

# NEW STUDENT

## RESOURCE GUIDE

CREATED BY  
THE OFFICE OF  
TRANSITION AND  
LEADERSHIP  
PROGRAMS

UPDATED 6/2018

# REFERENCE LIST

All phone numbers begin with 617-879

Office	Extension	Location
Academic Resource Center (ARC)	x7280	Tower: 8th Floor
Business Office	x7900	Tower: 8th Floor
Center for Art and Community Partnerships (CACP)	x7330	Kennedy: 2nd Floor
Career Development	x7779	Kennedy: 2nd Floor (Student Development)
Counseling and Wellness	x7760	Kennedy: 2nd Floor
Equity, Diversity and Inclusion	x7060	Tower: 8th Floor
International Education Center	x7716	Kennedy: 2nd Floor (Student Development)
Public Safety	x7810 (Non Emergency) x7800 (Emergency)	Tower: 2nd Floor
Registrar	x7272	Tower: 8th Floor
Residence Life and Housing	x7750	Kennedy: 2nd Floor (Student Development)
Student Activities and Programs	x7710	Kennedy: 2nd Floor
Student Financial Assistance	x7849	Tower: 8th Floor
Technology Help Desk	x7888	Tower: 3rd Floor
Transition and Leadership Programs	x7723	Kennedy: 2nd Floor

# ACADEMIC RESOURCE CENTER (ARC)

x7280  
8th Floor Tower  
arc@massart.edu

Within the ARC you will find resources designed to help you succeed including:

- Academic Advising
- Success Coaching
- Student Accessibility Services
- Writing Specialists
- Adaptive Technology
- Course Selection Planning
- Study Skill Development
- Time Management Training

In addition, if you had an IEP or 504 in high school, you may be entitled to receiving similar supports at MassArt. The ARC can get that started for you.

# BUSINESS OFFICE

x7900  
8th Floor Tower  
[bursar@massart.edu](mailto:bursar@massart.edu)

MassArt's Business Office (aka Bursar's Office) is responsible for billing students and managing student accounts.

Fall semester bills are mailed in July and spring bills are mailed in November. The student bill lists the payment due date (generally 3 weeks after the bills are issued); please refer to the academic calendar for exact dates.

Settling bills by the due date ensures enrollment in pre-registered classes and a smooth start to the semester.

The Business Office is also where you go to pick up a refund check if you receive one.

# CENTER FOR ART AND COMMUNITY PARTNERSHIPS (CACP)

x7330  
2nd Floor Kennedy  
cacpinfo@massart.edu



## Center for Art and Community Partnerships (CACP)

If you are interested in becoming involved with the outside community and utilizing your skills as an artist, then the **Center for Art and Community Partnerships (CACP)** is the office for you!

CACP cultivates innovative, sustainable relationships with the broader community to explore and expand the relevance of art in public life.

CACP matches MassArt faculty, students, staff and alumni who want to complete community-based projects with neighborhood organizations, schools, corporations and institutions to create mutually beneficial, sustainable partnerships in the visual arts.

The Center uses art as a catalyzing force for citizens to act creatively together.

# CAREER DEVELOPMENT

x7779  
2nd Floor of  
Kennedy

Do you need a job while you're in school? Looking to gain more experience through an internship? These are great ways to further develop skills you are learning in the classroom/studio. **Career Development** is the office to help you with this!

- Utilize the Career Development website (called Handshake) to find an on or off campus job opportunity, internship or scholarship. Having trouble with your Career Development log-on? Visit them on the 2nd floor of Kennedy in the Student Development office.
- Find an internship! You should plan to do 2 internships before graduation which can be registered for 3 studio elective credits each toward your degree. Most students do internships after their sophomore year through the first semester of their senior year.
- MassArt students are invited to join MassArt Portfolios (powered by Behance) to showcase work and be discovered by potential clients, recruiters and creative enthusiasts. Go to [portfolios.massart.edu](https://portfolios.massart.edu) to sign up and showcase your work or to login if you have a Behance account already.
- Learn how to present yourself beyond the classroom. Career Development offers resumÈ critiques, assistance with job/internship searches, interview skills assistance and creative career workshops. They also schedule portfolio reviews and company presentations during the academic year. Each spring they hold a job and internship fair that allows you to meet companies face to face.

# COUNSELING AND WELLNESS CENTER

x7760  
2nd Floor of  
Kennedy  
counseling@massart.  
edu

## The Counseling and Wellness Center offers:

- Free short-term individual psychotherapy, evaluations, referrals and other resources for students. In most cases, students can be seen within a week. In an emergency, a student can be seen immediately.
- An Emergency Drop-In (EDI) hour from 3-4pm, Monday through Friday. This can be scheduled earlier in the day or students may walk in during that hour to meet with a counselor.
- Counseling for personal growth, increased self-awareness, self-esteem, anxieties, depression, academic-related stress, family and relationship issues, as well as for acute problems such as sexual assault, suicide and mental illness. All services offered are free of charge.
- Wellness programs are offered throughout the year to help students maintain healthy lives and build upon their strengths. Topics covered include stress management/reduction, meditation & mindful practice, yoga, alcohol & other drug awareness, sexuality & sexual health, healthy eating/cooking and smoking cessation.

# EQUITY, DIVERSITY AND INCLUSION

x7060  
8th Floor Tower

The Office of Equity, Diversity, and Inclusion is a community resource that encourages and empowers both individuals and groups to advocate for social justice with mutual respect and understanding.

Our office promotes the College's priorities and shared values by educating our community members on the importance of diversity in background, status, culture and viewpoint.

Through curriculum, accessibility and policy, we are working to implement a culture of full inclusion and participation, whatever a student's identity or background may be.

MassArt is positioned to help students thrive, realize their capabilities, engage meaningfully in college life and contribute to the greater community.



# INTERNATIONAL EDUCATION CENTER

x7716  
Director of the IEC

x7717  
Study Abroad  
Advisor

x7702  
International Student  
Advisor

2nd Floor of Kennedy  
(Student Develop-  
ment)

The **International Education Center** offers many opportunities for students to experience learning abroad, including the following:

- **Faculty-led international travel courses** are offered in both the fall and spring semesters; these courses have class meetings at MassArt throughout the semester and culminate with a 2 week experience abroad. Travel courses are 3 credit elective courses and are open to all majors and all levels including first year students.
- **Exchange Programs:** MassArt has partnerships with colleges around the globe so that YOU can spend a semester on their campus, while still paying MassArt tuition. There are opportunities in the Netherlands, Australia, Japan, South Korea, Spain, India, Israel, Italy and the UK.
- **Semester Study Abroad:** These semester-long provider programs are run by other colleges or organizations and based at schools overseas. We can work with you to find the best match for your major and your interests for a semester abroad and help make sure you get the right approvals in order for your credits to transfer.

The IEC also serves as a resource for international students for immigration, programming and support. International students

# REGISTRAR'S OFFICE

x7272  
8th Floor of Tower  
[registrar@massart.edu](mailto:registrar@massart.edu)

The Registrar's Office, located on the 8th floor of the Tower Building, maintains timely and accurate academic records for the College.

The Registrar's Office can help you with:

- Class Registration
- daVinci
- Add/Drop (first two weeks of the semester)
- Enrollment Verification
- Transcript Requests

# RESIDENCE LIFE AND HOUSING

x7750  
2nd Floor of Kennedy  
(Student Development)  
[housing@massart.edu](mailto:housing@massart.edu)



Residence Life and Housing is a resource for:

- Programming and community building
- Assistance with the housing lottery process
- Roommate conflicts
- Navigating campus resources
- Supporting your transition to MassArt

The Residence Life staff consists of a Director, an Assistant Director/Residence Director and three additional Residence Directors. The four Residence Directors live in the halls to serve as a resource for students.

In addition, there are 24 students who serve as Resident Assistants (one lives on each floor) who are there to help you with any questions/concerns or to listen to program ideas.

# STUDENT ACTIVITIES AND PROGRAMS

x7710  
2nd Floor of Kennedy

## Past MAC Board events:

- Late Night Breakfast with activities and free food at the end of each semester
- Apple Picking
- Rocky Horror Picture Show screening
- Psychic Fair/Hypnotist
- Comedy Night
- Revive for Reviews programs (including, massage, photo booth and Pet a Pooch)
- Six Flags Trip
- NYC Trip
- Provincetown Trip
- Oxfam Poverty Dinner
- Cards for Troops
- Sculpture Collaborative

There are a multitude of ways to get involved at MassArt and connect with the College and the surrounding community.

Many of these opportunities are listed in this section and others are under the Transition and Leadership Programs section.

**Colleges of the Fenway (COF):** The COF is made up of five area schools in the Fenway: MassArt, MCPHS University, Wentworth Institute of Technology, Emmanuel College and Simmons College. Students are able to cross-register for classes and participate in activities that are hosted through the COF. The COF offers intramurals and performing arts opportunities such as dance, theater, jazz band, chorus and orchestra. Learn more at [www.colleges-fenway.org](http://www.colleges-fenway.org).

**ProARTS Consortium:** The ProArts Consortium is made up of Berklee College of Music, Boston Conservatory at Berklee, Boston Architectural College, Emerson College, MassArt and the School of the Museum of Fine Arts at Tufts. Students may also cross-register for classes through the ProArts as well as participate in ProArts events. Learn more about the ProArts consortium at [www.proartsconnect.org](http://www.proartsconnect.org).

**The MAC Board:** The MAC Board is a student programming board that plans trips, programs and events for MassArt students. The MAC Board is always looking for student suggestions as to what types of events/trips you are looking for!

**Exhibit your work on campus:** Undergraduate students can propose to have an on-campus exhibition in either the Student Life Gallery, North Crackatorium or Bookstore. Questions about the exhibition proposal process can be sent to the Student Galleries Managers at [studentgalleries@massart.edu](mailto:studentgalleries@massart.edu).

**Off-Campus Gallery Exhibitions:** There are many opportunities throughout the year to showcase your work at local businesses, hospitals, restaurants, hotels, government buildings and arts organizations in the Boston area.

**Sell your artwork on campus:** The MassArt MADE Holiday and Spring Sales feature artwork created by current MassArt students and alumni and takes place in the Tower Building Lobby. Make sure to keep an eye out for deadlines to submit by checking your MassArt email.

# OFFICE OF STUDENT FINANCIAL ASSISTANCE (OSFA)

x7849  
8th Floor of Tower  
financialaid@massart.edu

In addition to student financial aid, the OSFA is in charge of managing the Federal College Work-Study program.

- Work-Study is a need-based, federally-funded program which provides part-time employment opportunities to students both on- and off-campus.
- Work-Study positions pay \$11/hour and students are paid every two weeks. Work-Study earnings are not credited to your MassArt bill.
- Work-Study eligible students can earn up to \$1,000/year. If a student earns their \$1,000 Work-Study award, OSFA can review the student's account to determine if the student is eligible to earn additional Work-Study funds; whether or not the student can earn more than their \$1,000 Work-Study award also depends on the available Work-Study budget of the department the student is working for.
- If you are unsure whether or not you are eligible for Work-Study you can ask OSFA. It is based on your FAFSA. You can email the OSFA at financialaid@massart.edu to find out.
- Students are responsible for finding their own Work-Study jobs and can do so through the utilizing the Career Development website, looking for flyers posted around campus and visiting different offices to see if they have a position available.
- Once you have a Work-Study position you will need to visit OSFA to complete a Work-Study contract. To fill this out you will need to bring with you a passport, birth certificate or Social Security card.
- You may not begin working until your contract has been completed and turned into OSFA.
- You are not eligible to work during any scheduled class times, even if the professor cancels class or dismisses you early. You must provide your supervisor with a copy of your class schedule each semester.

# TECH CENTRAL

x7888  
3rd Floor of Tower  
helpdesk@massart.

**Tech Central** is the first point of contact for members of the MassArt community with questions and requests for assistance with technology resources. We provide in-house technical support and portfolio documentation facilities for all matriculated MassArt students, faculty, and staff (with a current MassArt ID)

**You can look up the current semester's hours at: <https://massart.edu/technology>**

# TRANSITION AND LEADERSHIP PROGRAMS

x7223  
2nd Floor of Kennedy

**The Office of Transition and Leadership Programs** is responsible for the Orientation of all incoming students, the advisement of the Student Government Association and the 50+ student organizations that SGA oversees as well as campus leadership programs.

**Student Government Association (SGA):**  
All MassArt student organizations fall under the umbrella of SGA, which meets weekly (Wednesdays from 1:30-3:00pm) and is open to all students. It is a great place to bring up student issues and to find out about everything that is going on at MassArt, including student events. For more information on SGA and a list of student organizations, visit: <https://massart.edu/student-life/get-involved>

**Leadership Opportunities:**  
Each year the Student Leader Selection Process occurs where students who are interested in holding a leadership position on campus can apply to a number of different roles, such as Resident Assistant, Orientation Primer, Student Gallery Manager, Tour Guide and more!

- At the end of each academic year, the Office of Transition and Leadership Programs hosts the Student Leadership Awards Ceremony to celebrate all the great work that has been done by student leaders on campus through the year.
- For more information on leadership programs, visit: <https://massart.edu/student-leadership-opportunities>