY RULES

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 safe team members during emergencies and emergency drills.

Painting, Resins, & Aerosol Products

Any spray painting/mounting, resin mixing/casting or use of odor-causing aerosol products must be done outside in the designated areas only. SCI-Arc strongly recommends that students limit the use of powerful solvents and other noxious chemicals to the same outdoor areas. Please see the Shop staff or the Facilities Manager to be directed to the nearest outdoor area.

SECURITY

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

SCI-Arc is equipped with cameras to monitor security along with 24-hour security guards.

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 will result in being escorted off the property. Personal property brought into the school is the responsibility of the owner. Please take precautions to secure and lock all valuables. There will be regular emergency and security drills performed in both the Fall and Spring terms in order to cover escape routes and security procedures.

Student IDs

Students are issued a magnetic ID card that provides access to the building and to the computer lab. A schedule is posted for new students to have their photo taken, and the ID card is distributed within the week.

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.

ID cards are not transferable. Students may not use their ID cards to grant access to visitors trying to enter the facility. The lending or giving of ID cards to any other person may lead to disciplinary action.

PARKING

Registration of Vehicles

All student vehicles parked in any of SCI-Arc's parking lots must have a valid SCI-Arc student parking permit displayed. Permit fees are paid in the finance office; permits are issued at the front desk. A new permit is required each term.

Parking permits are not transferable. The lending or giving of parking permits to any other person may lead to disciplinary action.

The City of Los Angeles Parking Enforcement patrols all SCI-Arc parking lots and issuing parking citations for any of the following non-moving violations:

- No current SCI-Arc parking permit visibly displayed.
- Vehicle is parked in or blocking a handicapped parking space.
- Vehicle is blocking an emergency exit.
- Vehicle is parked in or blocking a fire lane.
- Vehicle is parked in visitor's parking area. Vehicles will be ticketed by the City of Los Angeles, so once a ticket is issued it must be rectified through the City of Los Angeles.

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.

Paying Fines

City of Los Angeles citations: Once a ticket is issued it is a City matter and must be rectified through the City of Los Angeles.

SCI-Arc Issued Citations

These need to be paid through the Finance Office. Unpaid fines are automatically charged to the registrant's campus bill.

Towing

SCI-Arc reserves the right to immediately tow vehicles which are in dangerous positions or are creating a hazard. In addition, SCI-Arc reserves the right to immediately tow any vehicle which, through its reckless operation, has created a danger to the SCI-Arc campus community. Vehicles blocking tow-away zones, fire lanes and roadways or driveways could be towed immediately. Furthermore, vehicles may also be towed when registrants refuse to identify themselves.

Revocation of Parking Ticket

After five 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 five violations may be banned if any one violation is serious enough to warrant immediate suspension of all vehicle privileges.

2 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).

Chris Genik

Undergraduate Program Director

SCI-Arc's undergraduate program integrates the development of knowledge of a wide range of conceptual and practical skills, from critical thinking to technical expertise, to create a fluid and holistic approach to the education of the becoming contemporary architect. Throughout the program, emphasis is placed on the development of the individual student's personal growth, self reflection and knowledge of architectural design issues, including theoretical constructs and advancements in building technology, and ranging from applications of high-performance "intelligent" materials to considerations for sustainable practices. The undergraduate curriculum is built around an integrated sequence of design studios, Visual Studies, History and Theory, Media and Technology courses, into which interdisciplinary seminars in the Arts, Sciences, and Humanities are woven. Following the foundation and core sequence, upper-division courses are offered in Professional Practice and related subjects. Over five years of study, students become actively engaged in the discussion of the practice of architecture and are prepared to join the workforce.

General Studies Requirements

In addition to SCI-Arc's 165+6 required units, students must complete seven General Studies courses with a grade of C or better in order to graduate: at least four one-term courses at college level in the area of Social Sciences and Humanities, and at least three courses in the area of Natural Sciences and Mathematics (see below). Students are given until the end of the third year of the program to complete General Studies requirements, but it is recommended that transfer students complete as many of these requirements as possible before coming to SCI-Arc.❖

A general studies committee, consisting of the Director of Admissions, the Student Counselor, the Undergraduate Thesis Coordinator and the Cultural Studies Coordinator periodically review and update general studies requirements.

Choose three courses from the Social Sciences and Humanities:	Choose two courses from the Natural Sciences and Mathematics:
Anthropology Classics Comparative Religion Economics Geography Philosophy Political Science Psychology Sociology	Astronomy Biological Sciences Chemistry Computer Science Earth Sciences Mathematics Physics
Required History of Western Civilization or History of Eastern Civilization	Required Trigonometry

Beginning with the 2011/2012 entering class, students will be required to complete their General Education courses at SCI-Arc once enrolled.

Course structure

I. Foundation program

First term — 1A	Second term — 1B
<p>DS1010 — 6 units Material Strategies for the Physical World ©</p> <p>CS2010 — 3 units Fields and Practices: Introduction to Design Cultures ❖</p> <p>CS2011 — 3 units Writing in Architecture: ESL/ELL 1 (as required) ❖</p> <p>AS3010 — 3 units Introduction to the Physical World: Materials, Behaviors, Forces ❖</p> <p>VS4010 — 3 units Fabrications and Delineations 1: Introduction to Fabrication and Drawing Techniques: Perception/ Translation</p>	<p>DS1011 — 6 units Conceptual Strategies for the Physical World© Prerequisite: DS1010</p> <p>CS2012 — 3 units History of Architecture 1: Prehistory to Middle Ages ❖</p> <p>CS2013 — 3 units Humanities 1: Antiquity to Middle Ages ❖</p> <p>CS2014 — 3 units Writing in Architecture: ESL/ELL 2 (as required) ❖</p> <p>VS4011 — 3 units Fabrications and Delineations 2: Introduction to Fabrication and Drawing Techniques: Projection/ Description Prerequisite: VS4010</p>

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.

It is recommended to complete at least 2-3 general studies requirements between the 1B and 2A semesters.

- © Studios: One unit can be applied toward General Education studies requirements.
- ❖ Courses that can be taken for General Education studies credit

Third term — 2A	Fourth term — 2B
<p>DS1020 — 6 units Formworks: Sites and Contexts © Prerequisite: DS1011</p> <p>CS2020 — 3 units History of Architecture 2: Renaissance to the Enlightenment ❖ Prerequisite: CS2012</p> <p>CS2021 — 3 units Humanities 2: Renaissance to Romanticism ❖ Prerequisite: CS2012</p> <p>AS3020 — 3 units Introduction to the Environment and Climate</p> <p>VS4020 — 3 units Technologies of Description 1: Analog and Digital Practices Prerequisite: CS2012</p>	<p>DS1021 — 6 units Frameworks: Programs © Prerequisite: CS2012</p> <p>CS2022 — 3 units History of Architecture 3: Industrial Revolution to Contemporary Discourses ❖ Prerequisite: CS2012</p> <p>CS2023 — 3 units Humanities 3: Modernism in Literature, Art and Film ❖ Prerequisite: CS2012</p> <p>AS3021 — 3 units Structures 1: Forces and Vectors</p> <p>VS4021 — 3 units Technologies of Description 2: Analog and Digital Practices Prerequisite: CS2012</p>

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

It is recommended to complete at least 2-3 general studies requirements between the 2B and 3A semesters.

- © Studios: One unit can be applied toward General Education studies requirements.
- ❖ Courses that can be taken for General Education studies credit

II. Core program

Fifth term — 3A	Sixth term — 3B
<p>DS1030 — 6 units Field Operations: Static Architectural Systems © + Integrated Applied Studies component — 1 unit Prerequisite: DS1021</p> <p>CS2030 — 3 units Introduction to Urban Systems ❖ Prerequisites: CS2022</p> <p>AS3030 — 3 units Structures 2: Long Span and Lateral Systems Prerequisite: AS3021</p> <p>AS3031 — 3 units Tempering the Environment: Light, Air and Sound</p> <p>VS4030 — 3 units Technologies of Description 3: Analog and Digital Practices Prerequisite: VS4021</p>	<p>DS1031 — 6 units Dynamic Architectural Systems: Anabolic, Metabolic, Catabolic © + integrated Applied Studies component — 1 unit Prerequisite: DS1030</p> <p>CS2031 — 3 units Philosophy of Technology ❖ Prerequisites: CS2030</p> <p>AS3032 — 3 units Smart and Sustainable Systems</p> <p>AS3033 — 3 units Tectonics: Construction, Assembly and Detail</p>

It is recommended to complete at least 2–3 general studies requirements between the 3B and 4A semesters.

All general studies requirements must be completed before entering the 4A semester.

- © Studios: One unit can be applied toward General Education studies requirements.
- ❖ Courses that can be taken for General Education studies credit

III. Advanced studies

Seventh term — 4A	Eighth term — 4B
<p>DS1040 — 6 units City Operations: Architecture in Critical Settings + integrated Cultural Studies component — 1 unit © Prerequisite: DS1031</p> <p>CS2040 — 3 units Introduction to Critical Studies ❖ Prerequisite: CS2030</p> <p>AS3040 — 3 units Design Documentation: Analysis and Development</p> <p>Elective — 3 units or CPT ☉</p>	<p>Vertical studio — 6 units © Prerequisite: DS1040</p> <p>Cultural Studies elective — 3 units ❖</p> <p>AS3041 — 3 units Design Documentation: Construction Documents</p> <p>AS3042 — 3 units Professional internship (by approval: full-time summer) or Elective — 3 units or CPT ☉</p>

Students are required to submit a portfolio at completion of the DS1040 (4A) studio before advancing into the eighth term. Students are also required to complete all core courses prior to advancement.

- © Studios: One unit can be applied toward General Education studies requirements.
- ❖ Courses that can be taken for General Education studies credit.
- ☉ Students may apply for CPT units beginning in their 4A 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>Vertical studio — 6 units ©</p> <p>CS2050 — 3 units Thesis studio preparation ❖</p> <p>AS3050 — 3 units Practice Environments: Contracts & Liability</p> <p>Elective — 3 units or CPT ☒</p>	<p>DS1051 — 9 units Thesis studio Prerequisite: CS2050</p> <p>AS3050 — 3 units Practice Environments: Business Models</p> <p>Elective — 3 units or CPT ☒</p>

- © Studios: One unit can be applied toward General Education studies requirements.
- ❖ Courses that can be taken for General Education studies credit.
- ☒ Students may apply for CPT units beginning in their 4A 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.

GRADUATE DEGREE PROGRAMS

Hsinming Fung
Graduate Programs Director

SCI-Arc's graduate studies foster the school's open-ended spirit of inquiry, responding to shifts in society, technology, and culture with a constantly-evolving learning environment in which faculty and advanced-level students work together to advance to the next generation of the architectural discipline. The programs are led by a faculty of practitioners and scholars that is actively engaged in contemporary architectural discourse and production worldwide, working in fields ranging from design and engineering to visual and cultural studies. Through the feedback they provide from their own practices, the graduate curriculum is continuously and dynamically shaped in a manner only available to an institution entirely devoted to architecture. The graduate programs promote cross-pollination from other fields of study in a critical manner, with a practice that derives from an emphasis on process and a synthesis of thinking, inquiry and execution. With a diverse and international student body, the graduate programs at SCI-Arc provide a rigorous architectural education that promotes experimentation and creative freedom, and is at once global and local, comprehensive and current. In pursuit of these goals, the graduate programs offer four study options: The three-year M.Arch 1 program, the two-year M.Arch 2 program and the one-year SCIFI and MediaSCAPES programs.

M.Arch 1 3 Year (7 Term) Program

A professional Master of Architecture program, 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. 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.

Architectural experimentation and learning through making lie at the core of the M.Arch 1 program. The curriculum is horizontally integrated and vertically progressive, starting with a four-semester core sequence in which students develop a framework for the discipline of Architecture, as well as a strong foundation for critical inquiry and experimentation. By integrally linking each semester's design studio with courses in visual, cultural and applied studies, students are offered an immediate instruction in the depth of the relationship between architecture and technological advances, representation, and social change. With each progressive semester increasing in sophistication, students acquire a unique ability to address a breadth of complex architectural issues while testing their own intellectual and design convictions.

Upon completion of the core sequence, students are encouraged to pursue their vision, investigating design through the latest innovations in technology, advancing new praxes of design analysis and innovating through applied research with

a choice of advanced studios and seminars. Students complete their studies with the presentation, in a public exhibition, of a thoroughly researched independent architectural thesis. Throughout the M.Arch 1 program, particular emphasis is placed on the production of architecture, and the ways in which making produces a unique intelligence for the field. M.Arch 1 graduates are therefore prepared to further this intelligence through significant contributions in the profession.

Course structure

First term— 1GA (fall)	Second term — 1GB (spring)
<p>DS1100 — 6 units Fundamental Architectural Principles 1: Elements of Space</p> <p>CS2100— 3 units Architecture Culture 1</p> <p>AS3100 — 3 units Material Properties, Industrial Processes and Structural Principles</p> <p>VS4100 — 3 units Strategies of Representation 1: Analysis, Translation and Communication</p>	<p>DS1101 — 6 units Fundamental Architectural Principles 2: Organizational Systems Prerequisite: DS1100</p> <p>CS2101 — 3 units Architecture Culture 2 Prerequisite: CS2100</p> <p>AS3101 — 3 units Structures 1: Forces and Vectors Prerequisite: AS3100</p> <p>AS3121 — 3 units Tempering the Environment: Light, Air and Sound</p> <p>VS4101 — 3 units Strategies of Representation 2: Diagramming and Spatial Construction 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 (fall)	Fourth term — 2GB (spring)
<p>DS1120 studio — 6 units Architecture's Intervention 1 : Context and Territory Prerequisite: DS1101</p> <p>CS2120 — 3 units The Rise and Fall of Theory Vanguardism Prerequisite: CS2101</p> <p>AS3120 — 3 units Structures 2: Techniques and Implementation: Connections and Systems Prerequisite: AS3101</p> <p>AS3123 — 3 units Advanced Building Systems: Sustainability and Complex Envelopes Prerequisite: AS3121</p> <p>VS4120 — 3 units Strategies of Representation 3: Advanced Digital Tools, Modeling and Fabrications Prerequisite: VS4101</p>	<p>DS1121 — 6 units Architecture's Intervention 2: Urbanism, Landscapes and Infrastructures Prerequisite: DS1120</p> <p>CS2121 — 3 units Urban Studies: History, Theory, Criticism Prerequisite: CS2120</p> <p>AS3122 — 4 units Design Documentation: Analysis and Development Prerequisite: AS3123</p> <p>VS4121 — 3 units Strategies of Representation 4: Advanced Digital Tools, Modeling and Fabrication Prerequisite: VS4120</p>

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

Fifth term — 3GA (fall)	Sixth term — 3GB (spring)
<p>Vertical studio — 6 units</p> <p>Cultural Studies elective — 3 units</p> <p>AS3130 — 3 units Practice Environments: Contracts, Liability, Business Models (Note: can also be taken in the 3GB term)</p> <p>Elective — 3 units or CPT ☒</p>	<p>Vertical studio — 6 units</p> <p>CS2410 — 3 units Thesis Preparation: Research Strategies</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 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: CS2410</p> <p>Elective — 3 units or CPT ☒</p> <p>Elective — 3 units or CPT ☒</p>

☒ 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.

**M.Arch 2
2 Year (5 Term) Program**

A professional Master of Architecture program, accredited by the National Architectural Accrediting Board (NAAB) and 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 M.Arch 2 program has as its aim the reappraisal of the discipline of Architecture, and is specifically designed to build upon and reconsider knowledge gained from a prior undergraduate degree in Architecture. Students are introduced to an advanced critical perspective on contemporary architectural issues—both theoretical and design-related— as a tool with which to examine the complex and shifting relationship between architecture and cultural, political, economic and social change. Architectural conventions and standards are challenged through the rigorous examination of other models of design and production. The program investigates the contemporary architectural platform and operates as a laboratory with which to identify new possibilities for the integration of a wide range of emerging techniques and technologies. Students are provided with a knowledge of the latest developments in fabrication, as well as an understanding of design methodologies and their historical and contemporary contexts.

On completing the three term core sequence, students are able to choose from 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 the presentation, in a public exhibition, of a thoroughly researched independent architectural thesis.

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 1: Forces and Vectors; AS3120: Structures 2: Techniques and Implementation: Connections and Systems; and AS3121: Tempering the Environment: 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 (fall)	Second term — 2GBX (spring)
<p>DS1200 — 6 units Indeterminate Architecture</p> <p>CS2200 — 3 units Modern, Postmodern, Supermodern</p> <p>AS3200 — 3 units Reflexive Formal Assemblies: Material to System</p> <p>VS4200 — 3 units Delineation and Dynamic Systems</p>	<p>DS1201 — 6 units On Forms of Tectonics and Cellular Aggregation Prerequisite: DS1200</p> <p>CS2201 — 3 units Design Intelligence Prerequisite: CS2200</p> <p>AS3201 — 3 units Optimization, Performance and Implementation: System to Building Prerequisite: AS3200</p> <p>AS3302 — 3 units Advanced Structure Prerequisite: AS3200</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 requirements for Non-Western, Local and Regional Traditions will be required to take CS2100 | Architecture Culture.

Third term — 3GAX (fall)	Fourth term — 3GBX (spring)
<p>Vertical studio — 6 units or DS1210 — 6 units XLAB Prerequisite: DS1201</p> <p>Cultural Studies elective — 3 units Prerequisite: CS2121</p> <p>AS3222 — 3 units Design Documentation: Analysis and Development Prerequisite: AS3201 and AS3302</p> <p>AS3230 — 3 units Practice Environments: Contracts, Liability, Business Models (Note: can also be taken in the 3GB term)</p>	<p>Vertical studio — 6 units</p> <p>CS2410 — 3 units Thesis preparation: research strategies</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 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: CS2410</p> <p>Elective — 3 units or CPT ☒</p> <p>Elective — 3 units or CPT ☒</p>

☒ 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.

Post Graduate Program

1 Year (3 Term) programs

SCI-Arc currently offers two tracks for post graduate study, SCIFI (the Southern California Institute for Future Initiatives) and MediaSCAPES. Both tracks are Master of Design Research Studies degrees, open to applicants with a minimum of a four year degree in Architecture, or its equivalent abroad. This program requires attendance for the fall, spring and summer terms.

SCIFI (Southern California Institute for Future Initiatives)

Peter Zellner and David Bergman Program Coordinators

SCIFI is an intensive research-based “think tank” dedicated to generating pertinent examinations of contemporary city design, city formulation and urban regulation. The program is calibrated to develop research skills, urban design expertise and unique strategic thinking. The SCIFI program is configured as an “expert research center” focused on promoting innovations within design, policy, planning, development and management responses to the economic, social and environmental futures of global cities and regions. Students will integrate skills from across the Institute’s programs including design technologies, cultural studies and hard technology applications.

Course structure

First Term (fall)	Second Term (spring)	Third Term (summer)
DS1500 — 6 units Design research studio	DS1501 — 6 units Design research studio	DS1502 — 6 units Design research studio
CS2500 — 3 units Seminar	CS2501 — 3 units Seminar	CS2502 — 3 units Seminar
CS2600 — 3 units Seminar	CS2601 — 3 units Seminar	Elective — 3 units
VS2500 — 3 units Interactive Mapping & Motion Graphics	Elective — 3 units	Elective — 3 units

MediaSCAPES

Jean Michel Crettaz Program Coordinator

A Master of Design Research Studies degree, open to applicants with a minimum of a four year degree in Architecture, or its equivalent abroad. This program requires attendance for the fall, spring and summer terms.

MediaSCAPES focuses on media production and theory in the context of today’s highly technologized cities, landscapes and architecture. The program leverages significant emerging relationships within technology, software, media, film and game spaces to produce new content and ideas in a “thinktank R&D” environment. The program prepares students for thought leadership in positions in design, research and theory work across the fields of new media, architecture, landscape, and digital film. MediaScapes blends the mandates of a school, a think tank and a research lab with commercial sponsorship to push the boundaries of the relationship between culture and technology.

Course structure

First Term (fall)	Second Term (fall)	Third Term (summer)
DS1600 — 6 units Design research studio	DS1601 — 6 units Design research studio	DS1602 — 6 units Design research studio
CS2500 — 3 units Seminar	CS2501 — 3 units Seminar	CS2602 — 3 units Seminar
CS2600 — 3 units Seminar	CS2601 — 3 units Seminar	Elective — 3 units
VS2500 — 3 units Interactive Mapping & Motion Graphics	Elective — 3 units	Elective — 3 units (optional)

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.

CULTURAL STUDIES

Cultural Studies at SCI-Arc is uniquely tailored to meet the educational needs of emerging architects and designers in the contemporary field. As a necessary step in their enculturation, “Cultural Studies” at SCI-Arc refers to the study of architectural cultures: design cultures, building cultures, disciplinary interiority and exteriority, canons and traditions, critiques and avant-gardisms. In this manner, it is both fundamental and interdisciplinary: the core program at both the undergraduate and graduate levels is comprised of courses in Urban Studies, Visual Culture, Philosophy, New Media, Critical Theory, and all aspects of Architectural History, Theory and Criticism.

After completion of their core studies, students may enroll in a series of advanced seminar electives which represent the most current conceptualizations, discourse and production in architectural studies. In addition to courses offered by regular faculty, the Cultural Studies program seeks authors and critics worldwide to share their recent work in this forum. Many courses are offered in conjunction with publications and conferences, or enlist the active participation of students in research endeavors. Therefore, while some elective courses do recur, all are subject to shifts in content and attention.

VISUAL STUDIES

The practice of architecture relies on systems of communication to conceive, develop, and subsequently represent and communicate architectural ideas, where the breadth of the work is reflected in the implied proficiencies of technical skills and visual culture.

The Visual Studies program takes a central role in the education of communications techniques and required skills sets offered across the SCI-Arc course curriculum. It includes drawing tools ranging from generative diagramming to representation, project communication and project production documents. Students become familiar with established and emergent technologies and fabrication processes. The program sets the foundation for understanding the implications of working within the framework of communication systems. It fosters excellence, precision and critical engagement, and encourages highly creative work in which working methods, tools and their interfaces are interlaced.

The Visual Studies curriculum responds to the constantly evolving paradigms of architectural communication, introducing new tools within a progressively structured program. New media instruments—ranging from advanced digital modeling and animation to the equipment for computer-controlled fabrication processes—complement established methods of drawing, such as planimetric and sectional representations, constructed perspective and freehand drawing and sketching.

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, Bill MacDonald, Peter Cook, Tom Kovac, Sulan Kolatan, Brendan MacFarlane, Monica Ponce de Leon, Michael Malzan, Odile Decq and Andrew Zago, 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 three 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 or XLAB studios—is used when demand for a studio is greater than the number of spaces available.

Placement in vertical students is final and dependant upon 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

Devyn Weiser, Coordinator

The intent of the thesis studio is for student to demonstrate proficiency in making proposals for buildings that integrate knowledge from the principle disciplines represented within the program. Building Design, History, Theory and Humanities, Technology, and Visual Studies weigh into the execution of a synthetic work of architecture. Students work with a committee consisting of representative members of each academic discipline, and design a project from proposals developed in the prior semester.

Note: Beginning academic year 2009–10, Thesis prep will only be offered Fall semester and Thesis studio will only be offered Spring semester.

GRADUATE THESIS

Hernan Diaz Alonso, Coordinator

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. Thesis advisors

are not limited to SCI-Arc faculty: Students may select advisors from outside the school in order to foster an intellectually challenging relationship. 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 two-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. Following a question and answer period, the discussion opens to the attending audience members, other SCI-Arc faculty, students and community members.

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 curriculums by selecting studios and/or seminar courses. Seminars offered include Cultural Studies, Visual Studies, Applied Studies, and General Education 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 curriculum continuously evolves to incorporate the latest developments in materials and fabrica-

tion 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.

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

Seika University, Kyoto

Students spend their first month in Japan travelling and being introduced to traditional Japanese crafts including calligraphy, paper-making, sword-making and flower arranging. The second part of the semester is spent in residence at Seika University in Kyoto, where students undertake a studio project based on an intervention in an urban site. The studio is accompanied by a History course and a seminar focused on the work of contemporary Japanese architects.

Switzerland

International Institute of Architecture, Vico Morcote

The program is based in a villa in the medieval hill town of Vico Morcote in Ticino, the Italian-speaking canton of southern Switzerland known for its modern and post-modern architecture. The program takes advantage of its location in the center of Europe: guided architectural tours to destinations including Berlin, Rotterdam, Prague, Barcelona, Paris, Urbino and Siena are an essential part of the curriculum, along with guest lectures, panel discussions and films.

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.

Korea

Inha University, Incheon

Founded in 1954 as a technical school, today Inha is a major university with 20,000 students and specializes in industry, engineering and technology. It is a member of the Global U8 consortium, which focuses on cross-cultural education through student exchange and the adoption of common curricula. Incheon is a major seaport on the west coast of South Korea, near Seoul.

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, Aarhus School of Architecture in Denmark, Ecole Speciale d'Architecture in Paris, Bezalel Academy of Arts and Design in Jerusalem, and Delft University of Technology in Denmark.

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.

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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 only 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.

The print collection is made up of 20,000 books in 97 subject areas, with architecture and related technical and design subjects accounting for most of the collection. Approximately 1,500 titles are added each year. Books are arranged on open stacks according to the Library of Congress alpha-numeric system. The library maintains 100 subscriptions, and has over 3,000 bound volumes of back issues. Digital collections include subscriptions to online article databases, indexes, ebook collections and other resources, which are available to anyone on campus accessing the internet through SCI-Arc's IP address. Links to all are provided on right side of the Kappe Library Online home page.

Directions: www.sciarc.edu - About SCI-Arc- Resources - Kappe Library- Online catalog- Kappe Library Research Guides.

SCI-Arc students, faculty, and staff with a valid SCI-Arc ID Card may check out books for 14 days. Magazines, reference books and reserve materials may not be checked out. Books may be renewed up to 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. Late return of equipment twice results in loss of library borrowing privileges.

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 the following location: (www.sciarc.edu - About SCI-Arc- Resources - Kappe Library- Online catalog - Kappe Library Research Guides)

The library is wired via airport and maintains six public workstations, including 4 scanning workstations and two Toshiba B&W photocopiers.

Media Center

The library loans audio visual equipment to students and faculty, including digital projectors, and digital video cameras. Please stop by and make a reservation in advance. The late fee for a/v equipment not returned by the established due date is \$5 per day. Late return of equipment twice results in loss of library borrowing privileges.

Fabrication Shop

The 5,000-square-foot facility plays an integral role in student work, supporting hands-on experimentation with materials and construction. Students can utilize a comprehensive array of wood, metal and CNC equipment to aid in the design and fabrication of models, furniture and installations. With the exception of the 3-D printers, use of the Shop's resources is free of charge to all registered students for the completion of coursework.

The SCI-Arc Fabrication Shop is equipped to handle a wide range of materials including: wood and wood laminates; various types of metals, plastics and foams; concrete and plaster.

The Fabrication Shop is open 7 days a week and employs 7 regular staff members and up to 24 student helpers. The Shop staff is on hand to answer questions and to instruct and advise students regarding material selection, design, fabrication techniques and 3-D file preparation used in conjunction with the CNC router mills, laser cutters, plasma cutter and 3-D printers.

The Fabrication Shop has its own safety training programs that must be completed before being permitted to use the 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 SCI-Arc e-mail as to the dates and times of the safety courses. Sign-up sheets for the respective courses are posted on the Shop's outer door the first week of each semester.

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/COO 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. This form, along with a list of usage fees, safety policies, hours of operation and a list of personnel, can all be found within the Shop's link on the SCI-Arc web page.

<http://www.sciarc.edu/portal/about/resources/shop.html>

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

CNC / Digital Fabrication Facilities

Tools include computer numerically controlled (CNC) machinery—directed specifically towards architecture and design—a laser cutter, a vacuum-former, 3-axis milling machines and a 3-D printing station with 3D printers, capable of sculpting surfaces in a variety of materials, including wood, plastic and aluminum, from CAD and CAM files. All of the CNC machinery interfaces with the most current industry standard software and protocols. Students are able to output and fabricate their work using all the state-of-the-art design software.

Computer Resources

SCI-Arc's IT Department includes four computer labs, email, networked files, print, web and FTP servers. Each student desk has Internet access and in the computer lab, access to file and FTP servers, free email, 24/7 access to state of the art PC and Mac labs, free black and white network printing, on-site large format color printing and high volume laser printers.

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

- Internet access at your desk
- 10/100 network access at your desk
- Campus-wide wireless network access (a, b, g)
- Student portal my.sciarc.edu
- Studio and seminar file servers
- FTP server
- Free email account
- 24/7 access to the computer labs
- Double-sided black-and-white network printing up to 11"x17"
- On-site large format color printing at a nominal cost

Hardware Available in the Computer Labs

Quad core + Eight core Mac Pro workstations

All Macs running OS 10.5+

Quad Core Dell Precision workstations

All PC's running Win XP OS

- Film slide and letter size scanning stations (available in the library)
- 3D scanner
- High volume up to 11"x17" laser printers (duplex capable)

See the *IT Handbook* for detailed information.

Mac Lab Software

- Adobe Acrobat Pro
- Adobe After Effects
- Adobe CS
- Autodesk Maya
- Microsoft Office
- Final Cut Pro
- Processing
- Toast

PC Lab Software

- Adobe Acrobat Pro
- Adobe CS
- Autodesk AutoCAD
- Autodesk Revit
- Autodesk Maya
- Digital Project
- SurfCam
- Materialise
- Microsoft Office
- Rhino
- ArcGIS
- Core FTP LT
- Magics
- Maxwell
- Python
- Solid Thinking
- SolidWorks
- VLC
- Nero

Print Center

SCI-Arc Print Center provides students and faculty with access to large format high resolution color laser prints at a fraction of typical service center prices. We currently have two 42" (12 color plotters) and an Image press C1 (up to 12x18) multi-purpose machines. For the hours of operation, please check the schedule posted outside the Print Center.

Technical Information / Requirements

Please refer to the detailed Print Center guidelines PDF file located on the SCIARCSHARE\PRINT_CENTER_DROP network folder.

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 a variety of useful tools such as 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**

Supply Store

811 Traction Avenue, Unit 1A – P: 213.687.0854

Located near the school on Traction Avenue, 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. It also provides books and readers for seminars. 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 hardwoods, as well as plastic, metal, and wood structural shapes.

Student Union

The Student Union comprises representatives from each studio as well as an elected executive board. Among the events organized by the Student Union are Friday Design @ 5, weekly gatherings, created by each class year and open to the entire SCI-Arc community, and a yearly Halloween social. Students are actively engaged in constructing SCI-Arc Gallery exhibitions, and supporting the openings and discussions of these projects. The Student Union, with funds collected from students, has been involved in shaping and organizing the weekly lecture series, publishing a newsletter, and organizing student exhibitions and student design competitions. 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. A student representative sits on the SCI-Arc Board of Directors for a two-year term, reporting directly to and from the student community. Two student representatives sit on the Academic Council, which meets monthly to make recommendations to the administration on school policy matters.

Psychological Counseling Program

Any student enrolled at SCI-Arc is offered up to three free counseling / personal consultation meetings with a licensed clinical psychologist.

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 ask the Academic Counselor for details regarding this program.

PUBLIC PROGRAMS

SCI-Arc's public programs support the idea that engaging communities invited to gather at the institute increases the capacity for debate and understanding of architecture's capacity to transform the world.

Lecture Series

All SCI-Arc lectures are free and open to the public and are followed by a dinner in honor of the speaker, allowing students and faculty to interact more personally with the invited speaker. 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 broadcast live for simultaneous viewing on the internet at www.sciarc.edu/live.

SCI-Arc Gallery

SCI-Arc Gallery exhibitions are an intersection between the various communities in which the institution participates: architecture, urban planning, design, and art. The gallery provides a space where practitioners, professionals, faculty, students, and the public can learn about and experience provocative architecture.

Located within the school and in the same vicinity as the Museum of Contemporary Art (MOCA), the Disney Concert Hall and REDCAT theater and gallery, the Japanese American Museum and the Chinatown galleries, the SCI-Arc Gallery is the only cultural institution in Los Angeles committed to exhibiting experimental projects by contemporary architects.

The gallery program allows exhibitors to experiment with new materials, concepts or fabrication methods, reflecting SCI-Arc's encouragement of an experimental approach to construction materials and its emphasis on learning through building. Less concerned with identifying design trends, the SCI-Arc Gallery aims to exhibit work that provokes critical discussions of current building practices. Students have the opportunity to participate in workshops in which they work closely with the invited architect to assist in the fabrication and installation/de-installation of the exhibit. Each of the five yearly exhibitions feature a public discussion about the installation during the course of the exhibition with the Director of SCI-Arc and the architect.

Library Gallery

The SCI-Arc library hosts exhibitions of built projects, design proposals, and student work, fabricated and installed by SCI-Arc students and faculty as well as architects and students from around the world. These formal, didactic exhibitions are often accompanied by a public panel discussion or presentation to further investigate the work.

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.

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

The SCI-Arc Office of Development and Alumni Affairs is responsible for the broadening and deepening SCI-Arc's community of donors and volunteers, while raising needed support for the school. The Development and Alumni Affairs team achieves this through the cultivation, solicitation, stewardship and engagement of a variety of SCI-Arc stakeholders, including alumni, parents, colleagues, foundations, corporations, and government agencies.

Increasing Philanthropic Support

SCI-Arc relies on philanthropic support to provide students with financial aid, attract and retain faculty, improve our facilities, invest in technology and develop new programs. The Office of Development and Alumni Affairs works to sustain and enhance philanthropic support for the school through running a robust annual fund program, developing long-term partnerships with major supports, securing institutional support from corporations and foundations, partnering with government agencies on major grants and contracts, and strategically hosting fundraising events.

Enhancing and Deepening Alumni Relations

SCI-Arc's Office of Development and Alumni Affairs works to support and enhance the relationship between the alumni of SCI-Arc and the school. The team serves as a liaison between the alumni body and SCI-Arc, and provides engaging alumni programs, services, events and initiatives that support the SCI-Arc's mission and vision.

The team is aided by the work of the SCI-Arc Alumni Council. The Council is a group of leadership alumni volunteers who work with the Office of Development and Alumni Affairs to strengthen the connection between alumni and SCI-Arc and to create a strong sense of community within the alumni population. Alumni Council members work to actively engage SCI-Arc alumni in support of the educational excellence of the School, advise and assist the administration on alumni interests and opinions, and grow and strengthen the community among and between alumni, students and the School.

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

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