Welcome to PAFA! As a PAFA Continuing Education (CE) student, you have joined a tradition of teaching excellence in the fine arts that has endured for over two centuries. Please don’t hesitate to contact us for questions, concerns or course advice. The Continuing Education Programs Office is located on the 3rd floor of the Samuel M.V. Hamilton Building. Visit, call 215-972-7632, or email continuinged@pafa.edu for information and assistance. For the latest information about classes, events and special offers, visit www.pafa.edu/ce.

PAFA STUDENT PHOTO ID POLICIES & INSTRUCTIONS
Eligible students must possess a PAFA photo identification card for admittance to the school facilities. Your PAFA ID confers school access and benefits for the length of your course(s).

Benefits include free admission to the PAFA museum, 10% discount at Tableau café (first floor, Samuel M.V. Hamilton Building), and borrowing privileges at the PAFA library (fifth floor, Samuel M.V. Hamilton Building).

Eligibility Guidelines:
- Students registered for a Multi-Week Course must obtain a PAFA student photo ID and validation sticker on their first day of class. See instructions below.
- Students registered only for a Master Class or Weekend Workshop are not eligible to obtain a PAFA photo ID. Students must bring their printed registration confirmation (web registrations) or mailed/emailed registration materials (phone/mailed registrations) to verify enrollment at West Desk upon arriving.
- Students registered for Saturday High School Classes will have their photo IDs made as a group on their first day of class.
- Students with a PAFA photo ID from a previous semester/year may reuse the same card with an updated validation sticker from the CE office affixed to the front. Returning students must pick up their validation sticker from the CE office (3rd floor, Samuel M.V. Hamilton Building) on their first day of class. Stickers will not be mailed.

How to Obtain Your PAFA Photo ID
1. If eligible (see above), plan to have your ID photo taken in one of the following timeslots on your first day of class. Note: Your registration information (see step 2) will allow morning access until your card is made.
   - Monday – Thursday Classes: 12 – 1:30 pm & 5 – 6 pm
   - Friday – Sunday Classes: 12 – 1:30 pm
   If you are unable to make your ID during the times listed during your first week of class, please call the CE office at 215-972-7632 to set up an appointment.
2. Proceed to the West Lobby Visitor Services Desk of the Samuel M.V. Hamilton Building (through building’s side entrance on Lenfest Plaza) to present your Registration Confirmation (web registrations) or mailed/emailed registration information (phone/mailed registrations). Desk staff will verify your enrollment and then direct you to the photo ID facilities, where security staff will take your photo and print your card.
3. Visit the CE office (3rd floor, Hamilton Building) to obtain a Fall 2017 validation sticker for your ID. Place the sticker on the front of your card to signify that it is valid for the current semester.

Using Your ID for Building Access
Your photo ID card is necessary for floor access in the Hamilton Building. Upon exiting the elevator at your classroom floor, hold your photo ID card in front of the card reader located to the right of the lobby door. The light will change from red to green and a beep indicates the door is unlocked. Do not prop open doors. Please display your ID prominently at all times. Students must also scan their IDs at the Hamilton West Desk when entering and leaving the building. Students should present their IDs when entering or exiting the Historic Landmark Building.

Replacement IDs
There is a $5 fee to replace lost, stolen or damaged IDs. Visit the CE office to pay the fee, and then proceed to the Hamilton West Lobby Desk with your receipt.
ACADEMIC CREDIT
PAFA is accredited through the National Association of Schools of Art and Design (NASAD) and the Middle States Commission on Higher Education (MSCHE). PAFA is a member of the Association of Independent Colleges of Art and Design (AICAD).

Undergraduate Credit
Courses meeting contact hour requirements (30 hours minimum, not including lunch breaks) are available for 1.0, 1.5 or 3.0 undergraduate credits. If taken for credit, you may incur additional coursework, and will receive a course grade and appropriate credit that will appear on an official PAFA transcript, if requested. For an official transcript, please submit a completed Transcript Request Form (www.pafa.org/transcript) to PAFA’s School Registrar with appropriate payment. Call 215-972-2107 for more information.

Changes in credit status for must be arranged through the CE office prior to the third class for 12- and 14-week courses or prior to the second class for courses that run 10 weeks or fewer. No refunds are issued for changes from credit to non-credit.

Credit for K – 12 Educators
PAFA is approved to provide Pennsylvania Act 48 hours and New Jersey Department of Education Professional Development Credit for its courses and workshops. Courses and workshops are eligible for the number of contact hours for which they meet (excluding lunch breaks). Courses need not be taken for PAFA undergraduate academic credit to be eligible for professional development credit hours (see credit options and tuition pricing on individual courses). Educators electing to receive PA Act 48 or NJ Professional Development Credit should notify the Continuing Education Programs office when registering. Please note: PA educators must provide their six-digit Professional Educator Identification Number.

WITHDRAWALS AND REFUNDS
Withdrawals must be made in writing via letter or email (continuinged@pafa.edu) to the Continuing Education Programs office. Students withdrawing are charged an administrative fee of $50 per dropped multi-week course, $50 per Master Class or Special Program, and $15 per workshop. Tuition refunds will be adjusted according to the following schedule (less the administrative fee), unless otherwise indicated.

Twelve- & Fourteen-Week Courses
Prior to one week before the first class: 100%
After the above, prior to the second class: 75%
After the above, prior to the third class: 50%
After the above: 0%

Condensed/Short Courses (Ten or Fewer Weeks)
Prior to one week before the first class: 100%
After the above, prior to the second class: 50%
After the above: 0%

Workshops & Group Critique
Prior to one week before the first class: 100%
After the above, prior to the first class: 50%
After the above: 0%

Master Classes
No refunds after registration deadlines (see course descriptions)

Members Workshop and Preview Night Courses
No refunds

COURSE CANCELLATIONS
PAFA reserves the right to cancel any course due to insufficient enrollment. Every reasonable effort will be made to notify students beforehand. Notification of course cancellation may occur as close as two days before the class begins. Students may choose to either transfer into another class or receive a full refund. Travel insurance is recommended for students traveling from a distance.

HIGH SCHOOL STUDENT ENROLLMENT
Teens in grades 9 – 12 are encouraged to enroll in PAFA’s Pre-College Programs. High school students at least 15-years-old may register in Continuing Education adult courses/programs with parents/guardian permission. A completed Parent/Guardian Consent Form is required for any student under age 18 to enroll in pre-college and adult courses. Consent forms are included with registration materials for pre-college programs, or can be downloaded from www.pafa.edu/highschool/intensives.

Younger teens are advised to register in PAFA’s Saturday Classes for Middle School Students. Call 215-972-2054 or visit www.pafa.org/families for information.

TUITION DISCOUNTS*
• PAFA members at the Friend level and above receive a 10% tuition discount on all courses, workshops and Master Classes during the entire year of their membership. For information about becoming a member, call 215-972-2077.
• Refer a first-time Continuing Education student, and you and the student will receive a 10% tuition discount on one regular course or workshop within the current semester. (Master Classes not eligible for discount.)

* Lab/materials and locker fees are not discounted. Other Restrictions may apply. Call 215-972-7632 for details.
CLASSROOM/CAMPUS POLICIES

- Students are required to use odorless solvents, i.e. *Turpenoid*. **NO TURPENTINE.**
- Spray fixatives must be used outdoors or in the 10th floor spray booth. No indoor spraying allowed.
- Please do not empty solvents and/or paints into sinks or trashcans. Use appropriately-labeled barrels, located near each floor's utility sinks.
- Students are responsible for cleaning up after themselves before leaving class.
- Students may not touch, move or place anything on the bases or any part of the antique cast collection in the Cast Hall.
- PAFA is not responsible for artwork or other belongings left in any PAFA studio or classroom.
- Students enrolled in sculpture or printmaking courses must abide by the rules established by the Shop Managers.

For complete information about the policies, procedures, and services offered at the Pennsylvania Academy of the Fine Arts, including general campus policies, expanded classroom regulations, disciplinary procedures, and sexual harassment and misconduct policies and resources, visit www.pafa.org/student-handbook.

By registering for a Continuing Education class or event, you agree to abide by the policies and regulations detailed in this document. Please take the time to consult/review this important information prior to your first day of class. Failure to comply with these policies and procedures may result in disciplinary action and possible dismissal with forfeiture of tuition and fees. **If you do not have access to the internet and/or require a printed copy of the student handbook, please contact the Continuing Education office at 215-972-7632.**

IMAGE RELEASE POLICY

The Pennsylvania Academy of the Fine Arts reserves the right to reproduce without notification any photographs of students or artwork produced by students while attending Continuing Education Programs at PAFA. This reproduction will be for non-commercial purposes only, and may include print publications, institutional websites, e-communications, multimedia presentations, and documents about PAFA for admission, recruitment, fundraising, or institutional informational purposes.

SAFETY & SECURITY

Emergency: 215-972-2083
Security Desks (Student Entrance)
  - Historic Landmark Building: 215-972-2070
  - Hamilton Building (West Lobby): 215-972-2100
Security Office (Control Room & Lost and Found): 215-972-2073 or -2074

ACCESSIBILITY

The Samuel M. V. Hamilton Building is accessible from Lenfest Plaza. An accessible entrance to the Historic Landmark Building is located at Cherry and Burns Streets. The Burns Street Elevator provides access to the classroom floor or galleries. Visitors can access this entrance by pushing the call button at the bottom of the front stairs of the Museum, or at the corner of Cherry and Burns; Security staff will meet the caller. Wheelchairs are available, and restrooms are accessible.

INCLEMENT WEATHER/EMERGENCY CLOSING PROCEDURES

The closing, delayed opening, or early dismissal of the Pennsylvania Academy of the Fine Arts will be determined jointly by the Dean of the School and the Museum Director, with approval of the President. Such closing or delay would include the school, galleries and administrative offices. Decisions regarding the cancellation of special events and evening classes may be made later in the day. To find out if PAFA is closed or having a delayed opening, you should check one of the following:

- **www.pafa.org** -- messages will be updated on the PAFA homepage
- **PAFA’s main phone number (215-972-7600)** -- an outgoing message will be recorded by 6:30 am
- **CBS6** -- lists school by name
- **ABC6** -- lists school by name
- **NBC10** -- lists school by name
TRANSPORTATION & PARKING
PAFA is near the Market East and Suburban train stations, SEPTA bus and trolley stops, and PATCO’s High Speed Line. Visit: septa.org or ridepatco.org. Discounted parking is available at the Parkway Corporation garage at Broad & Race Streets and the lot at 15th and Cherry Streets. Be sure to get your parking ticket validated at any PAFA security desk for the discount. Rate information available at www.pafa.edu/ContactCE.

School Van Service
The school van will transport students to major mass transport centers in Center City on weekday nights. The van departs from the Hamilton Building Student Entrance at 10:15 p.m. Call 215-972-2073/74 for availability.

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Fall 2017 Locker Assignment

CE staff will email locker assignments to registrants who select this option. If you would like to rent a locker, or if you already paid for a locker when you registered and have not yet received the combination, please call 215-972-7632 or stop by the CE office on the 3rd floor of the Hamilton Building on your first day of class for your assignment and combination to be completed below.

LOCKER # ____________
☐ Hamilton Building, _____ floor  
☐ Historic Landmark Building

LOCKER COMBINATION
Spin the dial of the lock several times to clear the mechanism. Stop at zero, then turn:

1. Right past zero twice and stop at _____
2. Left past the above number once and stop at _____
3. Right and stop at _____

IMPORTANT NOTES

1. Locker rentals are $25 per semester and are available only to CE students enrolled within the current semester.
2. Lockers are assigned on a first-come, first-served basis each semester.
3. Your locker is available for your use as of the first day of your class session. Lockers are available for use only for the duration of the course(s) in which the student is enrolled.
4. Your locker must be emptied immediately after your last class, or no later than December 17. PAFA is not responsible for items left past the above date. After emptying your locker, please lock the door.
# Where to Stay in Philadelphia

This guide lists selected accommodations in Center City, where PAFA is located. For more listings, check out [www.visitphilly.com](http://www.visitphilly.com), a general portal for visiting the city.

## Inns & Hotels

All inns and hotels below are a 5- to 10-minute walk from PAFA.

**Le Meridien**  
1421 Arch St  
Philadelphia PA 19102  
215-422-8200  
*Around the corner from PAFA; nearest to school*

**Holiday Inn Express Philadelphia-Midtown**  
1305 Walnut Street  
Philadelphia, PA 19107  
(215) 735-9300  

**Hampton Inn**  
1301 Race Street  
Philadelphia, PA 19107  
1 888 874 3405  
215 665 9100  
www.Hampton-inn.com  
(near Chinatown)

**Club Quarters**  
1628 Chestnut St  
Philadelphia PA 19103  
215-282-5000  
www.clubquarters.com/PhiladelphiaHotel  
Password for online booking: “PAFA”  
Account for phone reservations: “PA Academy”

**Embassy Suites**  
1776 Benjamin Franklin Parkway  
Philadelphia PA 19103  
215 561 1776  
www.hilton.com

**Courtyard by Marriot**  
21 North Juniper Street  
Philadelphia PA 19107  
215 496 3200  
www.courtyard.com

**Hilton Garden Inn**  
1100 Arch Street  
Philadelphia PA 19107  
215 923 0100  
www.hilton.com  
(near Chinatown)

**Home2 Suites by Hilton Philadelphia - Convention Center**  
1200 Arch Street  
Philadelphia PA 19107  
215-627-1850  
home2suites3.hilton.com  
* offers extended stay amenities

**The Logan**  
1 Logan Square  
Philadelphia PA 19103  
1 800 810 5053  
215 963 1500  
www.theloganhotel.com

**The Ritz-Carlton**  
10 Avenue of the Arts  
Philadelphia PA 19102  
215 523 8000  
www.ritzcarlton.com

**Marriot Hotel**  
1201 Market Street  
Philadelphia, PA 19107  
215 625 2900  
Fax:  215 625 6000  
www.marriott.com

**Loews Philadelphia Hotel**  
1200 Market Street  
Philadelphia, PA 19107  
215 627 1200  
www.loewhotels.com

## Dormitories

**International House of Philadelphia**  
3701 Chestnut Street  
Philadelphia, PA 19104  
215 895 6552  
info@ihphilly.org  
www.ihousephilly.org

**Apple Hostels**  
32 S. Bank St.  
Philadelphia, PA 19106  
(215) 922-0222  
www.applehostels.com  
(Old City)

## Bed & Breakfasts

Find B&Bs at [www.bnbphiladelphia.com](http://www.bnbphiladelphia.com) and choose from over 80 accommodations. Call 1-800-448-3619 to make a booking or do so online. Other options:

**Bed & Breakfast in Center City (La Reserve)**  
1804 Pine Street  
Philadelphia, PA 19103  
215 735 1137  
1800 354 8401  
www.travelguides.com/bb/reserve

**Appel’s B&B Society Hill**  
414 Spruce St  
Philadelphia PA 19106  
215 925 5460