

TYLER SCHOOL OF ART

STUDENT
HANDBOOK

SUMMER
2019

PRE-COLLEGE PROGRAMS

Welcome to the Tyler School of Art

We're excited to have you join us this summer for the 2019 Tyler School of Art Pre-College Programs! This handbook is intended to help guide you in getting ready for your time at Temple, and to also be a valuable resource throughout the program. This handbook will cover policies and procedures and other practical items such as what to pack, course expectations, life inside the studio, and living on campus. We encourage you and your parents or guardians to familiarize yourselves with the information in this handbook.

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Tyler School of Art Overview

Mission

The Tyler School of Art educates and inspires students to be active participants in society with the highest aspirations for creative and social achievement, individual expression, scholarly discovery and innovation.

Vision

Learning at Tyler is a profoundly transformative process in which students exceed their own expectations as creators, scholars, educators, and active citizens. Tyler prepares students to make valuable contributions in a range of fields through the strength of their creative and technical skills, their ability to visualize solutions to problems and their personal vision informed by social and civic responsibility.

Who We Are

We are a community of makers and thinkers from many practices, cultures, and backgrounds inspired and connected by the shared experience of transformative learning. We are part of a large, urban, public research university where students and faculty engage with the world's most urgent and complex issues. Our students learn how to be leaders prepared to navigate the opportunities and challenges of local and global societies as artists, designers, educators, scholars, organizational leaders, and in newly emerging occupations.

Our Core Values

- Equity and inclusivity. We understand diversity as a strength and are committed to challenging prejudice and inequality within our school and in society at large.
- Accessibility. We create opportunity that includes those who otherwise would not consider art, education and design as career paths.
- Public engagement. We believe creative practice plays a critical role in addressing the collective concerns of our city and our global environment. Education must actively engage with relevant cultural and ethical issues.
- Exploration. We encourage curiosity, divergent thinking and multiple approaches to problem solving. We seek to understand and play a part in the ongoing global evolution of the roles of creators and scholars.

How We Teach and Learn

- Students develop sophisticated practical skills, using both state-of-the-art equipment and traditional materials, and learn how to navigate multiple public and private-sector worlds without sacrificing individual creativity.
- The Tyler experience integrates research and production with professional practice and civic engagement, collectively and individually, through fieldwork, internships, service learning projects and entrepreneurial activities. We draw on our home city of Philadelphia for rich, accessible cultural and historical resources and offer unique opportunities for meaningful engagement with important urban issues.
- Undergraduates explore a breadth of experiences, media and technologies that provides a foundation for intensive study within a chosen discipline. Graduate students have access to a unique array of physical and intellectual resources within and beyond their chosen fields of

study. All students explore the histories and theories of their disciplines and a wide spectrum of material, theoretical, technological and aesthetic approaches.

- Students and professors work side-by-side on projects and research with historical, aesthetic, environmental and social impact. Through their own work, faculty members demonstrate how creative practice and scholarship are process-oriented and research-based.

Campus Map



Tyler Pre-College Programs Expectations & Policies

Tyler School of Art's Office of Pre-College Programs is committed to educating, motivating, and inspiring high school students from across the country and around the globe in a structured campus environment. We are dedicated to offering each student a challenging and meaningful pre-college experience in an academic atmosphere.

As a Tyler Pre-College student, you will be a member of the Temple University community with certain rights and responsibilities. We expect you to meet the highest conduct of our standards by behaving as a responsible young adult in a mature, trustworthy and safe manner. The decisions you make should reflect the values, principles and regulations mandated by the university to enhance your experience and the experience of your peers and the Summer Pre-College faculty and staff.

Financial Policies

Registration and Payment

All students must be registered for and paid in full for the Tyler Pre-College Programs prior to the start of their program. Registration for the Tyler Pre-College Programs can be completed online, by phone, or in person.

- To register online go to tyler.temple.edu, look for "Teen & Pre-College Programs" under "Continuing Education", and follow the link on the specific class page you are interested in registering for.
- To register by phone, call the Tyler Pre-College Programs office at 215-777-9010
- To register in person, come to the Continuing Education office located on the first floor of Tyler School of Art, 2001 North 13th Street, Philadelphia PA, 19122. The building entrance is located on Norris Street between 12th and 13th streets.
- Tuition checks should be made out to "Temple University" and mailed to:

Attn: Pre-College Programs
Tyler School of Art, Temple University
2001 N 13th Street
Philadelphia, PA 19122

Tuition Refund Policy

Tyler School of Art will issue a full refund, less the \$50 drop fee, provided a written withdrawal notice is emailed or mailed to the Pre-College Programs office. Mail can be sent to the address above, and email can be sent to tyler.conted@temple.edu.

Any withdrawal notice must be received 14 days prior to the first day of class for a full refund. Students who wish to withdraw fewer than 14 days before the first day of class will be issued a 50% refund, less the \$50 drop fee, following the above procedure. **NO refunds will be issued after the first class meeting.** If tuition has been paid by check, please allow 45 days for the refund process. If tuition has been charged to a credit card, please allow 14 days for the refund process.

Cancellation of a Class

Tyler School of Art reserves the right to cancel a class due to low enrollment. Students will be given the option of enrolling in an alternate choice, or receiving a full refund.

Course and Classroom Policies

Attendance and participation

Classes and workshops will be held each weekday from 9:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 3:30 p.m. Students are expected to come to every class prepared and ready to work. Please discuss with the instructor in advance if you will be late, need to leave early, or miss class. Work time is limited to the length of class and a short open studio time at the end of the day. In order to get the most out of your time here, it is necessary that you attend the full-length of every class period. Your participation during class is extremely important because it informs every instructor about your understanding of the subject.

The studio safety policies will be discussed thoroughly on the first day of class. No open-toed shoes are allowed in any of Tyler's studios. No food is permitted in any classroom, and cell phones must be away during class time. Earbuds and headphones are only permitted during class time with your instructor's permission.

Student access to the Tyler facilities is limited to the hours that classes are in session and the open studio time at the end of the day. **Students may not enter any Tyler classrooms, studios, or buildings after 4:30 pm.**

Disability Disclosure

Any student who has a need for accommodation based on the impact of a physical or intellectual disability, or a learning difference should contact Assistant Director of Tyler Pre-College Programs, Laura Hricko at laura.hricko@temple.edu, to privately discuss the specific situation as soon as possible.

Supplies

Supply lists are on the Tyler Pre-College Programs website at: tyler.temple.edu. Click on the class you are attending and scroll to the bottom of the webpage where it says "SUPPLY LIST". **Students should come prepared with their supplies on the first day of class!**

For students attending the Visual Studies Academy

You will find your supply lists for your afternoon studio art workshop by following the above directions. If you are taking Mathematical Patterns, your textbook will be provided to you as an online resource. If you are taking Youth Cultures, you will need to purchase the following textbook:

- *Goths, Gamers, and Grrrls: Deviance and Youth Subcultures*
By R. Haenfler
ISBN: 978-0190276614

You should obtain this textbook prior to your arrival on campus. It is sold in the Temple University bookstore, as well as on Amazon, Textbooks.com, etc. The other school supplies you will need for this program are a standard notebook, pens, highlighters, etc. You may bring a laptop computer if

you have one, but please know that Temple University has over 200 computer labs so bringing a personal computer to help complete homework assignments is not required.

Field Trips

Several of Tyler's Pre-College Programs include field trips as part of the curriculum. Every student attending a class that includes field trips will receive a **Field Trip Permission Form** before the start of the program. This form will give details on the locations and dates of the trips, as well as the list of items students should plan to bring. We use public transportation with a SEPTA Key Card for the majority of our field trips. The Field Trip Permission form will list the amount of money needed for the SEPTA Key Card. Our Tyler instructors will assist any student in purchasing a SEPTA Key Card who does not already have one. **In order to attend field trips, the Field Trip Permission Form must be completed by the student's guardian and returned to Tyler School of Art.**

Campus Life

ID and Entering Buildings

Every Tyler Pre-College student is issued a green rubber "Tyler School of Art" wristband when they sign-in on the first day of the programs. This green wristband functions as your ID, and notifies our building security that you are permitted to enter the building. **You must wear your green wristband every day of the program in order to enter the building.** If you lose your wristband or forget to wear it, you will have to sign-in with security by showing a photo ID, and come to the Continuing Education office in order to receive a new green wristband for the day.

For students staying on campus or attending the Visual Studies Academy

In addition to the "Tyler School of Art" green wristband, you will also receive a Temple OWLcard. The OWLcard is Temple University's ID card. Carry it with you whenever you are out and about on campus! Your OWLcard gives you access to campus buildings, on-campus printing, and stores your [Diamond Dollars](#), which are used to buy your meals at 100+ vendors around campus.

All Temple students are required to carry their OWLcard when on campus. You should submit your photo online so we can make your OWLcard, and you will receive your OWLcard on your first day in housing or the Visual Studies Academy.

Do not lend your OWLcard to anyone for any reason. If you lose your OWLcard, you must report it immediately at the OWLcard office at 215-204-3140 during normal business hours (8:30-5:00, Monday-Friday). If you lose your OWLcard outside of normal business hours, you must disable it by logging into TUportal and clicking on Diamond Dollars. You will be subject to a \$20 replacement fee for a new card. Once you are issued a new card, your old card will be invalid, even if it is later found.

Lunch

The café at Tyler does not serve food during the summer, but there are many food trucks that serve international cuisine on the Temple campus. A favorite food truck is the Crepe truck located right in front of Tyler! There are also a number of places to dine on Liacouras Walk, which the Tyler staff can direct students to find. While it is fun to explore the campus, it is important to always travel with a buddy. Lunch is approximately 45 minutes long, so students may prefer to bring a

brown-bag lunch. Food can be enjoyed outside on campus, or inside in Tyler's air-conditioned café. **No food is permitted in the studios.**

For information on meals for residential students staying with Temple Housing, and non-residential Visual Studies Academy students, see the section below on Residential Life.

Logging in to Campus Resources

If you are attending a Tyler program that requires computer access you will be assigned a Temple AccessNet username and password when you complete your registration process. Do not share your password with anyone. AccessNet accounts can be activated 30 days prior to the start of your programs. To activate your account:

1. Go to www.accounts.temple.edu
2. Click on the red link on the right hand side that says "Activate AccessNet account"
3. Enter your Last Name, 9-digit TUID*, and Date of Birth
*You should have received an email from Destiny1 with your TUID, and the above link. If you cannot locate your TUID, please call the Tyler Pre-College Programs office at the number listed in the Contact Section at the end of this handbook.
4. After submitting this information it can take up to 48 hours for you to be able to login from desktop machines on Temple's campus, but you should be able to connect to tusecurewireless on your phone immediately when on campus.

General Safety

Your safety is our main priority and we will provide you guidelines to ensure your safety, and the safety of others. We encourage you to reach out with any questions you may have to fully understand the policies associated with Tyler Summer Pre-College programs.

Students may not engage in disrespectful, exclusionary, discriminatory, or abusive behavior that disrupts and/or compromises the learning experience of others.

It is the student's responsibility to:

1. Foster academic honesty and an environment conducive to educational and artistic growth within the University free from unlawful harassment by other members of the community.
2. Foster the maintenance of physical and mental health, the safety and welfare of each member of the community; and
3. Respect the rights of others.

Emergency Contact, Medical Info, Medications:

Every student attending a Temple University Pre-College Program must complete the *Summer Camp Waivers and Releases* application connected to their Destiny One online registration account. If you have not already done so, you can complete this waiver by following the steps below:

In order to fill out your Medical Waiver, follow these steps:

1. Go to noncredit.temple.edu and log-in to your student account.

2. Select "My Applications" in the left menu column.
3. On the My Applications page, select *Summer Camp Waivers and Releases*
4. Fill out each page, saving as you go along. Be sure to press "submit" at the end.

If you are having difficulties filling out this application, please call us at 215-777-9010.

Please note: Students taking medications must be able to self-administer their medications. The Tyler School of Art and Temple Housing staffs will not be responsible for aiding students in administering medications. If a student takes a medication that requires assistance in administering, this will be done with the professionals at Temple Health Services, during normal business hours only.

Students will be allowed to possess and take medications on their own per the following conditions:

- Parents/Guardians must provide information on medications taken during the program by any student under the age of 18 in the *Summer Camp Waivers and Releases* application.
- The student's family must provide the medicine in its original pharmacy container labeled with the student's name, medicine name, dosage and time of consumption.
- Over-the-counter medications must be provided in their manufacturers' container.
- Students must keep their medicine in their possession. Tyler School of Art and Temple Housing staffs will not be responsible for the safekeeping of medications.

Code of Conduct

Responsibility for following University policies rests with all the members of the Temple community. Temple University strictly prohibits the following:

- Violation of any University policy, rule, or regulation published in hard copy or available electronically on the university website.
- Violation of any federal, state or local law.
- Unlawful possession, use, consumption, distribution or manufacture of drugs and alcohol on University property, or as part of any University activity.
- Traveling off campus without supervision from Pre-College staff.
- Smoking and/or the use of tobacco products inside any University buildings and within 25 feet of entrance and exit to facilities. Tobacco products include, but are not limited to: cigarettes, electronic-cigarettes (ex: Juul), cigars, water pipes, pipes, hookahs, and any other combustible or non-combustible tobacco products .
- Disruption or obstruction of University activities, on or off campus. Acts that may constitute disorderly conduct are limited to the following:
 - a. Engaging in fighting or threatening or violent behavior;
 - b. Making unreasonable or excessive noise; or
 - c. Creating a hazardous or physically offensive condition.
- Intentional or reckless written, verbal, physical, & sexual abuse, harassment, or intimidation
 - a. This includes community/social misconduct such as abusive use of social network sites, threat to injure or harm another or oneself, or discrimination.

- b. Violation of the University Policy on Preventing and Addressing Sexual Misconduct 04.82.02 which can be found on the University's policies and procedures webpage at <http://policies.temple.edu>. Sexual misconduct includes sexual assault, domestic violence, dating violence, stalking, and sexual exploitation.
- Intentional or reckless damage to or destruction of University property or private property
 - Theft of University property or private property.
 - Any lewd or indecent act, including public urination, which the Student knows or reasonably should know, is likely to be observed by others.
 - Provision of false or misleading information, verbally or in writing to the university or university personnel.
 - Use of another person's identity, password, identification number, University identification card, or any other form of identification.
 - Use, possession, sale or storage of articles and substances that endanger a person's health and/or safety in or on university premises. This includes but is not limited to, firearms (e.g. guns, pistols, rifles, stun guns, air rifles, pellet guns, etc.), fireworks, knives, weapons, ammunition, gunpowder, explosives, or other material containing flammable substances, as well as replicas of any such articles or substances. The university will confiscate any such articles.
 - Body modifications including but not limited to tattoos, piercings, and/or hair dyeing.
 - Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Tyler School of Art and Temple University reserve the right to withdraw any student from the Tyler Pre-College programs without issuing a refund if the student is found to be exhibiting behavior in violation of these stated policies.

Residential Life Information & Policies

Tyler Pre-College Programs offer on-campus residential arrangements through Temple University Housing for high school students attending our summer programs. The Pre-College Programs staff strive to tailor the residential experience to meet the needs of all participants, and to ensure that each individual has a sense of belonging at Temple University.

Staying on campus is one of the most exciting components of summer programs at Temple University! There are many opportunities for cultural, recreational, social and academic growth on the widespread, metropolitan Temple campus. Being a member within our community provides various opportunities for students to meet others, and enhance their connection with Temple University and the city of Philadelphia. Our programming model provides trips and activities targeted at building community, promoting academic success, wellness, and civic engagement opportunities.

Supervision and Staff

Temple University Housing will have 24/7 chaperones and a program coordinator assigned specifically to Temple Summer Pre-College programs. Additionally, all of the students that choose the residential experience will stay in a dormitory building designated specifically for minors on-campus.

Pre-College chaperones are current Temple University students, all of whom have previous experience as Resident Assistants in Temple residence halls and/or experience as a previous participant in a pre-college program and/or experience working in summer camps or with teens.

Chaperones will accompany Pre-College students to all on- and off-campus activities. No student may go off-campus without a chaperone.

In addition to the chaperones is a dedicated Summer Programs Residential Coordinator, who will live in the dorms for the duration of the programs, Jacquelyn Galati. Jacquelyn can be reached at jacquelyn.galati@temple.edu or at 845-857-4391.

Temple Summer Academy, Temple College 101, and Women in STEM are overseen by Maureen Saraco, Assistant Director of Summer & Special Programs. Maureen can be reached at maureen.saraco@temple.edu or at 215-204-2792.

Tyler Pre-College Programs (including Visual Studies Academy) are overseen by Laura Hricko, Assistant Director of Pre-College Programs & Continuing Education at Tyler School of Art. Laura can be reached at laura.hricko@temple.edu or 215-777-9010.

Moving In/Out & Orientation

Move in hours are designated from **2:00 to 4:00 p.m.** and you can arrive anytime within that window. The move in dates for the Tyler Pre-College Programs are the following:

- **Sunday, June 23:** Session I Pre-College Workshops, Session I Portfolio Boot Camp
- **Sunday, July 7:** Session II Pre-College Workshops, Session II Portfolio Boot Camp, Architecture Institute, Visual Studies Academy
- **Sunday, July 21:** Session III Pre-College Workshops, Session III Portfolio Boot Camp

You should first arrive at **1940 Residence Hall** at this address:

1940 Liacouras Walk (At Norris St. between Broad and 13th Streets)
Philadelphia, PA 19122

If you are driving:

If you will be dropped off by car, you and your parents/guardians can pull up to the residence hall to unload. Please do not block the crosswalk when pulling over to unload your car. Our staff will be waiting in the lobby to help you settle in. You may not leave your car in front of the building, and will have to move it to one of Temple's parking lots or garages. Locations for available garages can be found here [GARAGES & LOTS](#) and the closest lots are the Norris Street Lot (1961 N. Marvine St.) or the Liacouras Garage (1710 N. 15th Street).

If you are taking the bus or the subway:

1940 Residence Hall is located a short walk away from the Cecil B. Moore stop on SEPTA's Broad

Street Line. At the Cecil B. Moore station, walk 2 blocks north to Broad and Norris streets. Make a right on Norris Street, and you will see 1940 Residence Hall on the corner. If you are taking the bus, the 4 and 16 buses stop along Broad Street. You should exit at Norris Street and proceed east towards 13th Street, stopping at Liacouras Walk. The 23 bus also stops nearby on 12th Street (southbound) and 11th Street (northbound) at Polett Walk, Montgomery Avenue and Cecil B. Moore Avenue.

If you are flying:

If you will be flying into Philadelphia, we recommend you take the train from the PHL airport to Temple University. The **SEPTA Airport Line** train runs directly to the Temple University stop - here is a link to the [SUNDAY SCHEDULE](#). The address of the train station is 927 W. Berks Street. When you exit the train station, walk 4.5 blocks west towards Broad Street through campus until you arrive at Liacouras Walk. 1940 Residence Hall is between Berks and Norris streets. You may also want to consider taking a taxi from the Airport to 1940 Residence Hall. Taxis from the airport to Temple University campus charge a flat rate of \$28.50, not including tip. To get a taxi go to the Taxi Area located outside each luggage claim area.

Move-In Logistics

When you arrive, you will check in with the Pre-College Programs staff. You will be issued your key at this time, and can go upstairs to settle into your room and begin unpacking. Carts will be available to you if you need help bringing things into your room. **Please note that, because 1940 Residence Hall has been designated as minors only, parents will not be allowed upstairs.** This is in accordance with university policy that any adult allowed into the residence hall has to have proof of child abuse clearances, criminal background checks, and federal background checks on file with Temple University's human resources department.

Move-In Schedule

2:00 - 4:00 p.m.	Arrive, pick up key in residence hall, unpack
4:00 - approx. 5:30 p.m.	Student orientation (required for students, optional for guardians)
5:30 - 6:30 p.m.	Dinner
6:30 - 8:30 p.m.	Ice breakers and hall meeting
8:30 - 9:30 p.m.	Free time
9:30 - 10:00 p.m.	Return to rooms
10:30 p.m.	Lights out

Orientation and Hall Meetings

On your first day, students are required and parents are encouraged to participate in an orientation program. This program is designed to introduce you to the Pre-College Programs, to provide an overview of the curriculum, to review general conduct and safety policies, and to answer any questions or concerns you may have.

Additionally, each week, you will participate in a brief hall meeting on Sunday nights. This meeting will be run each week by your pre-college chaperones, who are current Temple students. The meeting is there to provide a space for you to prepare for the week ahead, reflect on the previous week, and address any questions or concerns.

Move-Out Schedule

The last day of each Tyler Pre-College program includes an all-student final show from 2:30 - 3:30pm. Family and friends are welcome to attend the final show reception! **Move-out hours are**

from 3:30 to 5:00 p.m. Carts will be provided again as needed, and keys must be turned in to Pre-College Programs or Conference Services staff. Move out dates are the following:

- **Friday, July 5:** Session I Pre-College Workshops, Session I Portfolio Boot Camp
- **Friday, July 19:** Session II Pre-College Workshops, Session II Portfolio Boot Camp, Architecture Institute, Visual Studies Academy
- **Friday, August 2:** Session III Pre-College Workshops, Session III Portfolio Boot Camp

You should leave your room clean and put back exactly how you found it. Residents are liable for any damages they may cause to their rooms, including but not limited to holes in the walls, chipped paint, damaged furniture, etc.

The cost for replacement, repair, correction, or damage to the unit or other University property will be assessed to the student(s) residing in the unit. Conference Services will determine the cost of repair or replacement due to damage or other loss for individual unit and all common areas. Temple University will determine the cost of repair or replacement due to damage or other loss for individual unit and all common areas. Conference Services will notify a student in writing of all damage, repair or replacement costs and assess all costs of repair or replacement directly to a student's University Account.

Students Staying for Multiple Sessions of Housing

Students staying on campus during Session I and Session II will be required to move out of the dorms the weekend between the end of Session I and the start of Session II. This is because there are no other pre-college programs on campus during this weekend, and it allows for clean-out of rooms and other residential preparations.

Students staying on campus during Session II and Session III have the option to move-out between Sessions, but this is not required. Students may remain on campus between Session II and Session III because there is a four week pre-college program that runs through that weekend. This means that staff and chaperones will remain on campus, and activities and programming will be planned for this time. For those students who choose not to move-out, you may be assigned a new roommate. There is a \$125 fee to cover the room/meals/activity costs for the two additional nights for those students who choose not to move-out between Session II and Session III.

About Your Residence Hall

1940 Residence Hall is located on Liacouras Walk between Berks and Norris streets. The building accommodates approximately 472 residents on 5 floors. 1940 includes game rooms, a TV lounge, a multipurpose room, and study and social areas, as well as computer and printing stations.

Convenience

1940 Residence Hall is located on Temple University's Main Campus, just a short walk away from all classroom buildings, dining, and recreation facilities.

Security

In addition to Summer & Special Programs staff, the Residence Hall is supervised by the Conference Services Office and the Office of University Housing and Residential Life. There will be a Front Desk manager on duty from 8 a.m. to 7 p.m. Monday through Friday, and from 10 a.m. to 2 p.m. on Saturdays. The building's entrance is also monitored 24/7 by Campus Security.

Keys

You will be issued a key to your room when you move in to begin the program. This key must be returned at the end of your program, and should not be shared with anyone else. A lost key is subject to a \$100 key replacement fee.

Amenities

1940 Residence Hall is air-conditioned, and also offers community microwaves, laundry rooms, and refrigerators. Students are also permitted to bring non-perishable snacks in secured, air-tight containers to keep in their rooms.

Floor Plans

Pre-College Programs function like a Living Learning Community (LLC), or a residential community where all residents share a common interest. Research has shown that students who live in LLCs experience many academic and social benefits. All Pre-College Program participants will live on the same floor(s). You may be assigned to one of two types of rooms:

Room Type	# of Students per Suite	# of Bedrooms	# of Bathrooms
Four-person	4	2	1 half bath (sink + toilet) 1 full bath (sink + shower)
Two-person	2	1	1 full bath (sink + shower + toilet)

More information about the floorplans available in 1940 Residence Hall can be found here:

<https://housing.temple.edu/campus-living/residence-halls/1940-residence-hall>

What's In Your Room

Your room will come equipped with:

- A twin XL bed (80" by 39")
- Dresser, closet, and/or wardrobe
- Desk
- Shades, curtains, or blinds for the windows

You may choose to bring additional items to campus to make you more comfortable. For a list of what we suggest (and what's not allowed), please review the "What to Bring (and What NOT to Bring)" list on the next page.

What to Pack (and What NOT to Pack)

This list is an overview of items that typically are used in a residence hall room. This is not an all-inclusive list; if you are unsure about an item, please contact Tyler Pre-College Programs.

Bedding & Personal Care Items

- Twin XL Size Sheet Set
- Pillow & Pillow Case
- Small Blanket (optional)
- Basic First-Aid Kit
- Contact Lens Supplies and/or glasses
- Facial Tissues
- Insurance Cards
- Medical Information
- Prescription medicine (copies of prescriptions)
- Shampoo & Conditioner
- Shaving Items
- Shower Shoes/Flip-flops
- Skin Lotion
- Soap/Shower Gel
- Sunscreen
- Toiletry Bag/Shower Caddy
- Towels/Washcloths

Appliances (Approved)

- Audio equipment w/ headphones
- Computer (laptop)
- Curling Iron or Hair Straightener (auto shut-off)

Activities/Events

- Athletic clothing
- Favorite sports t-shirt
- High school t-shirt
- Spending money (\$20 - \$40 per week)

Clothing

- Baseball hat
- Clothing that can get messy (for studio classes or outdoor activities)
- Everyday clothing (no offensive slogans)
- Bathing suit
- Laundry Bag/Hamper
- Laundry Detergent
- Raincoat/Umbrella
- Sleepwear
- Sunglasses

- Sneakers
- Undergarments
- Quarters for washer & dryer (\$1.75 per load for washer, \$1.75 per load for dryer)

For Classes and Studying

- Book bag
- General school supplies
- Books and supplies for your classes and/or workshops

Other

- Non-perishable snacks (optional)
- Secure storage for non-perishable snacks

DO NOT BRING

- Alcohol or illegal drugs
- Firearms/weapons, regardless of permits to carry
- High-wattage electrical appliances exceeding 50W (air conditioners, space heaters, heat lamps, or music amplifiers)
- Candles, incense, aromatherapy oil burners, or any devices using halogen bulbs or exposed heating elements, like toasters, convection ovens, hot plates, etc.
- Microwaves or mini-fridges
- Pets (other than certified service dog)
- Materials/mechanisms for lofting/raising beds
- Network equipment (wireless access points, routers, and hubs)
- 3M strips or anything that could remove paint from the walls
- Mace or pepper spray

Other Tips:

- Don't pack anything of value
- Label your things

Life in the Residence Halls

Room Arrangements and Roommates

Each Summer Pre-College student who chooses to live on campus will be assigned a roommate for the duration of their program. You will be asked to complete a brief roommate questionnaire online about your preferences regarding things like bedtime, study hours, etc. Every effort will be made to match people with common preferences. If you know another student with whom you would like to room with for the program, please notify Tyler staff at 215-777-9010 or tyler.conted@temple.edu.

Roommates will be assigned according to gender identity. Temple University promotes a diverse and inclusive community committed to the values of respect and dignity. The Pre-College Programs team strives to tailor the residential experience to meet the needs of all participants, and to ensure that each individual has a sense of belonging. Pre-College students who have concerns about their roommate match and/or housing arrangements in relation to their gender identity can request assistance. Please contact the Tyler Pre-College Programs office directly, at 215-777-9010 or tyler.conted@temple.edu. Students will not be asked to provide more information than is necessary. All inquiries will remain confidential between program staff and the Pre-College student.

Please complete your roommate questionnaire [HERE](#).

Meals

Summer housing fees cover your major meals while you are participating in any Tyler Pre-College program. This means that if you are a residential student you will have \$150/week added to your OwlCard in the form of Diamond Dollars to cover your breakfast, lunch, and dinner at the dining locations of your choice. **If you are a non-residential student attending the Visual Studies Academy** you will have \$50/week added to your OwlCard in the form of Diamond Dollars to cover your lunch at the dining locations of your choice.

The staff at the Esposito Dining Center is experienced in accommodating food allergies and dietary restrictions, so please ensure that you disclose any restrictions on your *Summer Camp Waivers and Releases* form (see Emergency Contact, Medical Info, and Medications on page 7). In addition to the Esposito Dining Center, the list of other vendors on campus who accept Diamond Dollars is extensive and can be found at <https://finance.temple.edu/buying-and-paying/paying-diamond-dollars/diamond-dollars-locations>

Students are responsible for monitoring the balance of their Diamond Dollars account. This can be done at any vendor location or by logging into TUportal, and clicking “Diamond Dollars” on the left. Students should bring extra spending money for snacks beyond the provided meals, as desired.

Schedule and Activities

Tyler Pre-College Programs are an opportunity to experience many facets of college life at Temple, from time in the classroom or studio to socializing with friends to exploring the city. Please see sample weekday and weekend schedules below.

Weekly schedules will be sent out to parents/guardians who provide an email address on Sundays so that parents will know what their students are doing each day.

Sample Weekday Schedule

8:30-9:30	Breakfast
9:30-12:00	AM Class
12:00-1:00	Lunch
1:00-3:30	PM Studio Class
3:30-5:00	Optional Open Studios at Tyler
5:00-5:30	Free time in residence hall
5:30-6:30	Dinner
6:30-10:00	Free time in residence hall for studying, socializing, etc. OR group activity
10:00	Return to rooms
10:30	Lights out

Sample Weekend Schedule

10:00-11:00	Brunch
11:00-11:45	Travel
11:45-4:00	Recreation day, field trip off-campus, etc.
4:00-5:00	Travel
5:00-6:30	Free time in residence hall
6:30-7:30	Dinner
7:30-10:30	Movie Night
10:30	Return to rooms
11:00	Lights Out

Guests and Leaving Campus

Only students staying with University Housing are permitted inside the residence halls. Family is allowed to assist students during move in and move out. However, we recommend that families allow their students to fully immerse themselves in the program. We find that too many visits from home can be disruptive and can prevent students from bonding with others. To streamline our program planning and for all students' safety, we are allowing students to leave campus for things like dinner with family on the following dates:

- Date 1: June 30
- Date 2: July 14
- Date 3: July 28

If you would like to leave campus at one of these times, you must give at least 24 hours' notice. Students must be signed out by a family member whose name and contact information is provided to Pre-College staff for the student's safety.

Internet Access

Visit <https://computerservices.temple.edu/wireless-campus> and follow the directions specific to your operating system to connect to Temple University's WiFi network, tusecurewireless. You will need your AccessNet username and password.

Mail

The U.S. Postal Service delivers mail (including packages) to each residence hall. Incoming mail to residents must be addressed with the full name of the student as known by the University. Nicknames or names other than those by which an individual is registered as a Temple University student should not be used on any mail in order to avoid delays. Incoming mail should be

addressed to students as listed below. Note: Do not include the phrase “Temple University” for mail to the Main Campus, as this will delay mail delivery.

Student Name
Residence Hall Name, Room #
Street
Philadelphia, PA 19122

Residential Life Policies

Community Living Standards

The following policies are provided for Pre-College students who will be living on campus with Temple University Housing. The following conduct is prohibited in the residence halls and any University sponsored housing site:

- Violation of the Guest Policy (as described under the Guest Policy on page 16)
- Failing to follow appropriate University Housing guest sign-in/sign-out procedures for parents/family on designated days.
- Failing to alert a pre-college chaperone if you will be returning late from class for any reason, or failing to respond to official pre-college communication via email or text message.
- Intentional interference with the rights, safety, reasonable comfort and convenience of one’s roommate(s) or other students.
- The intentional violation of the roommate/suitemate/apartment agreement that you will sign with your roommate during orientation/move-in.
- Engaging in behavior that violates quiet hours and/or courtesy hours; is disruptive and is likely to disturb other neighbors and community. Such behavior includes but is not limited to loud music/entertainment.
 - COURTESY HOURS IN UNIVERSITY HOUSING ARE DEFINED AS:
 - Hours outside the stated quiet hours' policy. Students are expected to be respectful of the community in regards to noise at all times.
 - QUIET HOURS IN UNIVERSITY HOUSING ARE DEFINED AS:
 - Sunday through Thursday: 10:00 P.M. to 10:00 A.M.
 - Friday and Saturday: 11:00 P.M. to 11:00 A.M.
- Failure to observe the Lights Out policy. The Lights Out policy means that every student should be in their own rooms, in bed, for the remainder of the night. After Lights Out, no student should leave their rooms or the floor their dorm room is located on except for in the event of an emergency. LIGHTS OUT each day will be at:
 - 10:30 P.M. on Sunday through Thursday
 - 11:00 P.M. on Friday and Saturday
- Entering someone else’s room without the student whose room it is being present.
- Failure to observe the Closed/Open Door policy. The Closed/Open Door policy states that students must close and lock their dorm room doors when they leave their room for the day, and leave their doors unlocked and open when they are in their rooms if it is before Lights Out.
- Smoking and/or the use of tobacco products inside residence hall and within 25 feet of entrance and exit to facilities. Tobacco products include, but are not limited to: cigarettes,

electronic-cigarettes (ex: Juul), cigars, water pipes, pipes, hookahs, and any other combustible or non-combustible tobacco products .

- Setting a fire, tampering with fire safety equipment, and/or causing false fire alarms.
- Possession of candles, incense, aromatherapy, oil burners, hookahs, and electronic cigarettes.
- Possessing pets of any kind within University Housing, except authorized guide dogs and other service animals.
- Lofting your bed.
- Storing or locking bicycles in any public area within University Housing. Bicycles will be allowed only in areas designated for them or in student rooms, but then only with the permission of the resident's roommate(s). Further, bicycles can't block any egress (i.e. doors or windows).
- Relocating or making unauthorized use of University furnishings.
- Applying paint, fixtures, or adhesive-backed items to any surface in University Housing
- Microwaves and mini refrigerators in students' rooms are not permitted. Community microwaves and refrigerators are available in the building.
- Using or possessing barbecues or gas grills in University Housing. For fire and health safety reasons, items that may be used to heat or cook food or beverages such as toasters, toaster ovens, hot plates, and electrical skillet are prohibited outside of kitchen areas.
- Opening or removing any security or regular screen, or using any window or balcony as a means of entrance to or exit from a University Housing building, except in an emergency.
- Playing sports including the use of water guns or water balloons anywhere within University Housing.

If you are found responsible for ANY violation(s) you are subject to the FULL RANGE OF SANCTIONS found in the Student Conduct Code, which includes removal from the residence halls and any University-sponsored housing site. Anyone removed from the facilities remains liable for all housing and/or meal plan fees and is not eligible for any refunds for the full occupancy period of the Housing License. The Student Conduct Code can be found online at the website listed below.

http://policies.temple.edu/getdoc.asp?policy_no=03.70.12

Campus Emergency & Security

Campus Safety Services

Our Campus Police Division has a staff of over 120 state-certified, professional law enforcement officers. Each has graduated from an accredited police academy. Police officers patrol the campus by foot, bicycle, and various vehicles 24 hours a day, 7 days a week, and security officers work in the residential facilities as well as various buildings throughout campus.

Campus Safety Tips

- Provide your cell phone number for periodic check-ins with your chaperones(s).
- Being aware of your surroundings is the key to staying safe!
- Do not venture off alone, either on or off campus. Use the buddy system for travel on campus and stay with a chaperone for travel off campus!
- Do not under any circumstances lend your Owl Card to anyone or leave it unattended (pertains to residential students and Visual Studies students only).
- Report suspicious or unfamiliar people in the hallways, lounges or restrooms to Campus Security, or any Pre-College staff member.
- Always keep your dorm room door locked and never lend your key to anyone (pertains to residential students only).

Weather Emergency

Tyler Pre-College Programs will follow the Temple University Weather Emergency policy. Please see www.temple.edu for information.

In an emergency, call Campus Police at 215-204-1234 or 911

There are also a number of blue emergency buttons around campus. Pressing one will alert Campus Police to your location.

Tyler Pre-College Programs Contact Information

Office of Pre-College Programs
Tyler School of Art, Temple University
2001 N 13th Street
Philadelphia, PA 19122

Email: Tyler.conted@temple.edu

Phone: 215.777.9010

After-Hours Emergencies:

- 845-857-4391 (Summer Programs Residential Coordinator - cell phone)
- 215-777-1940 (Residential Life main number)
- Email: precollege@temple.edu

STUDENT HANDBOOK SIGNATURE PAGE

I understand and agree to be held responsible for adhering to the regulations, policies, and procedures stated in Tyler School of Art Pre-College Programs Student Handbook. I understand that I am responsible to review and become familiar with the contents of this handbook to include the Student Code of Conduct and Community Living Standards.

I understand that I have the opportunity to ask questions of the Tyler Pre-College Programs staff about any portion of the Student Handbook, to include the Student Code of Conduct and Community Living Standards, which is unclear to me.

I further understand that violation of the Student Code of Conduct will be subject to disciplinary action up to and including expulsion from my Tyler Pre-College Program(s). Concurrent with more serious disciplinary matters (i.e. issuance of the sanction of probation, expulsion in abeyance, or expulsion), I understand that program administrators may notify my parents/guardian/emergency contacts.

If dismissed for a violation of the Student Code of Conduct, I understand that I will be academically withdrawn from Temple University and will receive no academic credit. Further, I understand that no refund will be paid for any portion of the program.

Student Signature

Student Printed Name

Date

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

Temple Representative Signature

Temple Representative Printed Name

Date