

PAFA STUDENT ID INSTRUCTIONS

Welcome to PAFA! In order to ensure school access and other privileges as an enrolled CE student, you must obtain either a **permanent photo ID** (*for multi-week courses*) or **temporary/paper card** (*for workshops*).

Note: Your PAFA ID confers school access and benefits **for the length of your course(s)**.

Eligibility:

- **If you are a new student registered for a Multi-Week Class**, you must obtain a PAFA student photo ID and validation sticker on your first day of class. *See instructions below.*
- **If you are a Multi-Week Class registrant with a PAFA photo ID from a previous semester/year**, you 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.*
- **If you are registered for only a Workshop or Master Class**, you will receive a temporary (non-photo) ID on your first day of class. Please show this card at the Visitor Services Desk upon entering PAFA's buildings. *Admittance to the school is permitted on the first day until cards are issued in class by the instructor – please check in at the Visitor Services Desk upon entering.*
- **If you are enrolled in an off-campus landscape course or workshop**, you will not need a PAFA ID card.
- **If you are a pre-college student registered for a High School Saturday Class**, you will have your photo ID card made during your first day of class.

How to Obtain a New PAFA Photo ID Card:

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 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 above, please call the CE office at 215-972-7632 to set up an appointment.

2. **Visit the CE office located on the 3rd floor of the Samuel M.V. Hamilton Building** (enter through the School Entrance on Lenfest Plaza) to verify your enrollment and obtain a Spring 2019 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 Spring 2019 sticker on the front of your card** to signify that it is valid for the current semester.

Access and Benefits:

- **For building access:** Students must scan their IDs at the Visitor Services Desk when entering and exiting the Samuel M.V. Hamilton Building, and present their IDs when entering the Historic Landmark Building.
- **For floor access in the Hamilton Building:** 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.
- **For additional benefits:** Present your card for free admission to the [PAFA museum](#), for a 10% discount at [Tableau](#) café (first floor, Samuel M.V. Hamilton Building), and to register for borrowing privileges at the [PAFA library](#) (fifth floor, Samuel M.V. Hamilton Building).

Replacement IDs:

There is a \$5 fee to replace lost, stolen or damaged IDs. Visit the CE office for payment.

INFORMATION AND POLICY GUIDE

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

BASIC INFORMATION

Contact Us:

Please don't hesitate to contact us for questions, concerns or course advice.

- **PHONE:** 215-972-7632
- **EMAIL:** continuinged@pafa.edu
- **ONLINE:** Visit www.pafa.edu/ce for the latest information about classes, events and special offers
- **VISIT:** The Continuing Education Programs Office is located on the 3rd floor of the Samuel M.V. Hamilton Building (128 N. Broad Street). Enter the building through the School Entrance on Lenfest Plaza.

Dates to Remember:

- **Spring CE Semester:** January 22 – April 21
- **Spring Break:** Monday, March 4 – Sunday, March 10. **Please Note:** Twelve- and Fourteen-Week Classes do not meet during Spring Break; however Short/Condensed Courses will run through the break, unless otherwise noted on their course materials lists.
- **Continuing Education Programs Annual Student Juried Exhibition:** June 20 – July 18. Students enrolled in CE classes during the Spring 2018 – Spring 2019 semesters are eligible to enter. (Some restrictions apply.) A detailed prospectus will be available in March 2019. Visit www.pafa.edu/ce-show.

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](http://www.pafa.org/transcript) (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) 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, Group Critique, Gallery-Going

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 can be downloaded from, or submitted online through, www.pafa.edu/highschool-saturdays.

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. **Application deadline: Friday, January 4.**
- **High School Student Scholarships** – Available to assist students enrolling in Saturday High School Classes. Visit www.pafa.edu/highschool-saturdays for more information and to download an application. **Application Deadline: Friday, January 18.**

* *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 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.

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.

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 -- 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 or ridepatco.org. Discounted parking is available at the Parkway Corporation Garage at Broad & Race Streets and Lot at 15th and Cherry Streets. Be sure to get your parking ticket validated at any PAFA security desk for the discount. Look up locations and rates at www.parkwaycorp.com.

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.

Spring 2019 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. **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 April 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, 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
(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

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 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
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