

TYLER SCHOOL OF ART

Pre-College Programs

STUDENT

HANDBOOK

SUMMER 2018



Tyler School of Art

# Welcome to the Tyler School of Art!

We're excited to have you join us this summer for the 2018 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.

•	<b>Tyler School of Art Overview</b> .....	3
•	<b>Campus Map</b> .....	4
•	<b>Tyler Pre-College Programs Expectations &amp; Policies</b> .....	5
	◇ Financial Policies.....	5-6
	» Registration & Payment	
	» Tuition Refund Policy	
	» Cancellation of a Class	
	◇ Course & Classroom Policies.....	6-7
	» Attendance & Participation	
	» Disability Disclosure	
	» Supplies	
	» Field Trips	
	◇ Campus Life .....	7-8
	» ID & Entering Buildings	
	» Lunch	
	» Logging in to Campus Resources	
	◇ General Safety.....	8-9
	» Emergency Contact, Medical Info, Medications	
	◇ Code of Conduct.....	9-10
•	<b>Residential Life Information &amp; Policies</b> .....	11
	◇ Supervision & Staff.....	11
	◇ Moving-In/Out & Orientation.....	11-13
	» If You Are Driving/Taking Public Transportation/Flying	
	» Move-In Logistics & Schedule	
	» Orientation & Hall Meetings	
	» Move-Out Schedule	
	◇ About Your Residence Hall.....	13-14
	» Security/Keys	
	» Amenities/Floor Plans	
	» Shower Schedule	
	» What's In Your Room	
	◇ What to Pack (& What NOT to Pack).....	15
	◇ Life in the Residence Halls.....	16-17
	» Room Arrangements & Roommates	
	» Meals	
	» Schedule & Activities	
	» Guests & Leaving Campus	
	» Internet Access & Mail	
	◇ Residential Life Policies.....	18-19
	» Community Living Standards	
•	<b>Campus Emergency &amp; Security</b> .....	20
	◇ Campus Safety Services.....	20
	◇ Campus Safety Tips.....	20
	◇ Weather Emergency.....	20
	◇ Campus Police Emergency Contact.....	20
	◇ Tyler Pre-College Programs Contact Info.....	20
•	<b>Student Handbook Signature Page</b> .....	21

# 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 artistic and social achievement, responsibility, 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 pressing and complex challenges. 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**

We view diversity as a strength, and we create opportunity that includes those who otherwise would not consider art, education, and design as career paths.

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.

We encourage curiosity, exploration, 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.

# Campus Map

## Buildings and Departments

1. 1300 Residence Hall (student housing)
2. 1700 N. Broad St.
3. 1810 Liacouras Walk (student services)
4. 1940 Residence Hall (student housing)
5. Alter Hall (business)
6. Anderson Hall (humanities)
7. Annenberg Hall (School of Media and Communication, Division of Theater, Film and Media Arts)
8. Architecture Building
9. Atlantic Terminal (privately developed student housing)
10. Avenue North complex
  - 10A. The Edge (privately developed student housing)
  - 10B. The Shops at Avenue North
  - 10C. Temple University Fitness (second floor)
11. Barrack Hall
12. Barton Hall (physical science)
  - 12A. Barton A
  - 12B. Barton B
13. Beury Hall (geology and chemistry)
14. Biology-Life Sciences Building
15. Campus Police Substations
  - 15A. Center Station
  - 15B. Morgan Hall Station
16. Campus Safety Services Administration
17. Campus Safety Services Security Station
18. Carnell Hall
19. Conwell Hall (admissions)
20. Conwell House
21. Edberg-Olson Football Practice Facility
22. Engineering Building
23. Entertainment and Community Education Center (home of WRTI)
24. Facilities Management Office
25. Founder's Garden
26. Howard Gittis Student Center
  - 26A. Student Center North
  - 26B. Student Center South
27. Gladfelter Hall (social sciences)
28. Hardwick Hall (student housing)
29. Elmira Jeffries (student housing)
30. Johnson Hall (student housing)
31. Kardon Building (privately developed student housing)
32. Klein Hall (James E. Beasley School of Law)
33. The Liacouras Center
  - 33A. Esther Boyer Theater
  - 33B. Independence Blue Cross Recreation Center
34. Mitchell and Hilarie Morgan Hall (student housing/food court)
35. Mitten Hall (Diamond Club)
36. Newman Center (Catholic center)
37. Oxford Village (privately developed student housing)
38. Paley Library
39. Peabody Hall (student housing)
40. Pearson and McGonigle Halls
41. Presser Hall (music)
42. Ritter Complex (education)
  - 42A. Ritter Hall Annex/ Kiva Auditorium
  - 42B. Walk Auditorium
43. Rock Hall
44. Edward H. Rosen Hillel Center for Jewish Life
45. Science, Education and Research Center
46. The Shops on Liacouras Walk
  - 46A and 46B. (Diamond Dollars)
47. Shusterman Hall
48. Small Business Development Center (1510 Cecil B. Moore Ave.)
49. Speakman Hall (tourism and hospitality management)
50. Sport and Recreation Fields
51. Subway Station and Plaza (SEPTA)
  - 51A. North entrance
  - 51B. South entrance
52. Sullivan Hall
53. TECH Center/Welcome Center
54. Temple Performing Arts Center
55. Temple Towers (student housing)
56. Temple U. Regional Rail Station (SEPTA)
57. Tomlinson Theater/ Randall Theater
58. Tuttleman Learning Center
59. Tyler School of Art
60. University Village (privately developed student housing)
61. The View at Montgomery (privately developed student housing)
62. Wachman Hall (computer science/mathematics)
63. Weiss Hall
64. James S. White Hall (student housing)



updated 5/7/15

# 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](http://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 Continuing Education 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 are to be made out to "Temple University" and mailed to:

Attn: Continuing Education  
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 Continuing Education office. Mail can be sent to the address above, and email can be sent to [tyler.conted@temple.edu](mailto:tyler.conted@temple.edu).

**Any withdrawal notice must be received the Monday prior to the first day of class for a full refund.** Prior to the second class, a 50% refund, less the \$50 drop fee, will be issued following the above procedure. **NO refunds will be issued after the second 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**

Students are expected to come to 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.

### **Disability Disclosure**

Any student who has a need for accommodation based on the impact of a disability should contact Assistant Director of Tyler Continuing Education, Laura Hricko at: [laura.hricko@temple.edu](mailto:laura.hricko@temple.edu), to privately discuss the specific situation as soon as possible.

### **Supplies**

Supply lists are on the Tyler Continuing Education website at: [tyler.temple.edu](http://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. The textbooks you will need for your academic course, Youth Cultures, are:

- *Youth Cultures: Exploring Underground America*

By A. Greenberg

ISBN: 978-0321241948

- *Goths, Gamers, and Grrrls: Deviance and Youth Subcultures*

By R. Haenfler

ISBN: 978-0190276614

You should obtain these books prior to your arrival on campus. They are 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 wrist band 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, and stores your meal plan and your Diamond Dollars, should you choose to add spending money accepted 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 on the weekends, 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 students attending the Visual Studies Academy**

If you are a non-residential student attending the Visual Studies Academy lunch will be provided each day in the Esposito Dining Hall! If you would prefer to get lunch at the food trucks or any of Temple's other dining locations, you must notify a Summer Academy staff member, travel with a buddy, and pay for that meal out of pocket.

**For information on meals for residential students staying with Temple Housing, see the section on Residential Life beginning on page 11.**

## **Logging in to Campus Resources**

If you are attending a Tyler program that requires computer access will be assigned a Temple AccessNet username and password when you complete your registration process. Do not share your password with anyone. To activate your account:

1. Go to [www.accounts.temple.edu](http://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 Continuing Education 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.

## **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:

1. Go to [noncredit.temple.edu](http://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 sections 1-9, and complete the checklist.
5. Section # 6 does not apply to our programs, for this section type n/a in the required boxes.

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 Tyler School of Art or Temple Housing 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, 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.
- 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.

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.

Summer Pre-College Program 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 Tyler Pre-College Programs or another residential pre-college program.

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

Summer Pre-College Housing is overseen by Maureen Saraco, Assistant Director of Summer & Special Programs. Maureen can be reached at [maureen.saraco@temple.edu](mailto:maureen.saraco@temple.edu) or at 215-204-2792.

Tyler Pre-College Programs are overseen by Laura Hricko, Assistant Director of Tyler Continuing Education. Laura can be reached at [laura.hricko@temple.edu](mailto: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 24:** Session I Pre-College Workshops, Session I Portfolio Boot Camp

**Sunday, July 8:** Session II Pre-College Workshops, Session II Portfolio Boot Camp, Session II Architecture Institute, Visual Studies Academy

**Sunday, July 22:** Session III Pre-College Workshops, Session III Portfolio Boot Camp,

You should first arrive at **Johnson and Hardwick Halls** at this address:

**2029 N. Broad Street  
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:**

Johnson and Hardwick Residence Halls are located a short walk away from the Cecil B. Moore stop on SEPTA's Broad Street Line. You should then walk 3 blocks north to Johnson and Hardwick Halls. If you are taking the bus, the 4 and 16 buses stop along Broad Street. You should exit at Norris Street and walk ½ block north. 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](#). We will have a housing chaperone meet you at the Temple train station if you notify the Tyler Continuing Education Office of your arrival time.

### **Move-In Logistics**

When you arrive, you will check in with the Office of Summer and Special 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.

### **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 and guardian 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 Tyler Pre-College Programs and residential experience, 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 summer 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. Parents and guardians are welcome to attend the final show reception. **Move-out hours are from 3:30 to 5:30 p.m.** Carts will be provided again as needed, and keys must be turned in to Summer and Special Programs or Residential Life staff.

Move out dates are the following:

**Friday, July 6:** Session I Pre-College Workshops, Session I Portfolio Boot Camp

**Friday, July 20:** Session II Pre-College Workshops, Session II Portfolio Boot Camp, Session II Architecture Institute, Visual Studies Academy

**Friday, August 3:** Session III Pre-College Workshops, Session III Portfolio Boot Camp, Session III Architecture Institute

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. University Housing and Residential Life 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. University Housing and Residential Life 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.

### **About Your Residence Hall**

Johnson and Hardwick Residence Halls are located on Broad Street between Norris and Diamond Sts. The building accommodates approximately 465 residents on 11 floors in each hall. The lower-level lounge is complete with three large-screen HD televisions and wi-fi connectivity, and plenty of pool tables, air hockey and ping pong.

### **Convenience**

Johnson and Hardwick Residence Halls are located on Temple University's Main Campus, just a short walk away from all classroom buildings and recreation facilities. The Louis J. Esposito Dining Court is located on the main level of the J/H complex.

### **Security**

In addition to Summer & Special Programs staff, the Residence Hall is supervised by 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 \$75 key replacement fee.

## **Amenities**

Each dorm room in the Johnson and Hardwick Residence Halls is air-conditioned. The buildings also feature community microwaves and laundry rooms. Mini fridges are not permitted. The dining hall is located on the first floor of the building. Students are also permitted to bring non-perishable snacks in secured containers. Bathrooms are communal style, with toilet stalls and shower stalls, and are segregated by gender.

## **Floor Plans**

Tyler Pre-College Programs will 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 Temple Pre-College Program participants will live on the same floor, and the floor will be segregated by gender with boys on one side and girls on the other.

## **Shower Schedule**

Johnson & Hardwick residence hall is the space designated for minors on campus this summer. This means that all residents in this building, with the exception of chaperones, will be under age 18. In order to ensure the privacy of residential students using communal bathrooms, showers will be scheduled separately according to gender.

## **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 page 15.

## What to Pack (and What NOT to Pack)

### **Bedding & Personal Care Items**

- Twin XL Size Sheet Set
- Pillow
- Pillow Case
- Small Blanket (optional)
- Basic First-Aid Kit
- Contact Lens Supplies
- 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 (automatic shut-off)

### **Activities/Events**

- Athletic clothing
- Favorite sports t-shirt
- High school t-shirt
- Spending money (\$75-\$100)

### **Clothing-Related**

- 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 (\$1.50 per load for washer, \$1.50 per load for dryer)

### **For Classes and Studying**

- Book bag
- General school supplies
- Textbook for Youth Cultures  
(Visual Studies only, see page 5)
- Supplies for specific studio classes  
(Tyler programs and Visual Studies only)

### **Other**

- Non-perishable snacks
- Secure storage for non-perishable snacks

### **DO NOT BRING**

- 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
- Pets (other than certified service dog)
- Any materials or mechanisms for lofting or raising beds above the standard height
- Network equipment (wireless access points, routers, and hubs)

### **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](mailto:tyler.conted@temple.edu)

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

### **Meals**

Summer housing fees cover your major meals while you are participating in any Tyler Pre-College program. That means that if you are a residential student, breakfast, lunch, and dinner will be provided for you in the Esposito Dining Hall. The dining hall staff 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 9).

There are also many food trucks on the Temple campus, and a number of places to dine on Liacouras Walk, which the Tyler Pre-College Programs staff can direct students to find. While it is fun to explore the campus, if students choose to eat lunch at another location besides the dining hall, they must notify a Summer Housing staff member, travel with a buddy, and pay for that meal out of pocket.

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 Studio Class (Visual Studies= 9:30-12:30 Youth Cultures)
12:00-1:00	Lunch (Visual Studies = 12:30-1:30 lunch)
1:00-3:30	PM Studio Class (Visual Studies= 1:30-4:00 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 at Ambler Campus OR Field Trip to museum
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: July 1**
- **Date 2: July 15**
- **Date 3: July 29**

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 Temple Summer Housing 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 Tyler Pre-College Programs 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 17)
- Failing to follow appropriate University Housing guest sign-in/sign-out procedures for parents/family on designated days.
- Failing to alert a Summer Housing chaperone if you will be returning late from class for any reason.
- 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: 11:30 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 (except to use the bathroom) 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, 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 are available on each floor.
- 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 skillets 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](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

- 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!
- 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 Tyler School of Art, Summer Housing or Residential Life 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](http://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

### **Continuing Education**

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:** 215-385-1500 or 215-204-7184 (Office of Housing & Residential Life)

# STUDENT HANDBOOK SIGNATURE PAGE

I understand and agree to be held responsible for adhering to the regulations, policies, and procedures stated in the 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 all Tyler Pre-College Programs. 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

\_\_\_\_\_  
Guardian Signature                      Guardian Printed Name                      Date

\_\_\_\_\_  
Temple Representative Signature                      Temple Representative Printed Name                      Date