

Student Handbook Certificate and MFA Programs



THE CENTER FOR CARTOON STUDIES

STUDENT HANDBOOK

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CONTACT INFORMATION

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CAMPUS BUILDINGS

POST OFFICE BUILDING

46 South Main Street, White River Junction, Vermont
Classroom, Schulz Library, faculty offices, faculty and fellow studio

COLODNY BUILDING

94 South Main Street, White River Junction, Vermont
Classroom, production lab, gallery, administrative offices
TEL: (802) 295-3319
FAX: (802) 295-3399

OLD TELEGRAPH BUILDING

111 Gates Street, White River Junction, Vermont
Senior Studios, Media Room, Schulz Library offsite

MAILING ADDRESSES

The Center for Cartoon Studies
PO BOX 125
White River Junction, Vermont 05001

FED EX/UPS SHIP TO ADDRESS:
The Center for Cartoon Studies
94 South Main Street
White River Junction, Vermont 05001

THE PANDEMIC & COMMUNITY CONTRACT

The Center for Cartoon Studies may be required by the State of Vermont Restart Committee to reintroduce or modify protocols that detail COVID-19 operations guidelines including social distancing, quarantine procedures, and mask requirements. CCS may also reinstate its Community Contract which outlines the requirements for the CCS community which all members of the CCS community must adhere to it in addition to the Vermont Department of Health guidelines. Please be safe, follow these guidelines if imposed, they are in place for the safety of our entire community.

MISSION & PURPOSE

The Center for Cartoon Studies (CCS) is dedicated to providing the highest quality of education to students interested in creating visual stories. The CCS curriculum of art, graphic design, and literature reflects the wide array of skills needed to create comics and graphic novels. CCS emphasizes self-publishing and prepares its students to publish, market, and disseminate their work.

CCS, recognizing the central role that socially responsible businesses can play in a community, will initiate and be responsive to innovative ways to improve the local cultural and economic quality of life.

CCS is a 501(c)(3) tax-exempt institution. CCS does not discriminate in its admissions policy for reasons of race, religion or ethnic origins.

All decisions relating to our operations and day-to-day functions are tested for their best effect in support of the school's mission.

BOARD OF TRUSTEES

Legal and actual responsibility for governance of The Center for Cartoon Studies (CCS) is vested in the Board of Trustees. Board members are identified by a nominating committee and elected; they are selected from a broad community and represent many constituencies of CCS. The Board is responsible for all aspects of the College program including, but not limited to, admissions policies, buildings and grounds, the academic program, performance criteria for faculty and staff and appointment of senior staff. The Board serves as the final internal review in any institutional grievance procedure. The Board, first empowered as of April 2004, operates through a committee system. For a current list and bio of each member, visit: cartoonstudies.org/about/board-of-directors/.

ACADEMIC CALENDAR

FALL 2022

September 2:	Y2 Orientation
September 3:	Y1 Orientation
September 6:	Fall semester begins
November 24-25:	Thanksgiving Holiday
December 16:	End of semester

SPRING 2023

January 16:	Martin Luther King, Jr. Day Holiday
January 17:	Spring Semester begins
March 6-10:	Spring Break
April 28:	End of semester
May 6:	Commencement

FACILITIES

All CCS facilities are located in the historic district of the village of White River Junction.

POST OFFICE BUILDING

46 South Main Street, White River Junction, Vermont

CCS purchased the Post Office Building in December 2011. The building houses the main CCS classroom, a kitchenette, The Schulz Library, faculty offices, and faculty and fellow studio, as well as commercial tenants.

The Schulz Library houses over 16,000 items, including comics, graphic novels, and reference books, as well as an extensive digital collection of comics. Hours are posted at the beginning of each semester with access and book check out privileges granted only to CCS students, alumni who have paid the lab fee, faculty, staff, interns, and the CCS Trustees.

COLODNY BUILDING

94 South Main Street, White River Junction, Vermont

The Colodny Building, which includes two levels, has a total of 5,000 square feet. The building houses a gallery, second year studio, production lab, the CCS bike share, and administrative offices.

TELEGRAPH BUILDING

111 Gates Street, White River Junction, Vermont

The Telegraph Building, currently closed to programming this year for purchase and sale inspections, includes The Schulz Library offsite, Archive, and the Media Room. The Media Room houses the Schulz Library's collection of VHS tapes, DVDs, Laser Discs, CDs and other media. It has a flat screen TV and various media players as well as comfortable seating for student use.

CCS OPERATION HOURS

CCS operation hours are 9am-5pm, Monday-Friday in the Colodny Building. CCS offices are closed on New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Additional days may be announced throughout the year and posted on the online message board and in the physical building.

DESIGN AND FACILITY CHANGES

Design and facility changes are evaluated and approved as procedure by local and state permit and zoning requirements. Equipment is purchased based on the program needs and input from faculty. Student and faculty input is queried by course surveys for ongoing improvement opportunities. The facility and equipment are of the highest quality used in the field.

TRANSFER CREDIT STATEMENT

Credits earned at The Center for Cartoon Studies are transferable only at the discretion of the receiving school.

GOVERNANCE

Legal and actual responsibility for governance of The Center for Cartoon Studies is vested in the Board of Trustees. Board members are identified by a nominating committee and elected; they are selected from the broad community and represent the many constituencies of the College. The Board serves as the final internal review in any institutional grievance procedure.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

The Center for Cartoon Studies admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

ACADEMIC ADVISING

All students are assigned an advisor to assist them in choosing appropriate internship/externships, senior thesis projects, degree program and personal goals. Special problems and unusual circumstances should be referred to the Director.

ACADEMIC AFFAIRS

The Director is responsible for the operations of the academic programs including the faculty, academic leadership, and instructional programs, as well as related departments.

PROGRAMS

The Center for Cartoon Studies (CCS) offers the two-year Master of Fine Arts (MFA) degree, Low Residency Second Year Option, One- and Two-Year Certificates with the option to complete the second year of the program in low residency, and summer workshops.

MASTER OF FINE ARTS

A Two-Year, Master of Fine Arts Degree Program. After completing the One-Year Program, the second-year curriculum revolves around a yearlong thesis project. The thesis program may be completed on location or by distance in a low residency online and correspondence program. Master of Fine Arts candidates must have a completed bachelor's degree to receive a master's degree from The Center for Cartoon Studies.

TWO-YEAR CERTIFICATE PROGRAM

After completing the One-Year Program, the second-year curriculum revolves around a yearlong thesis project. The thesis program may be completed on location or by distance in a low residency online and correspondence program.

ONE-YEAR CERTIFICATE PROGRAM

This nine-month program (one academic year) is designed to quickly accelerate a cartoonist's growth. CCS faculty, along with frequent visiting artists will introduce a myriad of tools, techniques, and approaches to cartooning. Writing, drawing, graphic design, screen-printing, and computer skills that relate to publishing will be covered.

APPLIED CARTOONING

Applied Cartooning is designed to help students develop exceptional visual communication skills and apply those skills in fields outside of traditional publishing. Comics, an unparalleled—and currently underutilized—communication tool, have the unique ability to communicate complex information quickly and effectively, share powerful and precise visual narratives, and engage readers of all ages, nationalities, and socio-economic backgrounds. Applied Cartooning is integrated into both the Master of Fine Arts and Certificate programs.

PROGRAM CREDIT REQUIREMENTS

- Master of Fine Arts: 60 credits, 17 classes
- 2-Year Certificate: 60 credits, 17 classes
- 1-Year Certificate: 30 credits, 9 classes

YEAR ONE: SEMESTER 1

Cartooning Studio I	4.5 cr
Drawing for Cartoonists	3 cr
Publication Workshop I	3 cr
Survey of the Drawn Story I	3 cr
Visiting Artists Seminar I	3 cr
<i>Total Semester Credits</i>	<i>16.5 cr</i>

YEAR TWO: SEMESTER 1

Thesis Project I	6 cr
Thesis Seminar I	3 cr
Professional Practices	3 cr
Visiting Artist Seminar III	3 cr
Life Drawing Session (Optional)	
<i>Total Semester Credits</i>	<i>15 cr</i>

YEAR ONE: SEMESTER 2

Cartooning Studio II	4.5 cr
Publication Workshop II	3 cr
Survey of the Drawn Story II	3 cr
Visiting Artists Seminar II	3 cr
<i>Total Semester Credits</i>	<i>13.5 cr</i>

YEAR TWO: SEMESTER 2

Thesis Project II	6 cr
Thesis Seminar II	3 cr
Visiting Artist Seminar IV	3 cr
Internship	3 cr
Life Drawing Session (Optional)	
<i>Total Semester Credits</i>	<i>15 cr</i>

COURSE DESCRIPTIONS

YEAR ONE

ILL100 / ILL500 Cartooning Studio I 4.5cr.

Beginning with the creation of a single panel cartoon and culminating in a collaborative anthology of comics stories, this class places an emphasis on taking ideas from conception to final print form. Over the course of 15 weeks in Cartooning Studio, a given student usually produces more finished comics pages than they produced over the entire previous year. Focusing on clear communication, storytelling, and practical studio skills, students are challenged to explore different styles and narrative strategies. The Publication Workshop class is coordinated tightly with Cartooning Studio to ensure that each student's technical and creative proficiencies are developing hand-in-hand.

ILL100 / ILL500 Cartooning Studio II 4.5cr.

A continuation of Cartooning Studio I that includes the challenging "classic comic" assignment and a graphic journalism assignment. The class also highlights new ways to apply the cartooning skillset, such as graphic facilitation, and will introduce the frameworks, vocabularies, and collaboration strategies necessary to help others shape and share their ideas. The class culminates with the production of a comic publication by each student.

DR100 / DR500 Drawing for Cartoonists 3cr.

Through direct study of the figure this class is designed to expand a student's ability to describe the three-dimensional human form on a two-dimensional surface and build a solid foundation in basic observational drawing skills. Structured exercises will require the use of specific types of paper and drawing media.

DES100 / DES500 Publication Workshop I 3cr.

For a comic to connect with an audience it needs to be published. This class teaches students to prepare their comics for both print and web publication. Working in industry standards, students are taught how to use programs such as Photoshop, InDesign, and Illustrator and prepare files for publishers and printers. With a focus on graphic design, desktop publishing, and physical bookbinding, first year assignments go from "page-to-publication."

DES200 / DES600 Publication Workshop II 3cr.

If the goal of the first semester of Publication Workshop is "page-to-publication", then the second semester is all about seeing the publication as an art form unto itself. A greater focus is paid to graphic design and typography to help students become more sensitive to the nuances of design. The semester culminates in the final Cartooning Studio II assignment where students create a publication that more fully expresses the themes and aesthetics of their work. Non-Adobe programs like GIMP and Clip Studio are also introduced.

HIST100 / HIST500	Survey of the Drawn Story I	3cr.
From Japanese scrolls to the tapestries of Medieval Europe to the 19th century birth of the comic strip and beyond, this breathtaking course combines intensively illustrated lectures, independent readings and analysis of print technologies. Drawing upon his own extensive background in the American comics and graphic novel industry, instructor Steve Bisette offers a unique exploration of the history of the medium.		
HIST200 / HIST600	Survey of the Drawn Story II	3cr.
This course covers late 20th century and early 21st century contemporary comics history with a broad international focus on self-publishing, zine culture, the rise of alternative comics and the genesis of the modern graphic novel. In-class presentations, guest creators/lecturers, and critical readings and discussions allow students to develop a deeper understanding of the modern classics.		
VAS100 / VAS500	Visiting Artists Seminar I	3cr.
Political cartooning, graphic medicine, user experience comics, manga-inspired young adult fantasy, graphic journalists— this class is a continuation of Visiting Artist I with each week promising something new and surprising. This semester also includes “Industry Day” where leading publishers, agents, editors, and industry journalists come together to talk about the state of the industry and conduct one-on-one student reviews.		
VAS150 / VAS550	Visiting Artists Seminar II	3cr.
Political cartooning, graphic medicine, user experience comics, manga-inspired young adult fantasy, graphic journalists— this class is a continuation of Visiting Artist I with each week promising something new and surprising. This semester also includes “Industry Day” where leading publishers, agents, editors, and industry journalists come together to talk about the state of the industry and conduct one-on-one student reviews.		
YEAR TWO		
EXT100 / EXT500	Internship/Externship: Community Narratives	3cr.
Students choose between community-based externships and industry internships. These have included working with veterans and clinicians, developing curriculum, teaching comics in public and private schools, and interning at online publications like The Nib and traditional publishers (Drawn and Quarterly, Top Shelf, etc.).		
PPR100 / PPR500	Professional Practices	3cr.
This class helps students build a sustainable and professional artistic practice. Students are asked to think broadly about themselves while also attending to the many details that constitute an artist’s career. Topics covered include: contracts, intellectual property, tax returns, conventions/festivals circuit, graphic note taking and facilitation, and social media.		
THS100 / THS500	Project I / Thesis Project I	6cr.
The student will formulate a yearlong project that builds upon the skills acquired during year one. This class will involve research and creating a preliminary proposal to present to a thesis committee comprised of CCS instructors. In addition, students will choose an artist as their thesis faculty advisor. They work with the thesis advisor on a one-to-one basis and establish a work schedule to research, write, and visualize their thesis project.		
THP200 / THP600	Project II / Thesis Project II	6cr.
The student will continue to work on their yearlong thesis project guided by their thesis advisor. Students will be required to produce a publication documenting their thesis by semester’s end. MFA candidates will be required to exhibit their work.		
THA100 / THA500	Thesis Seminar I	3cr.
The thesis project is at the heart of CCS’s second year (senior) curriculum and is expected to reflect nine months’ worth of exploration and hard work. Building upon the skills acquired during year one, Thesis Seminar I and Thesis Seminar II provides the structure needed to see through a yearlong project while being open ended enough to accommodate the changing needs of a more ambitious work. The final project may be (but not limited to): a finished comic, a draft of a graphic novel, or the documentation of an applied cartooning project.		

CCS Grading Policy

CCS will operate on a pass/no credit system.

Pass (P)	The student has completed the course requirements in a satisfactory manner for a pre-professional course of study.
No Credit (NC)	The student has not satisfactorily completed a sufficient portion of the course requirements to receive credit. Students who do not receive a passing grade due to outstanding assignments will have until the beginning of the following semester to hand in work. Special exceptions may be made but only before the semester ends and at the instructor's discretion.
Incomplete (I)	A grade of incomplete may be granted to students who have suffered serious illness during the academic term, resulting in failure to complete all the assignments by the end of the semester. Documentation from a physician is required and must be attached to the petition for the grade of incomplete. Faculty and administration will work with the student to develop a timeline that allows the student to successfully complete their outstanding work. A student who misses over 20% of a class may not be eligible for an incomplete.
Withdrawal (W)	After add/drop period.
Evaluation	Student work will be evaluated throughout the semester in the form of group critiques, individual critiques, peer review, and/or written comments.
Thesis Appeal	Students wishing to appeal a thesis decision shall submit a formal written appeal to the Director no later than 7 days following the thesis review. The Director will review the thesis project, the original thesis committee notes and the thesis addendum and make a final determination.

An appropriate senior faculty member will be pleased to write a specifically addressed letter of recommendation outlining a student's skills and achievements for the purpose of employment, grant opportunity, or entry at another school for up to three years after graduating CCS. After three years it is expected that your portfolio and career achievements will be your best representations.

STANDARDS OF PROGRESS

A mid-semester review of each student's status will be performed by each instructor. Student performance will be addressed individually with the student, as needed, by the CCS Director.

GRADUATION REQUIREMENTS

ONE-YEAR CERTIFICATE IN CARTOONING

1. Completion of all courses.
2. Completion of all missing or incomplete grades.
3. Payment of all financial obligations and return of all Library and Lab materials.

TWO-YEAR CERTIFICATE IN CARTOONING MASTER OF FINE ARTS DEGREE

1. Completion of all courses.
2. Completion of all missing or incomplete grades.
3. Payment of all financial obligations and return of all Library and Lab materials.
4. Final exhibition of work at conclusion of last semester.

DEGREES & CERTIFICATES AWARDED

Approved from the State of Vermont Department of Education:

ONE-YEAR CERTIFICATE IN CARTOONING

TWO-YEAR CERTIFICATE IN CARTOONING

MASTER OF FINE ARTS IN CARTOONING

RECORDS POLICY AND TRANSCRIPT REQUESTS

An individual can send in a request for a transcript from CCS through the mail or in person and fill out a Transcript Request form (<http://www.cartoonstudies.org/intranet/department-services/records-transcripts/>). Requests cannot be taken over the telephone. All requests must be in writing and carry the individual's signature. No one may request another's transcript unless they have the individual's written permission. Transcript requests will not be honored if the requester owes CCS money and/or if the requester does not enclose the required transcript fee. There are two types of transcripts. An official transcript copy is signed and dated by the Registrar and is placed into a sealed envelope addressed directly to the recipient. An unofficial transcript copy (i.e., one issued directly to the student) is identified as a student copy. Unofficial transcripts are issued free of charge to current students. The Transcript Request form is available on the Intranet.

Fees:

Free Unofficial transcripts are free for all enrolled students.

\$5 Unofficial transcripts for alumni.

\$10 Official transcripts for all current and former students.

\$15 All rush orders.

Please make checks payable to The Center for Cartoon Studies.

WITHDRAWAL FROM THE SCHOOL

Students who wish to drop all classes and withdraw from CCS during the school year should schedule an appointment with the Director and complete a Notification of Student Withdrawal form. The student should officially withdraw from the College before the end of the current semester. Students who stop attending classes for which they have registered without either formally dropping the classes or withdrawing from the College will receive a grade of "Withdrawal" for each class not attended.

TUITION REFUND POLICY

Tuition refunds after the beginning of a term are made only if a student is dismissed by the College or if a student submits a formal written notice of withdrawal to The Center for Cartoon Studies. The effective date of the withdrawal shall be the date upon which the written notice is accepted. Refunds are based on the effective date of withdrawal or the date of dismissal as established by the College. The application fee, tuition deposit, tuition deposit late fee and installment plan fee are not refundable. The amount of refund is calculated from the withdrawal date as a percentage of the full tuition for the entire semester, according to the schedule below.

FEES 2022-23 ACADEMIC YEAR

Application fee:	\$50	Nonrefundable
Deposit:	\$500	Nonrefundable. Applied toward tuition.
Lab fee:	\$350	Nonrefundable
Tech Fee:	\$370	Nonrefundable
Tuition:	\$25,725/year	See refund schedule below.

REFUND SCHEDULE

100% Prior to the beginning of the semester

80% Through Friday of the first week

- 60%** Through Friday of the second week
- 40%** Through Friday of the third week
- 20%** Through Friday of the fourth week
- 0%** After Friday of the fourth week

FINANCIAL AID

The Center for Cartoon Studies (CCS) doesn't participate in federal loan programs.

PRIVATE LOANS

CCS students are eligible for private loan programs through Vermont Student Assistance Corporation (VSAC) or People's United Bank.

TUITION PAYMENT PLAN

CCS offers a tuition payment plan, which includes a down payment due at the tuition due date, and 10 monthly payments from September – June. The payment plan must be arranged prior to the tuition deadline. The tuition invoice statement is mailed to admitted students in July, and includes the payment plan enrollment option.

EMERGENCY LOAN PROGRAM

CCS makes interest-free loans with 6-month repayment terms available to currently enrolled students for emergency situations (health, housing, emergency travel, etc.). Students may receive up to \$500 in emergency loans per academic year. Students must apply in person with the Operations Manager and must be in good standing with their student account.

ACCREDITATION & MEMBERSHIPS

The Vermont Agency of Education has issued CCS a Certificate of Degree-Granting Authority to offer MFA degrees and Certificates in Cartooning. The State of Vermont uses the New England Commission of Higher Education, Inc. (NECHE), which includes a self-study and peer review process. For more information visit the Vermont Agency of Education site: <https://education.vermont.gov/>

To learn more about CCS decision on accreditation, read "The Accreditation Question" comic posted on our FAQ page: cartoonstudies.org/admissions/faqs/

CCS is a member of the Vermont Higher Education Council (VHEC), an organization of all the Vermont public, proprietary, and independent colleges. CCS is also a member of Association of Vermont Independent Colleges (AVIC).

Key staff memberships include the Vermont Higher Education Council, Association of Vermont Independent Colleges, National Association of Schools of Art & Design, College Art Association, National Art Educators Association, National Cartoonists Society, and AIGA.

CLOSING POLICY DUE TO INCLEMENT WEATHER

The Center for Cartoon Studies may close due to extreme weather or serious conditions. In the case of a closure:

- 1) Students will be notified by email
- 2) A message will be posted on the school's front page: cartoonstudies.org
- 3) There will be a voice mail message announcement on CCS's main line (802-295-3319) by 8am the day of the closing. The message will indicate whether the school has a delayed opening or a full closure for the day. All classes canceled will need to be rescheduled for a future date.

CLOSING POLICY

A decision to close a CCS educational program, or the entire institution requires thoughtful planning and careful consultation with all affected constituencies. Every effort should be devoted to informing each constituency as fully as possible about the conditions compelling consideration of a decision of such importance, and all available information should be shared. As much as possible, the determination to close a program, or the institution, will be made through a consultative process and only after alternatives have been considered, but responsibility for the final decision to close rests with the CCS Board of Trustees. Since the immediate interests of current students and faculty are most directly affected, their present and future prospects require especially sensitive and timely attention and involvement.

If CCS decides to close an educational program, or the entire institution, it will consider the following options:

1. The institution teaches out currently enrolled students; no longer admits students to programs; and terminates the program, the operations of a branch campus, or the operations of an institution after students have graduated.
2. The institution enters into a contract for another institution or organization to teach-out the educational programs or program. Such a teach-out agreement requires State and Board of Trustees approval.

CCS will apply every effort possible to maintain operations, but if due to uncontrollable circumstances, the school should need to close we will aggressively work with partnership schools to transfer and maintain students records and oversee requests. If we are unable secure a transfer of files and partnership with another institution, we will transfer all student files to:

VERMONT DEPARTMENT OF EDUCATION – VERMONT AGENCY OF EDUCATION
120 State Street, Montpelier, VT 05620-2501

Students, faculty, vendors, and members of the community will be notified as soon as possible of the decision to close the institution. A message will also be posted on the school's main web site: cartoonstudies.org and a voice mail message announcement on CCS's main phone line (802) 295-3319 will include the schedule and plans for the closure.

STANDARDS OF CONDUCT

The following are standards of conduct expected from CCS Students. Violations of the following standards will have repercussions that may range, depending on the severity of the offense, from warning to probation to dismissal.

ALCOHOL AND DRUGS

The possession and/or consumption of alcohol or illicit drugs are expressly forbidden on CCS property.

FIREWORKS/WEAPONS

The use or possession of firearms, other weapons, explosives or fireworks is prohibited.

TOBACCO

No one under the age of 18 is allowed to smoke since it is illegal in the state of Vermont. Those who are 18 or older may smoke outdoors. The Colodny Building at 94 South Main Street is non-smoking both inside and outside the building per our landlord, the Vermont State Housing Authority.

HARASSMENT

The intimidation or harassment of any student will not be tolerated under any circumstances.

SAFETY

Behavior that threatens or endangers the safety of one's own well being or the well-being or property of other persons is prohibited.

FIRE SAFETY

Students must evacuate the CCS facilities when a fire alarm sounds. Tampering with, disconnecting or obstructing fire alarm bells, smoke detectors or other fire equipment is prohibited. Fire doors cannot be used to enter or exit buildings and should not be opened except in emergencies.

LOST ITEMS

CCS accepts no responsibility for personal items that are lost, stolen or damaged. Lost and found items may be turned in to the Operations Manager.

OTHER COLLEGE POLICIES

Additional CCS policies are outlined in the Student Handbook, which is provided to all students. CCS reserves the right to hold students to generally accepted standards of behavior. CCS reserves the right to make changes to policies when necessary.

STUDENT SERVICES

BANKS AND ATMS

The following banks have branches and ATMs in downtown White River Junction: People's United Bank, and Mascoma Savings Bank. There is also an ATM in the Hotel Coolidge lobby.

CCS INTRANET: CARTOONSTUDIES.ORG/INTRANET

The CCS Intranet is a portal to resources, information and links for students, alumni, faculty, and staff.

CCS COMMUNITY MESSAGE BOARD: COMMUNITY.CARTOOSTUDIES.ORG

The CCS Community Message Board is dedicated to students, alum, faculty, and staff. The board includes job posting, events, marketplace to sell books and items, and a forum to hold discussions

COMPUTER AND NETWORK SERVICES

All CCS students receive an e-mail address upon request, CCS Message Board (community.cartoonstudies.org) access, internal mailbox, and student print server account. Students can also check out CCS's Apple laptops, drawing tablets and iPads. All campus locations provide high-speed wireless service.

COMPUTER AND SOFTWARE DISCOUNTS

APPLE EDUCATION

CCS students, faculty, and staff are eligible for educational discount pricing on Apple products. For helpful online resources and to make purchases, visit the Apple Education/Apple Store: www.apple.com/education

Select The Center for Cartoon Studies to see institutional pricing and to make purchases. Payments must be made by credit card.

GovConnection

Software educational discounts are made available to all CCS students, faculty, and staff by GovConnection. To inquire about discounts or place an order, please see the Operations Manager.

COMPUTER LABS

The Center for Cartoon Studies computer labs offer a wide range of the latest hardware and software and a lab tech to assist your creative endeavors. All currently enrolled students, faculty and staff, and alumni who have paid the lab fee may use the computer facilities.

All CCS lab Apple computers are equipped with:

- * Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Flash, Dreamweaver, Fireworks, Acrobat)
- * Microsoft Office 2019 (Word, Excel, PowerPoint)
- * Clip Studio Pro

COUNSELING

Students are granted a total of **three free sessions** per semester with local counselor Mike Landon, MS, RP, SHRM-SC and Sarah DeGennaro. To arrange an appointment contact Mike or Sara directly. Students must show CCS ID.

LOCATION(S)

Mike Landon, MS, RP, SHRM-SC
CCS Post Office, 2nd Floor, White River Junction
(802) 299-8037

Sara DeGennaro
MA, LMHC, MLADC, SAP, CS All
802-233-8755
sdcounselinguppervalley.com

APPOINTMENTS

At your first appointment, you will meet with a counselor to discuss your personal concerns and expectations from counseling. The counselor will ask questions that will help to clarify immediate issues. At the end of the session, you and your counselor will discuss treatment options that will best address your needs. These options may include a follow up session and/or referral to a mental health provider. The counselor sessions are intended to provide short term support.

Appointments are made as quickly as possible after the request.

ELIGIBILITY FOR COUNSELING SERVICES

Counseling services are available for all full-time, enrolled students. There is no charge for counseling services on a short-term basis for the 3 sessions per semester.

EMERGENCY

Call 9-1-1 for in the case of emergency.
National Suicide Prevention Lifeline 24/7: 800-273-8255

DATA STORAGE POLICY

Students are responsible for the storage and management of their data. Developing and using an organized long-term data storage strategy is a fundamental part of working digitally. As a result of this goal, CCS does not provide long-term storage of data on any computing devices.

Students should use their own personal data storage medium (external drive, thumb drive, cloud storage service, etc.) when working on CCS computers.

The lab computers automatically securely delete all user data upon log out. The lab computers and laptops are not backed up and any data that is deleted is unrecoverable.

DISCOUNTS AT LOCAL BUSINESSES

CCS students, faculty, and staff are eligible for discounts with CCS ID at the following local businesses:

Bean's Art Store Hanover, NH	10% discount on art supplies
Duke's Art & Frame Shop Lebanon, NH	10% discount on art supplies
POST White River Junction, VT	10% discount on art supplies – cash only to receive discount
Tip Top Pottery & Beads White River Junction, VT	Waived \$8 Pottery Studio Fee
Two Rivers Printmaking Studio White River Junction, VT	Discounted membership of \$200/ semester. Members receive unlimited access to the studio facilities.
Scratch Lebanon, NH	%15 discount on art supplies
Upper Valley Food Co-op White River Junction, VT	5% discount on purchases on Wednesdays (requires a special discount card)

E-MAIL SERVICES

E-mail is used by The Center for Cartoon Studies as the official means of communicating with the student body. Official College announcements regarding policy, classes, registration, deadlines, etc. are delivered via e-mail. Therefore, students are expected to check their e-mail frequently and are held responsible for all official College information communicated to them via e-mail. Misuse or misrepresentation of official communications by students will result in disciplinary action.

E-mail accounts are established for all students, faculty, and staff upon request. Access to e-mail is available at computer stations in the CCS Classroom, Lab, Library, and Studio. In continuing efforts to utilize the electronic network, cut down on the use of paper and improve communications and efficiency, all meeting notices, general information and informal communication are through e-mail. All registered e-mail users are expected to check for e-mail messages regularly.

EMERGENCY PHONES ON CAMPUS

The Colodny Building has six direct line phones; they are located in each office, two in the lab, the faculty office, and at the main entrance. Dial “9” for an outside line and 911 in case of an emergency. The Colodny Building’s address is 94 South Main Street, White River Junction, Vermont.

The Telegraph Building has a phone for local and emergency calls. Dial “9” for an outside line and 911 in case of an emergency. The Telegraph Building’s address is 117 Gates Street, White River Junction, Vermont.

A pay phone is located in the Hotel Coolidge lobby near the Front Desk.

FACULTY MAIL BOXES

Faculty and staff mailboxes are located in the Colodny building Faculty Office. A drop box is located adjacent to the door for after hours. Faculty may also be contacted via e-mail.

HOUSING

CCS does not own any student housing, but provides assistance to incoming and returning students searching for local housing. We also partner with the Hotel Coolidge to offer special rates for short- and long-term housing. For more info, visit: cartoonstudies.org/intranet/housing/

ID CARDS

A CCS ID card entitles the students to membership benefits and discounts at select local businesses. ID cards are distributed following Orientation.

LOCAL LIBRARIES

CCS has institutional library cards for:

Dartmouth College Libraries

Hanover, NH

<http://dartmouth.edu/education/libraries>

Kilton Library

West Lebanon, NH

<https://www.leblibrary.com/>

Students, faculty, and staff can check out the Dartmouth or Kilton library cards at the Schulz Library. Bring the print-out of the books and materials checked out back to the librarian when returning the library card. Individuals are responsible for returning materials on time and for any fines accrued. Other local libraries include branches in Hartford, West Hartford, Quechee, and Wilder.

LOCAL TRANSPORTATION

ADVANCE TRANSIT BUS

Advance Transit provides FREE LOCAL BUS SERVICE Monday through Friday to many towns in the Upper Valley of Vermont and New Hampshire. White River Junction has several pick up locations, including one across the street from the Colodny building, and one on Bridge Street across from the Main Street Museum. For more information, route maps, and schedule: advancetransit.com or download the mobile App by searching ADVANCE TRANSIT.

LOCAL TAXI SERVICE:

Big Yellow Taxi - (802) 281-8294

Door to Door Driving Services – 603-996-1522

REGIONAL

AMTRAK:

amtrak.com/home

(800) 872-7245

GREYHOUND:

Greyhound.com

(802) 295-3011

DARTMOUTH COACH BUS SERVICE:

To BOS, and NYC

Dartmouthcoach.com

LOST AND FOUND

Lost and Found is located in the production lab of the Colodny Building. Items will be donated or recycled at the beginning of each month.

MAIL

White River Junction has two post offices.

27 S. Main Street - unstaffed satellite located in the village with a postage scale and drop boxes.

195 Sykes Avenue - The main post office is located near the highway exits on Sykes Avenue in White River Junction and operates from 8am – 5:30pm Monday-Friday and Saturday 8am -12noon.

A FedEx self-serve drop box is located outside both post office locations.

MESSAGES

Urgent telephone messages for students may be given to the staff of CCS at (802) 295-3319. They will write out the message and put it in the student mailbox and/or interrupt class if needed. It is the student's responsibility to check their mailbox daily. Students should also check their e-mail on a regular basis.

NETWORK-SYSTEMS USE AND PRIVACY

The CCS computer network, workstations, servers, and software are the property of CCS and are provided to support the operation of the College. Use of network, equipment or services for personal business or profit; to attempt unauthorized access to user accounts, workstations, servers, networks or other attempts to disrupt services on CCS's local network or other sites on the internet is not permitted. Usage violation may result in loss of user accounts, suspension, immediate dismissal and/or criminal and civil penalties as outlined by federal, state and local statutes. The College also has the right to discontinue the e-mail access of any student who misuses their privilege by sending abusive, intrusive and/or offensive e-mail to any student, faculty or staff member. Personal file security on the computer network, e-mail and file servers are not guaranteed by CCS. Network services should be treated as public domain and items that are of a sensitive and/or personal nature should not be conducted via e-mail.

PARKING

Free parking is available downtown in two designated public parking lots. Parking on the street is limited to two hours. There is no overnight street parking between December 1-May 1.

PRINTING AND COPYING

The printer network provides wireless access to single print, copy at station, or multiple copy printing. Each student is assigned a personal code that works for all print and copy services. The code is provided at student orientation. Each student is provided a \$100 credit as part of their lab fee and can purchase additional black and white or color copies in volume. Black and white copies are \$0.07 each; color copies are \$0.30 each. (Copy prices subject to change.)

ROOM SCHEDULING AND USE OF SPACE

Students, faculty, and staff can use the Colodny or Post Office classrooms, lab, and library during official operation hours with the exception of scheduled use for instruction or events. Special use proposals can be submitted to the Operations Manager.

VERMONT ID CARDS AND DRIVERS LICENSE

A Vermont ID card makes it easier for out-of-state residents to cash checks. Students who want to obtain a Vermont driver's license or photo identification may do so at the Vermont Department of Motor Vehicles. White River Junction has a mobile Department of Motor Vehicles office. For more information, visit the State of Vermont Motor Vehicle Department: dmv.vermont.gov

WIRELESS NETWORKS

CCS has high-speed wireless at all campus locations. The following White River Junction locations have free access high-speed wireless internet:

Hotel Coolidge
Main Street Museum
Revolution Vintage
Tip Top Media Arts building
Thyme
Tuckerbox