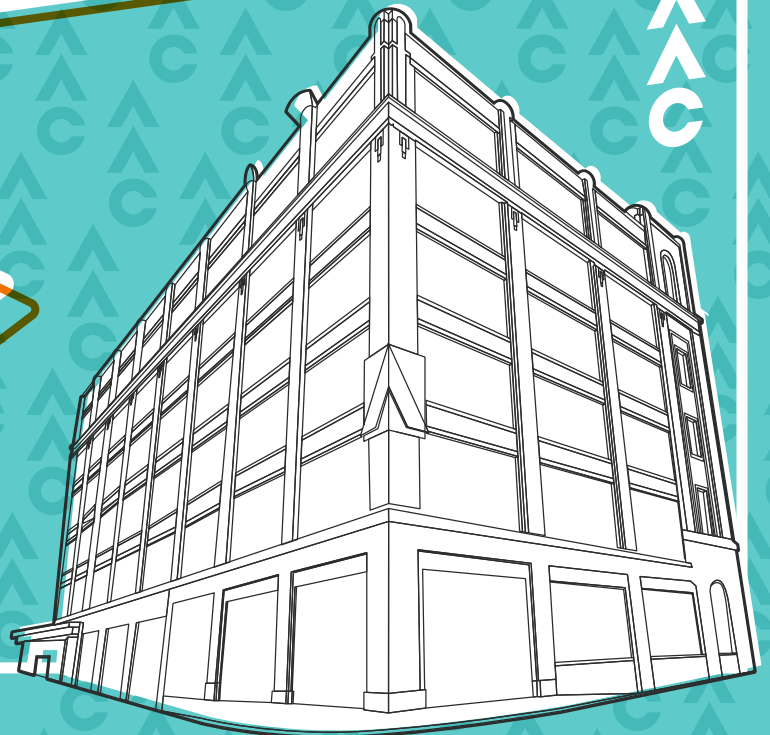


# WELCOME TO THE OFFICE OF ENGAGEMENT

FAQ, POLICIES,  
AND OTHER  
INFORMATION



# HELLO AND WELCOME

Welcome! The Office of Engagement (OoE) at the Art Academy of Cincinnati (AAC) is excited to have you as part of our programming. This Welcome Packet contains information regarding community courses, Teen Academy, and Camp Art Academy. Since Future BFA is an accredited program, information regarding that program can be found elsewhere and provided upon request.

Not only does this packet address common questions and provide important directions, it also details the agreement each student makes when enrolling in our courses and programs. Please note our contact information below should you have any questions or concerns upon reviewing the information enclosed in this packet. Thank you for your participation in our programs—we hope you have fun!

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## THE OOE TEAM

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**Office Hours:** Standard office hours Monday-Friday

# FREQUENTLY ASKED QUESTIONS (FAQ)

## How do I access my online account to register for courses and programs?

Students will use an ActiveNet account to register for courses and programs. This can be navigated to by either clicking here for the direct link or going to <https://www.artacademy.edu/office-of-engagement/>, clicking the “Explore More” button under “Community Education,” and then clicking “Register for Classes.”

Once there, you will see the options to either “Sign In” or “Create an Account.” If you need directions beyond this point, please contact the Education Administrator. We have the ability to re-set your password and/or tell you your username should you forget.

Registration for Camp Art Academy, Teen Academy, and community courses occurs via ActiveNet. Users also have the ability to add multiple family members to one account as well as purchase parking passes on ActiveNet. If you do not have access to the internet, a device, or if you struggle using technology, please contact the Office of Engagement for assistance.

## Where do the courses and programs take place?

Courses and programs take place at the Art Academy of Cincinnati, located at 1212 Jackson St., Cincinnati, OH 45202. Various classrooms and studios within the building are utilized for our courses and programs. Room numbers are listed online in the course or program description, communicated via email before the course or program begins, and directions are provided in person when students arrive.

## Where can I park?

There is an AAC parking lot behind the building on Walnut St. for which a limited number of parking passes can be purchased. These passes are available for community courses and Teen Academy only. Family or guardians of Camp Art Academy students, unfortunately, cannot purchase parking passes for this lot

Parking passes for this lot can be purchased on ActiveNet during registration (after adding a course to your cart) or by contacting the Office of Engagement after registration. They are \$25 for each pass, which is \$5 per

class session. More important information regarding Walnut St. parking can be found in the “Parking” section on page 5 and will also be sent in an email to students before courses begin.

If you do not wish to or cannot purchase a parking pass, OTR has many different paid parking lots and garages. There are metered spots on Jackson St. with a two-hour limit and other street parking nearby. A few nearby garages consist of Gateway Garage on 12th St., the 3CDC lot on Vine and 12th St., and The Mercer on Vine St.

The Art Academy of Cincinnati is not responsible for any damaged or towed vehicles, nor damaged or missing items from inside said vehicles.

## Will I need to bring supplies to my course or program?

This information will be posted online in the course or program description as well as sent out via email before the course or program begins.

Students of community courses and Teen Academy are usually required to bring some art supplies. These are supplies you can use to continue your practice after the course concludes. The Office of Engagement will provide any other necessary materials or tools for the class.

Camp Art Academy students are required to bring allergy-friendly food and drinks each day, but all art supplies will be provided. The only exception would be if an instructor leads a special project. For example, it might be asked that students bring in their favorite toy for a day in order to complete a still-life drawing of the toys.

## Are there tuition discounts or scholarships?

Sometimes there are promotional discounts offered. To receive these offers, please make sure you are signed up for our promotional emails. If you would like to add your email to our mailing list, please either submit it by going to <https://www.artacademy.edu/office-of-engagement/> and subscribing under the section that reads “Join Our Community” or reach out to the Office of Engagement directly.

There are always discounts for faculty/staff, senior citizens, AAC students, AAC alums, and AAC board members. These discounts can be applied when registering for courses or programs on ActiveNet. Please reach out to the Office of Engagement with any questions about obtaining these discounts.

Scholarships cannot be requested at this time.

You may qualify for funding from the state of Ohio through a program called ACE. Learn more at <https://www.aceohio.org>



## CODE OF CONDUCT

***By signing up for a course or program, each student is agreeing to abide by the below rules. If a student breaks any code listed below, it may result in immediate dismissal without any refund. AAC instructors and staff are also held to the same standards per their contracts. Please read more about the dismissal policy on page 5 and contact the Office of Engagement with any questions or concerns.***

Misconduct is defined by the Art Academy of Cincinnati as:

1. Violation of any written Art Academy Policy.
2. Violation of any applicable local, state, or federal law.
3. Sexual Misconduct: Actions that fall under the category of sexual misconduct include sexual assault; unwelcomed sexual advances; coercion for sexual favors; nonconsensual sexual touching or contact; domestic or dating violence; stalking; actions committed through exploitation of another's mental or physical condition, for example, impairment due to alcohol or drugs, of which the assailant was aware or should have been aware; sexual harassment; sex-based or gender based discrimination; or any other sexual activity without the consent of both of the parties.
4. Disruption of teaching, administration, or any authorized Art Academy function.
5. Behavior that injures or endangers the safety, health, or well-being of another person. This may include threats or implied threats of physical harm; actions or statements that demean, degrade, or disgrace another person; attempts to inflict mental or bodily harm upon oneself or another person(s).
6. Possession, distribution, or sale of alcohol or alcohol containers in unauthorized locations and during any events held on campus.
7. Unlawful use, administration, possession, manufacture, distribution, or sale of illegal drugs, medications (prescription based or over the counter), drug paraphernalia, or alcoholic beverages on campus. Additionally, no product or substance may be used in a manner that is unsafe or inconsistent with the product's stated guidelines for use or consumption.
8. Attempted or actual theft, damage, or vandalism to the property of others, or to Art Academy property or property under the control of the Art Academy.
9. Unauthorized entry into college facilities or unauthorized use of Art Academy property or the property of others. This includes unsupervised use of power tools and removal of any Art Academy property from campus.
10. Failure to comply with directions of officials of the Art Academy of Cincinnati acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Misuse of Art Academy computers and computer services such as the Internet in an illegal manner. This includes the use of email, social media, or other forms of electronic communication in a manner that is threatening, malicious, or invasive of the privacy of another person or persons.
12. Possession of any firearms, weapons, fireworks, explosives, ammunition, or abuse of flammable substances on Art Academy property or replicas of such items that may reasonably be mistaken for any items listed above. The Art Academy does not allow use of open flame on the premises, including but not limited to candles, incense, cigarettes, or cigars.
13. False report of an emergency, including tampering with fire safety equipment and causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe.
14. Use of spray paint, aerosols, or resins outside of a spray-booth.
15. Gambling for money or other items (or services) of value.
16. All hostile, threatening, or intimidating behavior that by its very nature would be interpreted by a reasonable person to threaten or endanger the health, safety, or wellbeing of any person is contradictory to the Art Academy of Cincinnati's Core Values and therefore is not acceptable. Examples of such behavior may include, but are not limited to:
  - A. An act(s) that alarms or seriously disrupts another person's ability to participate in any aspect of AAC life;
  - B. Communicating verbally either directly or indirectly through another party, by telephone, regular or electronic mail, voice mail, or any verbal, mechanical, electronic, or written 95 communication in a manner likely to cause or which causes injury, distress, or emotional or physical discomfort.

- C. Any form of harassment, including sexual harassment or harassment based on perceived or actual identities.
- 17. Bias-Related Incidents: Any violation of the Code motivated by a consideration of race, sex, gender identity, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation may subject the student to the imposition of a sanction more severe than would be imposed in the absence of such motivation.
- 18. Violating the terms of any disciplinary sanction.
- 19. Failure to exercise reasonable care toward any person(s) or their/his/ her property.
- 20. Attempting to commit and/or complicity in any prohibited act(s) of the Code of Student Conduct.
- 21. Invasion of Privacy: The recording, filming, photographing, viewing, transmitting, or producing the image or voice of another person without their/his/her knowledge and expressed consent while in an environment that is considered private or where there is an expectation of privacy are actions that are strictly prohibited. In such circumstances, the use of undisclosed and/or hidden recording devices is prohibited, as is the storing, transmission, and/ or distribution of any recording (or recordings) that derive from such devices. This policy does not pertain to the recording of public events or discussions, or recordings made for law enforcement purposes.



# OFFICE OF ENGAGEMENT POLICIES

Below are the Office of Engagement's policies regarding Camp Art Academy, Teen Academy, and community courses. Since Future BFA is an accredited program, policies regarding that program can be found elsewhere and provided upon request.

There may be some policies specific to a program that are not listed in this packet, but are communicated to students, or the parent/guardian of minor students, in writing before the program begins.

## **Substitute Policy**

On rare occasions, there may be a substitute instructor assigned by OoE to teach for a limited time as part of a course or program. This may occur because something urgent comes up for the course instructor, such as illness. The Office of Engagement works with many excellent, qualified teaching artists year-round and we would only employ a substitute who is competent in the discipline and focus of the course or program. The substitute collaborates with the course instructor and Office of Engagement staff so that programming continues to meet established high standards.

There are also scenarios in which courses or programs have multiple instructors because they each contribute their own unique skill sets. In this situation, the instructors prepare for the course together and work jointly to make the student experience the best it can be.

There are no pro-rated refunds or other tuition adjustments for having a substitute instructor.

## **Withdrawals, Transfers, & Refunds**

Refunds may occur for various reasons, such as course cancellations or student withdrawals that occur within the allowed timeframe (which varies between programs and is detailed in the sections below). There may be instances when a student, or a guardian of a minor student, feels that a session did not achieve the goals of the course or program or that their expectations were unmet. The Office of Engagement is committed to delivering excellent artmaking experiences to students and wants to foster a positive environment for everyone. There are course descriptions and syllabi for all courses and

programs that students can review before registering and before beginning class sessions. If the Office of Engagement determines that critical goals were unmet or the quality was inadequate, pro-rated refunds for the session will be issued. However, refunds are not issued otherwise as it is the responsibility of the student and, if applicable, the parent/guardian of a minor student to fully grasp what a program or course is about and what will occur in each session. Please reach out to the Office of Engagement at any time with questions about courses or programs.

## **Community Courses and Teen Academy Refund Policy**

If a student withdraws their community course or Teen Academy enrollment at least 14 days before the first day of class, they will receive a full refund consisting of the cost of tuition and of the parking pass (if a pass was purchased).

If a student withdraws their enrollment at least 7 days before the first session, they will receive a 50% refund of both tuition and the parking pass (if a pass was purchased). If a student withdraws less than 7 days before the first class session, no refund is offered.

If a student withdraws their enrollment at least 7 days before the first session of the course they were enrolled in and would like to transfer to a different upcoming course, they are permitted to do so as long as the chosen course has a spot available. If the student indicates they would like to transfer to a different course within the allowed timeframe, but then does not choose a new course within the following 3 days, the student forfeits their transfer credit as well as any refund.

The Office of Engagement does not offer pro-rated refunds or any other tuition adjustments for students missing class sessions for any reason, even if their absence is planned and communicated to Office of Engagement staff members in advance.

## **Camp Art Academy Refund Policy**

In order to receive a full refund, student withdrawal from Camp Art Academy must be done at least 30 days before the first day of the camp week the student is withdrawing from. A full refund consists of the cost of tuition as well as the cost of Before Care and/or After Care (if purchased). No refunds are offered otherwise.

Transferring a Camp Art Academy student's enrollment to a different camp week must be done at least 30 days before the first day of both the camp week the student is withdrawing from and transferring to. Transferring to a different week can only occur when there is a spot available in the chosen week. If it is indicated that a student would like to transfer to a different camp week

within the allowed timeframe, but then a new camp week is not chosen within the following 3 days, the transfer credit is forfeited as well as any refund.

## **Dismissal**

Students of programs and courses may be dismissed by the Office of Engagement if it is determined that a student has broken any Code of Conduct. Materials, peers, and instructors must all be respected. Disrespectful and/or disruptive behavior will not be tolerated. Each program will have its own process for addressing behaviors that defy the Code of Conduct.

Students who display symptoms of contagious illnesses will be dismissed until their symptoms cease. This is to keep other students and staff members healthy and safe. Symptoms of contagious illnesses include but are not limited to: coughing, shortness of breath or difficulty breathing, sweats and/or fever, chills, muscle pain, sore throat, loss of taste and/or smell, nausea, vomiting, diarrhea, headache, and fatigue.

Minor students in Camp Art Academy or Teen Academy will be sent home if they express that they have any of the symptoms listed above. Even if a parent/guardian insists the student is healthy, the student will be sent home. We do not have a nurse on staff and do not have the capacity to care for students in that way; therefore, we trust what the student alerts us to and act accordingly.

By signing up for a course or program, the student, or the guardian of the minor student, acknowledges that dismissal may occur due to reasons detailed above. Security will be notified immediately of any dismissal. Please reach out to the Office of Engagement with any questions.

## **Parking**

Parking passes can be purchased through the Office of Engagement for the parking lot on Walnut St. behind the AAC. Parking passes are only for participants of Teen Academy and community courses. Passes are \$25, which is \$5 per class session. They can be purchased online through ActiveNet when registering for the course or after registration by emailing or calling the Office of Engagement.

Due to the limited space in the Walnut St. parking lot, there is a limited number of parking passes available for purchase per course. Spots are not reserved. Please note that on weekends and during the evenings, the Walnut St. parking lot opens to the public. If there are popular events occurring in the area, such as an FC Cincinnati game, the lot may fill more than usual. This is why students can park up to 30 minutes before their course begins per the hours listed on their parking pass.

The AAC is not responsible for loss or damage to student vehicles or property within student vehicles. Towing will occur at the owner's expense if the parking pass is not properly displayed or if the vehicle is parked outside of the designated hours purchased by the student and listed on the parking pass.

Students who do not wish to park in the Walnut St. lot but still need parking can visit nearby parking garages or metered street parking on Jackson St. and neighboring streets.

## **Photography and Marketing Materials**

By signing up for any Office of Engagement courses and/or programs, students agree to appear in visual records for educational and/or publicity purposes, only recorded by the AAC Marketing team. Any adult signing up a minor student agrees to these terms on the child's behalf.

If a student or a minor student's parent/guardian would like to request to not be included in AAC's marketing materials, please reach out to an Office of Engagement staff member before the course or program begins.

