

## CONTINUING EDUCATION PROGRAMS | Fall 2018 POLICY GUIDE

**IMPORTANT:** Review the following information prior to your first class. By registering for a Continuing Education class or event, you agree to abide by the policies and regulations detailed in this document. Retain this guide.

**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 3<sup>rd</sup> floor of the Samuel M.V. Hamilton Building. Visit, call **215-972-7632**, or email [continuinged@pafa.edu](mailto:continuinged@pafa.edu) for information and assistance. For the latest information about classes, events and special offers, visit [www.pafa.edu/ce](http://www.pafa.edu/ce).

**Please Note:** No classes will take place during Thanksgiving Break, Thursday, November 22 – Sunday, November 25. See course descriptions for additional schedule information.

### 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 Class** must obtain a PAFA student photo ID and validation sticker on their first day of class. *See instructions below.*
- **Students registered for a Master Class or Workshop** will receive a temporary (non-photo) ID on their first day of class. Please show this card at the Visitor Services Desk upon entering PAFA's buildings. Students enrolled in off-campus landscape courses and workshops do not need a PAFA ID.
- **Students registered for High School Saturday Classes** will have their photo ID cards made during their first day of class.
- **Multi-Week 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 (3<sup>rd</sup> 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 during the times below on your first day of class.** *Please check in at the Visitor Services Desk at either school entrance for first-day morning access until your card is made.*

- **Monday – Thursday Classes: 12 – 1:30 pm & 5 – 6 pm**
- **Friday – Saturday 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. **Visit the CE office located on the 3<sup>rd</sup> floor of the Samuel M.V. Hamilton Building** (enter through the School Entrance on Lenfest Plaza) to verify your enrollment and obtain a Fall 2018 validation sticker for your ID.
3. **CE staff will direct you to the photo ID facilities**, located directly inside the neighboring Historic Landmark Building's School Entrance (on Lenfest Plaza/Cherry St.), where security staff will take your photo and print your card. **Place your Fall 2018 sticker on the front of your card** to signify that it is valid for the current semester.

#### Using Your ID for Building Access

**Students must 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.**

**Your photo ID card is also 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.

#### Replacement IDs

There is a \$5 fee to replace lost, stolen or damaged IDs. Visit the CE office to pay the fee and receive a validation sticker.

## 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 or 1.5 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 \(www.pafa.org/transcript\)](http://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 courses that run 12 or more weeks or the **second class** for courses that run 10 weeks or fewer. No refunds can be 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](mailto:continuinged@pafa.edu)) to the Continuing Education Programs office. A **\$30 administrative fee will be assessed per dropped course, \$50 per master class and \$15 per workshop.** Tuition refunds will be adjusted according to the following schedule (less the administrative fee), unless otherwise indicated:

### **12- and 14-Week Courses**

*Prior to one week before the 1st class* .....100%  
*After the above, prior to the 2nd class* ..... .75%  
*After the above, prior to the 3rd class* ..... .50%  
*After the above*.....0%

### **Short/Condensed Courses (10 or fewer weeks)**

*Prior to one week before the 1st class* .....100%  
*After the above, prior to the 2nd class* ..... .50%  
*After the above*.....0%

### **Workshops**

*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)

## COURSE CANCELLATIONS

If minimum enrollment is not met, a class will be cancelled on, or shortly after, its registration deadline. Students will be notified by phone and/ or email and may choose to transfer into another class or receive a full tuition and fee refund. **Early registration helps prevent course cancellation!**

## HIGH SCHOOL STUDENT ENROLLMENT

Teens in grades 9 – 12 are encouraged to enroll in PAFA's Pre-College Programs. High school students aged 15 years or older 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](http://www.pafa.edu/highschool).

## TUITION DISCOUNTS AND SCHOLARSHIP OPPORTUNITIES\*

- **Membership 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.
- **Referral Discounts** – 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*).
- **CE Community Scholarships** – Available by application to assist students who demonstrate financial need and dedication to their art. Download an application from [pafa.edu/ce](http://pafa.edu/ce). **Application deadline: Monday, September 10.**
- **High School Student Scholarships** – Available to assists students enrolling in Saturday High School Classes. Visit [pafa.edu/highschool](http://pafa.edu/highschool) for more information and to download an application. **Application Deadline: Friday, September 14.**

\* *Lab/materials and locker fees are not discounted. Other Restrictions may apply. Call 215-972-7632 for questions.*

## CLASSROOM/CAMPUS POLICIES

- Students are required to use odorless solvents, i.e. *Turpenoid*. **NO TURPENTINE.**
- Spray fixatives must be used outdoors or in the 10<sup>th</sup> 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.

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 is outlined in the PAFA Student Policies: [www.pafa.org/student-handbook](http://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 Policies, 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. Passenger elevators in both buildings move between floors of galleries and classrooms. 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](http://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 a.m.
- **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](http://septa.org) or [ridepatco.org](http://ridepatco.org). Discounted parking is available at the *Parkway Corporation* garage at Broad & Race Streets and the lot at 15<sup>th</sup> 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](http://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 2018 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 3<sup>rd</sup> 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. **Please keep lock on the locker door during class time** – do not carry your lock to classrooms or other locations.
5. Your locker must be emptied immediately **after your last class, or no later than December 21.** PAFA is not responsible for items left past the above dates. **After emptying your locker, please lock the door.**
6. Students may be subject to replacement fees for lost locks or locks not returned to locker doors at the end of the semester.

# 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

<https://le-meridien.marriott.com/hotel-directory/>

*\*Around the corner from PAFA; nearest to school*

### Holiday Inn Express Philadelphia-Midtown

1305 Walnut Street  
Philadelphia, PA 19107  
(215) 735-9300

<https://www.ihg.com/holidayinnexpress/hotels/us/en/philadelphia/phlmt/hoteldetail>

### Hampton Inn

1301 Race Street  
Philadelphia, PA 19107  
1 888 874 3405  
215 665 9100  
[www.Hampton-inn.com](http://www.Hampton-inn.com)  
(near Chinatown)

### Aloft Philadelphia Downtown

101 N Broad St, Philadelphia,  
PA 19107  
215-282-5000  
<http://www.aloftphiladelphiadowntown.com>

### The Logan

1 Logan Square  
Philadelphia PA 19103  
1 800 810 5053  
215 963 1500  
[www.theloganhotel.com](http://www.theloganhotel.com)

### Embassy Suites

1776 Benjamin Franklin Parkway  
Philadelphia PA 19103  
215 561 1776  
[www.hilton.com](http://www.hilton.com)

### Courtyard by Marriot

21 North Juniper Street  
Philadelphia PA 19107  
215 496 3200  
[www.courtyard.com](http://www.courtyard.com)

### Hilton Garden Inn

1100 Arch Street  
Philadelphia PA 19107  
215 923 0100  
[www.hilton.com](http://www.hilton.com)  
(near Chinatown)

### Home2 Suites by Hilton Philadelphia - Convention Center

1200 Arch Street  
Philadelphia, PA 19107  
215-627-1850  
[home2suites3.hilton.com](http://home2suites3.hilton.com)  
*\* offers extended stay amenities*

### The Ritz-Carlton

10 Avenue of the Arts  
Philadelphia PA 19102  
215 523 8000  
[www.ritzcarlton.com](http://www.ritzcarlton.com)

### Marriot Hotel

1201 Market Street  
Philadelphia, PA 19107  
215 625 2900  
Fax: 215 625 6000  
[www.marriott.com](http://www.marriott.com)

### Loews Philadelphia Hotel

1200 Market Street  
Philadelphia, PA 19107  
215 627 1200  
[www.loewhotels.com](http://www.loewhotels.com)

## Dormitories

### International House of Philadelphia

3701 Chestnut Street  
Philadelphia, PA 19104  
215 895 6552  
info@ihphilly.org  
[www.ihousephilly.org](http://www.ihousephilly.org)

### Apple Hostels

32 S. Bank St.  
Philadelphia, PA 19106  
(215) 922-0222  
[www.applehostels.com](http://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](http://www.travelguides.com/bb/reserve)

### Appel's B&B Society Hill

414 Spruce St  
Philadelphia PA 19106  
215 925 5460