As a multiplayer game hero in the well-designed game called Otis, I heeded the call to action and was transformed, totally leveled up, 1-upped.

—Lexi Vay ’12
Game Designer at Disney
NEW STUDENT CHECKLIST

What’s next?
This timeline will help you make a smooth transition to Otis.

2016

STEP 1
Reserve your space!
A. Submit the Intent to Register Form.
B. Log-in via Self-Service to complete the Enrollment Agreement Form (under the Student Records Tab) and pay the $250 non-refundable Tuition Deposit.
C. Enter your Emergency Notification Number (under the Personal Information Tab).

Please note, space availability is rolling after the May 1st priority deposit deadline.

STEP 2
Complete the Financial Aid process. Accept your aid award via Self-Service.

U.S. Citizens and Permanent Residents:
If you’ve not already applied for aid, visit www.fafsa.gov.

All inquiries regarding scholarships and financial aid should be submitted to otisaid@otis.edu, or call (310) 665-6880.

International students:
Submit the International Verification Form, the first step in obtaining an F-1 Visa. All I-20 questions should be directed to the Admissions Office at admissions@otis.edu, or call (310) 665-6820.

STEP 4
Take your Writing Placement Assessment Exam (WPA).
All new students (who have not completed a degree at an accredited institution where instruction was in English or have a score of 529 on SAT CR or 22 on the ACT) must complete the WPA online. Instructions will be sent to students with detailed information before the June 15th deadline outlined below.

STEP 5
Submit your Immunization and Family Information Forms. Email forms to admissionsoperations@otis.edu.

STEP 6
Tuition balance deadline, June 15th! Pay your Tuition Balance by logging-in to Self-Service. See page 12 of this guide for more information.

STEP 7
Foundation Students schedule your academic advising appointment!
Once your forms and tuition balance have been received and processed, you will be contacted by your academic department for one-on-one advising.
**Transfer Students** will be automatically placed in their courses by the Registration Office based on their transfer credits. Registration will contact students with instructions for elective courses if applicable.

**STEP 8**

**Registration!** Following your advising appointment, you will be officially registered for your first semester at Otis. Your course schedule will be e-mailed to you.

**STEP 9**

**Submit all final, official transcripts.** Final, official documents showing proof of graduation from high school and/or completion of all coursework from all institutions attended are required before the start of classes. Send transcripts to the Admissions Office.

**STEP 10**

**Attend orientation during O Week!** Please refer to the following dates and activities for O Week. Questions prior to your arrival should be directed to the Admissions Office at admissions@otis.edu, or call (310) 665-6820.

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**O WEEK - NEW STUDENT ORIENTATION**

**AUGUST 22 – 26**

See the complete schedule of O Week events.

**AUGUST 20**

**Housing Move-in**

**AUGUST 22**

**Family Day for Foundation and Foundation Transfer Students**

Bring your family and friends to campus as you kick-start your artistic journey with Otis. Food, fun, and important information will be provided.

**Registration for Foundation and Foundation Transfer Students**

If you did not complete all of the registration steps before August 12th, time will be allocated for advising and registration.

**AUGUST 23**

**Transfer Student Orientation**

Sophomore and Junior transfer students will receive a special day of fun and important information.

**Registration for Sophomore and Junior Transfer Students**

If you did not complete all of the registration steps before August 12th, time will be allocated for advising and registration.

**Free Day for Foundation and Foundation transfer students.**

**AUGUST 24**

**Off Campus Excursion**

Spend the day with your fellow Foundation, Transfer and Graduate students for sightseeing around Los Angeles.

**AUGUST 25**

**International Student Orientation**

International students will learn about U.S. immigration requirements, Otis international programs and services and how to adjust to life in Los Angeles.

**AUGUST 26**

**O BEACH**

Join us for a full day of fun activities at a nearby beach.

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To register, be sure you clear all holds. View holds under the Student Records tab in Self-Service.
The Office of Student Affairs supports holistic student development, engagement, and co-curricular learning through experiences that complement and enhance the artistic mission of Otis. Student reflection, self-discovery, and personal and career development are emphasized. Through events and activities, the office builds Otis’ vibrant community.

WHO IS STUDENT AFFAIRS?

Laura S. Kiralla, Ed.D.
Vice President for Student Success and Dean of Student Affairs
(310) 665-6961
lkiralla@otis.edu

Carol D. Branch, Ph.D.
Assistant Dean of Student Affairs
(310) 846-2554
cbranch@otis.edu

Julie Bryan
Executive Assistant
(310) 846-2585
j Bryan@otis.edu

Morgan Brown, M.Ed.
Director, Residence Life and Housing
(310) 846-2648
mbrown@otis.edu

Darren A. Grosch, M. Ed.
Director/PDSO, Center for International Education
(310) 665-6994
dgrosch@otis.edu

Angelina Lee
Assistant Director, Career Services
(310) 846-2583
alee@otis.edu

Donna Lee Oda, M.Ed.
Director, Career Services
(424) 207-2490
dleeoda@otis.edu

Mike Luna, M.S.
Director, Student Activities
(310) 846-2595
mluna@otis.edu

Bernard Pollard
On-Campus Student Employment Coordinator
(310) 846-2583
bpolliard@otis.edu

WELCOME TO THE OWL FAMILY

The Otis Owl was adopted as Otis’ official mascot in spring 2012. This new mascot embodies the spirit and wisdom of the student community. We welcome you into the Owl family and look forward to building our college traditions and future with you!
ON-CAMPUS HOUSING

Beginning fall 2016 Otis will provide new on-campus housing.

Students will be sharing furnished, two-bedroom units with a common space. Residents will have access to a laundry room on every floor. There will also be different lounges on each floor, including a kitchen, study lounge, and more.

Included are:

- Apartment Unit
- Fully Furnished Rooms
- Utilities: i.e. gas, water, electricity
- Cable TV and Wireless Internet
- Access to laundry rooms and lounge spaces
- Resident Assistant Supervision
- Community Programming

**Apply for on-campus housing here.**

FALL 2016 MOVE-IN DAY:

**AUGUST 20**

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<table>
<thead>
<tr>
<th>HOUSING</th>
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<tr>
<td>FALL 2016</td>
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<td>$4,900</td>
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<table>
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<th>BOARD</th>
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<tr>
<td>FALL 2016</td>
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<tr>
<td>MEALS PER WEEK</td>
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<tr>
<td>5</td>
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<td>10</td>
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<tr>
<td>14</td>
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<tr>
<td>17</td>
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</tbody>
</table>

| SPRING 2017 |
| MEALS PER WEEK | COST |
| 5 | $786 |
| 10 | $1587* |
| 14 | $2128** |
| 17 | $2436 |

* Required for all on-campus residential students entering as sophomore and junior transfer students and graduate students.

** Required for all on-campus residential students enrolled in the Foundation program.

Questions about housing? Contact the Office of Residence Life and Housing at (310) 846-2648 studenthousing@otis.edu
OFF-CAMPUS HOUSING

Obtaining appropriate housing is an important part of your transition. We offer services to help students who do not want, or do not qualify for, campus housing with their search. Included in this brochure are FAQs and resources for housing close to the main campus.

Q. What if I need short-term housing?
A. Many students reside in temporary housing before committing to a lease so that they can search for a comfortable environment. The Custom Hotel (adjacent to the Goldsmith Campus) offers a student rate, subject to availability. Please identify yourself as an Otis student. (310) 645-0400
www.customhotel.com

Q. How can I find out about roommates and apartments?
A. The Office of Residence Life and Housing offers classified ads which lists roommates and available housing options at: www.otis.edu/housing-residence-life. Local apartment agencies are also available for housing/roommate searches for a small fee. More information can be found by contacting the Office of Residence Life and Housing.

Q. What is the typical price for apartments?
A. Monthly rates vary depending on the area and type. Average monthly prices are as follows:
With roommate $1000
Private Studio/One-Bedroom $1500 and above

RENTAL WEBSITES

Top Picks by Otis Students:

www.airbnb.com
Short-term Housing

www.padmapper.com

www.zumper.com

The following databases contain a variety of rental vacancy information.

www.apartments.com

www.rentals.com

losangeles.craigslist.org
A resource for finding rental property and items for sale in Los Angeles and the Westside.

www.westsiderentals.com
The premier apartment rental service in Los Angeles and Orange County.

www.dailybreeze.com
Search the classifieds of the local Daily Breeze newspaper.

www.theargonautnewspaper.com
Community newspaper listing apartments close to campus.

Questions about housing? Contact the Office of Residence Life and Housing at (310) 846-2648
studenthousing@otis.edu
YOU @ OTIS

**DINING@OTIS – ONE CARD**

Starting in fall 2016, Otis will begin use of a campus-wide One Card system. One Card will be used for campus meal plans, purchases from the campus store, building access and more. More information about the One Card will be provided during Orientation.

**PEER MENTOR PROGRAM**

Part of the Otis First Year Experience is our Peer Mentor Program. Upon acceptance, you will select a sophomore, junior, or senior Otis student who will assist you in navigating your first year.

Contact:
Mike Luna, M.S.
Director of Student Activities
(310) 846-2595
activities@otis.edu

**FIRST YEAR EXPERIENCE**

The First Year Experience Program helps you successfully transition into the Otis community by enhancing your engagement, connecting curricular and co-curricular programs, introducing you to available resources, and fostering lifelong learning.

www.otis.edu/new-students-first-year-experience

**STUDENT LEARNING CENTER (SLC)**

The SLC offers Academic Support in the form of peer tutoring in English, Art History, and Math/Logic. Our trained tutors are graduate and undergraduate students who have been recommended for their position by Otis faculty members. If you desire assistance writing a paper, preparing for an exam, or understanding course readings, visit a member of our academic support team.

Many students struggle to adjust to the demands of life at college. The SLC can help you become a more independent learner. We will show you strategies that will start you on your way to academic success.

Some of the available learning resources include the following:

- Characteristics of Learners
- Note Taking
- Study Skills Self-Check
- Concentration
- Proofreading
- Test Taking Strategies
- Managing Your Time
- Remembering
- Tips for the First-Year Student
- Academic Dismissal
CAREER SERVICES
Career Services helps students and alumni develop lifelong skills for professional development by working with local, national, and international employers to cultivate internship and job opportunities.

Job Board
The online job board lists more than 8,000 available internships, freelance jobs, part-time and full time opportunities. You can search for jobs targeted to your academic major, upload your résumé for employer review and hire, and receive e-mails about programs and events on campus.

Services
Assistance obtaining on campus employment, one-on-one career counseling, resume and cover letter review, career assessments to help define your skills, interests, and values, major exploration, informational interviews, job and internship search, portfolio/reel reviews, mock interviewing, networking, and graduate school preparation.

Contact:
Career Services
www.otis.edu/careers
ccp@otis.edu
(424) 207-2490

S.H.I.P.

STUDENT HEALTH INSURANCE PLAN
We are committed to your wellness! You are automatically enrolled in the following:

Accident Insurance
Any accident or injury that occurs while enrolled may be covered through the student accident plan.

Travel Insurance
If you choose to study abroad, you will be covered by travel insurance to ensure your safety and well-being.

Student Health Insurance
All students are automatically enrolled in the Otis Student Health Insurance Program (SHIP).

During designated waiver periods each semester, you may waive out of the Otis Health Insurance plan. The health insurance coverage dates for Fall 2016 students are as follows:

Dates of Coverage – Fall 2016
August 23, 2016 – January 19, 2017

To waive Student Health Insurance, please complete the waiver process online here. The waiver needs to be submitted by September 9, 2016.

For details on student health insurance, visit www.otis.edu/health-insurance.
DISABILITY SERVICES

Students with Disabilities Services, or SDS, facilitates the provision of reasonable accommodations for students based on supporting documentation.

Students with Disabilities Services is dedicated to maintaining an environment that guarantees all students with disabilities the best access possible to the College’s educational programs, activities, and facilities.

Our goal is to enable students to fully participate in all academic, cultural, and social aspects of the Otis experience.

Contact:
Carol Branch, Ph.D.
Director, Student Resources Center and Title IX Coordinator
(310) 846-2554
cbranch@otis.edu

STUDENT HEALTH AND WELLNESS CENTER

Otis will be opening a brand new Student Health and Wellness Center starting fall 2016. A Physician and a nurse will be available to students for all of their health and wellness needs throughout the school year. More information will be provided during Orientation (O Week).

STUDENT COUNSELING SERVICES

Student Counseling Services provides counseling services, training opportunities, mental health outreach, and co-curricular activities designed to enhance students’ academic and artistic lives.

Counseling services include
Counseling
Awareness Events
Group Counseling
Referrals
Screenings, Assessments, and Testing

Contact:
Director, Student Counseling Services
(310) 665-6968

STUDENT COUNSELING SERVICES
SUPPLIES

Order books and supplies after you complete the registration process.

BOOKS

Purchase your textbooks and course readers online.

Find out what textbooks to order by reviewing the estimated price list available online at:
www.otis.edu/estimated-price-lists

Be aware that you will need your schedule, which means you cannot order books or readers until after you complete the registration process. **If a course is not listed, then you will not have to purchase texts or readers for that course.** If a course has “ALL” next to it, then students in all sections for that course need to purchase materials.

**Course readers are purchased through University Readers.**

**Students are free choose their textbook vendor.** A list of recommended textbook providers is listed online at: www.otis.edu/books-readers

Make sure you check the FAQ section for procedures on how to order your course materials, as well as the Estimated Price List section for a breakdown of costs for your class materials.
www.otis.edu/book-ordering-faq

For Foundation, call (310) 665-6900

For Liberal Arts and Sciences course materials, call (424) 207-2528 or e-mail las@otis.edu

For questions about studio course materials, contact your studio department.

ART SUPPLIES

For Foundation (first year) studio classes, download the New Student Guide and **Foundation Supply Kit List**

**First-week supplies**
Ask the Foundation faculty when you are being advised at New Student Course Advising.

**Art supplies for sophomores and second-semester sophomores**
Ask your studio faculty at Registration.
**FINANCIAL AID**

If you are a U.S. citizen or permanent resident, one way to handle the direct costs of tuition and fees is through financial aid.

To be considered for merit-based Otis grants or need-based financial aid (scholarships, grants, loans and work study jobs), you must have completed a FAFSA (Free Application for Federal Student Aid) [www.fafsa.gov](http://www.fafsa.gov)

**SCHOOL CODE: 001251**

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**U.S. CITIZENS/ PERMANENT RESIDENTS**

**STEP 1**
File your FAFSA
[www.fafsa.gov](http://www.fafsa.gov)
School Code: 001251

**STEP 2**
Once you have filed your FAFSA online, Otis’ Financial Aid Office will download your SAR (Student Aid Report) from the Federal website and will generate your award within two to three weeks. You will be notified that you have been awarded aid by e-mail. Log into Self-Service using your ID and PIN to access that award. Your ID and PIN are emailed directly to you from the Admissions Office.

**STEP 3**
The Financial Aid Office may contact you if verification is required. In some cases, you might be required to send additional documents to verify your financial information.

**STEP 4**
Log into [www.otis.edu/selfservice](http://www.otis.edu/selfservice) using your Otis ID and PIN. Accept your aid and visit your tuition statement to view your tuition balance. You must indicate that you “accept” aid for it to be deducted from tuition due.
Self-Service is an online account specific to each student. It contains your award overview, missing documentation, and a way to accept or decline your financial aid. It also offers services from the Registration and Student Accounts Offices. 

See [www.otis.edu/selfservice](http://www.otis.edu/selfservice)

LOGGING IN TO SELF-SERVICE FOR NEW STUDENTS

**STEP 1**
Select “Enter Secure Area” and login with your User ID and pin (hint: capital X on the User ID)”

**STEP 2**
Select the “Financial Aid” tab

**STEP 3**
Select “Award”

**STEP 4**
Select “Award by Aid Year”

**STEP 5**
Select the appropriate aid year

**STEP 6**
Select “Accept Award Offer” tab

If there is nothing listed under this tab, then additional documents are needed, or your aid is still in process.

LOGIN PINS

Self-Service login pins are provided to students via email and in their accept package. Please email admissions@otis.edu if you did not receive a login PIN or ID number.
Financial Aid funds will be credited to your account at the start of each semester. Funds are disbursed 50% for the first semester and 50% for the second semester as mandated by the Federal government.

Funds in excess of tuition and fees will be refunded to you (or your parent, in the case of a PLUS Loan unless otherwise indicated).

IF YOU’RE ACCEPTING LOANS

**STEP 1**
Log on with your FSA ID at [www.studentloans.gov](http://www.studentloans.gov)

**STEP 2**
Complete Master Promissory Note

**STEP 3**
Complete Loan Entrance Counseling

IF YOU ARE THE RECIPIENT OF A CAL GRANT B:

**STEP 1**
Go to [www.otis.edu/finaid](http://www.otis.edu/finaid) “Forms and Publications”

**STEP 2**
Complete and submit the Cal Grant B Subsistence Form to the Financial Aid Office

IF YOUR PARENT IS ACCEPTING A PLUS LOAN:

**STEP 1**
Your parent need to log on with his/her FSA ID at [www.studentloans.gov](http://www.studentloans.gov)

**STEP 2**
Complete Credit Approval
Sign in and click on “Request a Direct PLUS Loan”

**STEP 3**
Complete Master Promissory Note for PLUS loan.
TYPES OF FINANCIAL AID

Before accepting your aid award offer, you should consider the various types of aid that are available to you and what this can mean for you and your family. See www.otis.edu/finaid and click “types of aid.”

Questions about loan options?
Contact the Financial Aid Office
(310) 665-6880
otisaid@otis.edu

SCHOLARSHIPS AND GRANTS

Scholarships and grants are aid that does not need to be repaid. This is the best type of aid to receive and it’s often referred to as “free money.” You’ll definitely want to accept any scholarships and grants that are offered.

PLUS LOANS

Parent PLUS loans are available to parents of undergraduate students. They are based on credit, the applicant needs to have good credit and be approved. PLUS loans have a higher interest than the subsidized and unsubsidized loans, and you must request a deferment if you’d like to begin repayment after graduation. Please note, however, that interest will keep accruing on a PLUS loan while you’re not making payments, and the interest starts as soon as the funds are disbursed to the College. PLUS loans can be used to pay off your tuition balance and for education-related expenses such as housing, books and supplies, and so on.

PRIVATE EDUCATIONAL LOANS

Private educational loans are also available but are not listed on your award offer. These loans are based on credit. If your credit is not good enough you’ll need a co-signer. Various banks offer private educational loans, and their terms vary. You can borrow a private loan to pay for your tuition balance and receive additional funds for other education-related expenses such as housing, books and supplies, and so on. For more information about private loans, go to www.otis.edu/financial-aid-office/private-loans.

FEDERAL WORK-STUDY

If you are offered Federal work-study, understand that these funds will not lower your tuition cost. You earn these funds as you work and receive payment when you submit your hours like in any other job. Work-study jobs are not guaranteed. They are first-come, first-served. Please contact the Center for Creative Professions for information on how to obtain a work-study job.
TUITION PAYMENT OPTIONS AND POLICIES

Questions?
Contact the Student Accounts Office
(310) 846-5736
studentaccounts@otis.edu

TUITION STATEMENTS
Find out how much you owe
On Otis Self-Service, view your tuition statement. This statement calculates tuition and fees, and subtracts financial aid or payments you have made to tell you how much you owe or if you are owed a refund. Domestic students can access their balance if they pay each semester or their monthly payments if they opt to use the payment plan. International students can access their balance for each semester minus any scholarships they have been awarded.

TUITION BALANCE
To Calculate Your Balance Due

<table>
<thead>
<tr>
<th>Direct Costs (Tuition and Fees)</th>
<th>Financial Aid/ Payments Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>(minus)</td>
<td>(equals) Balance Due</td>
</tr>
</tbody>
</table>

View your current balance at www.otis.edu/selfservice

IF YOU HAVE PAID YOUR TUITION DEPOSIT

STEP 1
Login with your Otis ID and password (hint: Capital X on the ID number)

STEP 2
Select “Student Records”

STEP 3
Select “Tuition Statement”

STEP 4
Select the appropriate semester and “Submit”

IF YOU HAVE NOT PAID A TUITION DEPOSIT, BUT HAVE BEEN AWARDED FINANCIAL AID

STEP 1
Login with your Otis ID and password (hint: capital X on the ID number)

STEP 2
Select “Financial Aid”

STEP 3
Select “Award”

STEP 4
Select “Award by Aid Year”

STEP 5
Select the appropriate aid year (2014–15)

STEP 6
Select the tab “Accept Award Offer”

STEP 7
Select “Tuition Statement” (located at the bottom of the page)

STEP 8
Select the appropriate year and “Submit”

Questions?
Contact the Student Accounts Office
(310) 846-5736
studentaccounts@otis.edu

For the most current costs, see www.otis.edu/tuition-fees
You can see your balance due by logging into Self-Service at www.otis.edu/selfservice and following the path to the Tuition Statement.

The statement reflects your direct costs, payments, accepted financial aid, and balance due, or Financial Aid refund. For help on how to read and understand your Tuition Statement, please contact the Student Accounts Office.

If you have not paid a tuition deposit, you must deposit before you can pay tuition. The deposit will be deducted from your balance due.

NOTE

*An amount within parentheses, "($50.00)" represents Financial Aid refund.
TUITION PAYMENT

TUITION DEADLINES

For Fall Semester
JUNE 15

For Spring Semester
DECEMBER 15

TUITION STATEMENTS

For the most up-to-date tuition information, please see your tuition statement at Otis Self-Service, or contact the Student Accounts staff at (310) 846-5736 or studentaccounts@otis.edu.

Questions about the status of your refund and/or your account?
Contact the Student Accounts Office
(310) 846-5736
studentaccounts@otis.edu

RECEIVING A FINANCIAL AID REFUND

WHAT IS A FINANCIAL AID REFUND?
If you have a credit balance (when aid or payments posted to your account exceed the total of tuition and fees), you are eligible for a Financial Aid refund. Funds are posted to your account according to when they are received. To find out if you will receive a Financial Aid refund, please refer to your Tuition Statement.

WHAT IF I NEED EMERGENCY FUNDS?
Can I get my a Financial Aid refund sooner?
No. We process Financial Aid refunds as quickly as possible. Most often refunds are delayed because the necessary paper work was not completed on time. Plan ahead of time to cover the expenses that occur in the first several weeks of school. If absolutely necessary, you can ask Student Affairs office about an emergency loan.

HOW DO I GET MY FINANCIAL AID REFUND?

STEP 1
Make sure that your financial aid file is complete and you have completed all the necessary steps to obtain a loan. You can visit the Financial Aid Office or call or e-mail to verify this.

STEP 2
Make sure that your mailing address is up to date before you register (this ensures that your Refund Selection Kit is mailed to the correct address). Your Refund Selection Kit includes your Personal Code to select your refund preference at RefundSelection.com.

WHEN WILL I GET MY FINANCIAL AID REFUND?
In most cases, you will receive your Financial Aid refund during the first week of class. When your account has come to a credit balance, your Financial Aid Refund is processed and sent to you according to your selected preference.

You must be at a credit balance to receive a Financial Aid refund.

* Parents who would like to have their PLUS loan refunds sent to the student must indicate so when completing the “request for a Direct PLUS Loan” online. Contact Financial Aid with questions about PLUS loans.

WHAT CAN DELAY MY FINANCIAL AID REFUND?
An incorrect address on file with the Registration office or an incomplete financial aid process could delay your Financial Aid refund from being processed.
You can pay tuition each semester or use the monthly payment plan.

**A: PAY THE BALANCE EACH SEMESTER**

**Pay Online**
Login to OTIS Self-Service, select the Student Records tab and select "Student Account/Payments/Charges/History". Select the "Make Payment" link to make Credit Card (includes 2.75% fee) or Electronic Check payments (no fee).

**Send a Wire Transfer** - see details on page 21

**Mail Payment**
Mail a check, money order or cashier’s check directly to the college:
Otis College of Art and Design
Attention: Student Accounts
9045 Lincoln Blvd. Los Angeles, CA 90045

**Note: Please view your account balance after you have fully registered for the semester to see if there are any additional charges that need to be paid.**

**B: USE THE MONTHLY PAYMENT PLAN**

International students must pay the balance due each semester and are not eligible for the payment plan.

**Spread your payments throughout the semester.** (U.S. Citizens and Permanent Residents Only)

The Installment Payment Plan, is an interest-free monthly payment plan. Rather than paying your full tuition balance at the start of each semester, you make monthly payments that are spread over the semester. There is an enrollment fee included in your first payment.

To enroll in the Installment Payment Plan, login to Otis Self-Service and follow this path: select the “Student Records” tab —> “Student Account/Payments/Charges/History” —> “Installment Payment Plans” —> enter your term balance due (found on your Tuition Statement) and follow the prompts to complete your enrollment. Once the payment is made, the account is activated. Payments are due on the first of the month.
TUITION REFUND POLICY

In order to be eligible for tuition refund consideration, you must officially withdraw by completing and submitting a Change of Status form (available from the Office of Registration and Records), with required signatures, to the Office of Registration and Records. The official date of withdrawal used in calculating tuition refunds is your last date of attendance as determined by the Registrar. Tuition refunds are distributed according to eligibility categories and dates published each year in The Hoot (course catalog). Students dismissed from Otis for disciplinary reasons forfeit the right to claim refunds of tuition and fees.

WIRE TRANSFERS

Wire transfers should be made through the following:

City National Bank
606 South Olive St
Los Angeles, CA 90014

Bank Account: #016–427799
ABA #122016066

Swift Code: CINAUS6L
Telex #CINAUSLA 825717

Please include the student’s name and Otis ID number so that the funds are applied to the correct student account.

DELINQUENT ACCOUNTS

Delinquent accounts are referred to an outside collection agency.

REGISTRATION

All previous semesters’ account balances must be at a zero balance in order for you to register for the upcoming semester.

Grade reports and/or academic transcripts will not be released if there is an outstanding balance on your account.

Fall tuition and fees are due June 15, regardless of when you register for classes.

RETURNED ITEMS

The fee for a check returned unpaid by the bank is $50.00. All returned checks/e-checks must be replaced with cash, cashier’s check, money order, wire transfer, or credit card within five (5) business days.

If a check/e-check is returned, your check/e-check writing privileges will be suspended for one calendar year. All further transactions must be in the form of cash, cashier’s check, money order, wire transfer, or credit card online.

CREDIT CARD PAYMENTS

Credit card payments will incur a 2.75% fee, electronic checks (ACH) are FREE. You cannot pay using a credit card in person; all credit card payments are processed online in Otis Self-Service through your Student Account Online.
Otis College of Art and Design is proud that 23% of our students are International Students. We want to make sure that you have a good transition to college and know how Otis supports you.

Questions about being an international student? Visit the Center for International Education at www.otis.edu/international-students or call the admissions office at (310) 665-6820.

**APPLICATION FOR AN F-1 VISA**

**Contact your local U.S. Consulate or Embassy** to inquire about the visa procedures for your country. A list of Consulates and embassies can be found at usEmbassy.state.gov.

**Upon receipt of your Form I-20, make an appointment for a visa interview** as instructed by the U.S. Embassy or Consulate.

**Complete the required visa application forms.**

**Pay the visa application fee** as described by your local U.S. Embassy or Consulate.

**Pay the SEVIS I-901 Fee.** If you are applying for initial attendance at Otis College, to change your status or filing for reinstatement, you must pay the $200 SEVIS processing fee. This fee must be paid such that your payment is processed no later than three business days in advance of your visa interview appointment. You can submit this form and pay this fee electronically at www.fmjfee.com with a credit card.

**CANADIAN CITIZENS**

Canadian citizens do not need a visa, but simply present the I-20, SEVIS fee receipt, financial documentation, and proof of admission to Otis College of Art and Design to the immigration officer at the U.S. port of entry. A passport may be required depending on your method of travel. For more information, visit the U.S. Department of State’s travel pages.

**IMPORTANT DATES**

**AUGUST 20**

**Housing Move-In Day**

If you have been accepted into the Otis Student Housing, arrive no later than August 20.

**AUGUST 26, 2016**

The last date to arrive on campus.

**AUGUST 29, 2016**

**Classes Begin**
ARRIVAL INFORMATION

TIMING OF ARRIVAL
As soon as your visa has been approved, you should book your flight ticket to arrive at the Los Angeles International Airport. If you have been accepted into the Otis Student Housing, arrive no later than August 20. However, the last date to arrive on campus is August 26.

AIRPORT GROUND TRANSPORTATION
If you are arriving at Los Angeles International Airport (LAX), there are several shuttle and shared-ride vans available to get you to your destination. These include, though are not limited to: Super Shuttle and Prime Time Shuttle. You can ask where and when to board a shuttle van by using the courtesy phones available near baggage claim. The cost of a shuttle from LAX to Los Angeles is approximately $15–$35, in some cases more, including a recommended tip for the driver. An alternative to shared shuttles and vans are taxis or Uber.

The Custom Hotel Shuttle can be booked 24hrs in advance and costs $5.00.

CHECK-IN WITH OTIS
Within 24 hours of your arrival, be prepared to report to the Otis Registration Office with the following documents for check-in.

NEW ARRIVALS FROM OUTSIDE THE U.S.

STEP 1
Check-in at the Otis Registration Office

STEP 2
Bring and submit a photocopy of your signed I-20, F-1 Visa, Passport, and Print-out of your I-94

STEP 3
Report your U.S. Address to the Registration Office by completing form AR11. This action must be completed with-in 10 days of your arrival.

INTERNATIONAL STUDENTS ARRIVING FROM INSIDE THE U.S.

STEP 1
Obtain your new form I-20 from Otis College of Art and Design

STEP 2
Sign your name on page 1, line 11 on your new I-20

STEP 3
Bring and submit a photocopy of you signed I-20, F-1 Visa, Passport, and Print-out of your I-94 to the Registration Office

STEP 4
Report your U.S. Address to the Registration Office by completing form AR11. This action must be completed with-in 10 days of your arrival.

CAMPUS HOUSING

HOMESTAY
This option offers you the opportunity to live with an American family. Learn firsthand what family life in the United States is like. Homestay is a great way to make friends and improve English skills. Every homestay is different—some families have children and others do not, some families provide the student with a room and home-cooked meals, and others provide the room only.

HOMESTAY PROVIDERS
Global Students Services
www.global-student-service.com

Universal Student Housing
www.usaish.com
Q: HOW DO I KNOW IF I AM AN INTERNATIONAL STUDENT?
You are considered an “international” or “nonimmigrant” applicant if you need a visa to reside and study in the United States. If you are a U.S. citizen or permanent resident you will not be considered an international applicant even if you currently reside outside of the U.S.

Q: WHAT IS A VISA?
A visa represents permission from the Department of State for the bearer to enter the United States in a particular visa category. Those who wish to come to the U.S. as students or scholars, and have been issued the Form SEVIS I-20 by an educational institution or sponsor, are eligible for the F-1 visa. Once a visa is issued, it appears in one page of the passport, it is machine readable, and many times includes a photo of the bearer. The visa has a period of validity that the bearer should be aware of and indicates the number of times that it can be used, either “multiple” (M) or a limited number such as “1” or “2.”

Q: HOW DO I GET A VISA AND HOW EARLY SHOULD I APPLY FOR ONE?
Since visa requirements and processing times are not the same in every country, you should contact the U.S. Embassy in your home country.

The following link will help you find the closest Embassy or Consulate to you: usembassy.state.gov (If you do not reside in your home country at the moment, you can still apply for an American Visa at the nearest American Embassy or Consulate.)

You may apply for your F-1 student visa up to 1-20 days before your program start date.

Q: WHAT IS AN I-20 FORM?
The I-20 is a very important document. You must have a valid and active I-20 while you are in the U.S. as an F-1 student. This form allows you to apply for a visa and to enter and re-enter the U.S. It also shows what, where, and when you are studying, and it must be current at all times. Otis is required to report any changes you make to your study program, your name, or your address to the U.S. Department of Homeland Security through the Student and Exchange Visitor Information System (SEVIS). The I-20 is one of your most important immigration documents while in the U.S. and is updated every semester.

There are two categories of U.S. visas: immigrant and nonimmigrant. Immigrant visas are for people who intend to live permanently in the U.S. Nonimmigrant visas are for people with permanent residence outside the U.S. but who wish to be in the U.S. on a temporary basis—for tourism, medical treatment, business, temporary work, or study. More information on student visas can be found at travel.state.gov/content/travel/english.html
Q: AFTER OTIS HAS RECEIVED ALL MY APPLICATION DOCUMENTS, WHEN WILL I RECEIVE MY I-20 FORM?

We will send you your I-20 form from Otis via DHL once we’ve received all the required documents. If you have a current I-20, we will issue your new I-20 after your SEVIS record is transferred to our institution.

Q: CAN I THROW AWAY MY I-20 FROM MY FORMER SCHOOL?

No, don’t throw away any of your I-20s. You have to keep all I-20s from every school you have attended as a permanent record of your immigration status in the U.S. Sometimes, the U.S. Citizenship and Immigration Services will ask you to show your old I-20, so please staple all I-20s together and keep them with your passport.

Q: WHEN SHOULD I ARRIVE IN LOS ANGELES?

You can enter no sooner than 30 days prior to the start of the term, and we recommend arriving no less than one week prior to the start of school. If you have been accepted into the Otis Student Housing, arrive no later than August 20 or 21, your Housing Move-In date. However, the last date to arrive on campus is August 26. Students are required to report to the Otis Registration Office with your immigration documents prepared.

Q: WHAT HAPPENS IF MY F-1 VISA EXPIRES WHILE I’M STILL STUDYING IN THE U.S.?

The visa stamp in your passport is an “entry permit” only, so you need not be concerned if it expires once you have already entered the U.S. If you plan to travel out of the U.S. and re-enter, however, you will need to go to the U.S. Consulate (preferably in your home country) and apply for a new F-1 visa. You will need to provide proof of sufficient funding to cover your tuition and living expenses and a signed SEVIS I-20 showing that you have maintained your F-1 status. An official transcript and proof of your close ties to your home country are also recommended. The U.S. Embassy is not obliged to issue you a new visa.
INTERNATIONAL STUDENT VERIFICATION

OBTAINING YOUR I-20 DOCUMENT

Whether you are currently in the U.S., or have never even visited, one of the most important parts of your college experience as an International Student is obtaining the correct visa and maintaining your status. Now that you have been admitted, verifying your status and obtaining your I-20 from Otis should be one of your first priorities.

1. Have been accepted to Otis’ BFA program.

2. Submit the Statement of Intention to Register Form and the nonrefundable tuition deposit of U.S. $250.

3. Complete all five sections (A–D) of the International Student Verification Form included in your acceptance packet. You must sign this form. Your sponsor (if applicable) must either sign this form or submit a letter of sponsorship.

4. Submit a copy of the identification page of your passport. Your passport must be current and valid; if you have an extension, please provide us with a copy of the extension page. If you are currently in the U.S., you must also submit a copy of your current visa, I-94 card (front and back side), and your current I-20.

5. Submit an official bank statement verifying funds. You may submit more than one bank statement. We collect financial information that indicates funds to complete one academic year at Otis. All statements must be original documents, not faxes or photocopies.

6. If you are currently enrolled at another institution within the U.S., you must verify that you are eligible to transfer, and have your home school transfer your SEVIS record to Otis. PART C1 of Otis’ International Student Verification Form must be filled out by both you AND your home school. Your SEVIS record must be released after you complete your coursework at your home school, but BEFORE you register for courses at Otis.

7. If you are bringing a dependent (for example, spouse or child) to the U.S., you must verify additional funds per dependent.

F-1 VISA STUDENTS

United States federal law requires verification that F-1 Visa international students have sufficient financial resources to pay all educational and living expenses while attending Otis College of Art and Design.

F-1 Visa students are not permitted to work while in the United States unless they have been authorized to do so. Any unauthorized employment by an F-1 Visa student constitutes a failure to maintain status.
The SEVIS fee (U.S. $200) is required by the U.S. Department of Homeland Security for all international students issued an initial I-20 on or after October 27, 2008. A continuing student or exchange visitor who received a Form I-20 or DS-2019 dated prior to September 1, 2004, and has not completed their schooling or exchange visitor program, and has maintained status does not need to pay the SEVIS I-901 fee.

You will need to fill out the Form I-901 with information from your Form I-20 and pay the required fee. The I-901 form and SEVIS fee can be paid online or by sending a paper version.

- Completing the form online will help ensure that you provide all the information in the correct format. This also helps speed processing. Complete the Form I-901 at [www.fmjfee.com](http://www.fmjfee.com)
- Download and print the PDF version of the Form I-901 at [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901). If you do not have Internet access, please contact us for a copy of the form. Forms are not available at a U.S. Consulate or Embassy.

**SEVIS I-901**

**I-901 FEE PAYMENT**

You can pay your fee by credit or debit card if you are submitting your form online. If you pay by credit or debit card, print out a receipt if you need one immediately. Otherwise, a receipt will be sent by mail.

You can pay by international money order or check drawn on a financial institution in the U.S. and payable in U.S. currency. Checks are accepted subject to collection. If the bank on which it is drawn does not honor the check, you will be charged a $35 fee.

To pay by Western Union Quick Pay, contact your local Western Union office. Western Union can collect the SEVIS I-901 fee in local currency along with the required I-901 form data and will electronically transmit the payment. Your Western Union receipt will serve as immediate proof-of-payment for a visa interview. Further instructions and a sample of a Western Union form can be found at [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901)

We recommend that you carefully read the instructions for this payment option, and bring a printed copy of the instructions and sample form with you to the Western Union agent to ensure correct processing of your payment.

After receiving your I-20, it is recommended that you pay the SEVIS fee no later than three business days before your visa interview. Mailed payments must be sent in a manner that assures arrival at the address listed on the I-901 at least three business days before your visa interview.

Please note that the SEVIS fee is nonrefundable. If you have any further questions, please check [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901)

**PREPARE AND BRING THE FOLLOWING TO YOUR VISA INTERVIEW**

- A passport valid for at least six months
- SEVIS Fee Receipt
- Form I-20 (sign the form under Item 11)
- Otis College admission letter
- Application Packet: Bring all original documents. Be sure to include proof of secondary education completion or equivalent
- Completed visa application forms
- Two photographs in the prescribed format specified at [www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html](http://www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)
- A receipt for the visa application fee
- A receipt for the SEVIS fee
- Financial evidence that shows you have sufficient funds to cover your tuition and living expenses for the first year of your studies. This evidence may be your personal funds or funds given to you by a sponsor or family members.
- Any supplemental information that proves you intend to return to your home country upon finishing your educational program in the U.S. This may include proof of property, family, or other ties to your community.

For detailed information about the SEVIS I-901 form and fee, please visit the SEVP website [www.ice.gov/sevis/i901/faq4.htm](http://www.ice.gov/sevis/i901/faq4.htm)
Established in 1995, the Honors Program invites 15–17 students each year to take their Liberal Arts and Sciences coursework at an accelerated pace and in an academically challenging environment. A special application for admission to the program is required.

Successful completion of the Honors Program is noted on the transcript and is especially advantageous for students who are looking ahead to graduate school.

THE HONORS PROGRAM

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THE HONORS PROGRAM IS ACCEPTING APPLICATIONS FOR FALL.

See application in your admitted student packet, or email admissionsoperations@otis.edu for an application.

DEADLINE: JUNE 24

E-mail your essay to: admissionsoperations@otis.edu

An information session about the Honors Program takes place at each Registration session.

Questions about the program?
(310) 846-2588
las@otis.edu

HONORS PROGRAM FACT SHEET

- The Honors Program is a unique component of the curriculum offering an opportunity for qualified students to take some of their Liberal Studies coursework in an accelerated and more academically challenging environment.

- The program accepts 15–17 Foundation students based on GPA, SAT scores, an application, and writing sample. Transfer students are not eligible.

- In place of the mainstream English, Art History, and Cultural Studies classes, Honors students take a year-long, Interdisciplinary course that is thematic and team-taught.

- Students who opt for the Honors track enter all majors, but as a group they share some common characteristics. They are critical thinkers who enjoy reading, writing, and vigorous discussion. They are self-motivated, willing to engage in outside research, and self-confident about taking a stand on intellectual issues.

- If you enjoy challenging classes with lively debate and are looking for an opportunity to continue that experience, then you should consider applying for the Honors Program.

- Successful completion of the Honors Program will be noted on your transcript and is advantageous for those who are looking ahead to graduate school. Otis Honors students have been very successful in both studio and Liberal Studies work, and have distinguished themselves as graduates.
TRANSFER CREDIT

The Admissions Office will send you a transfer evaluation that indicates the number of transfer credits Otis has accepted.

The studio units transferred will define your actual class level as follows:

- **Foundation** (first year) students have completed 0–29 semester units.
- **Sophomores** have completed 30–62 semester units.
- **Juniors** have completed 63–68 semester units.

CHOOSING YOUR MAJOR AFTER FOUNDATION

Some major programs may have limited space available and may require a portfolio review and minimum GPA for acceptance. We encourage you to consider more than one possible major. If you have questions, contact the Admissions Office.

PRIORITY DATES FOR REGISTRATION

After your first term, you will register online (after advising by faculty), and your registration time slot will be prioritized based on your actual class level—the number of units you have completed. Priority starts with seniors and ends with Foundation students. It is important to make up any deficiencies in your actual class level in order to be given first choice of courses when you register for future terms. You will be able to register for core requirements, regardless of the unit requirement listed here.

COURSEWORK DEFICIENCIES—CHECK YOUR TRANSFER EVALUATION

The studio curriculum and your portfolio define the level at which you are admitted. In some cases, students may be deficient in General Education or specific studio coursework. The transfer evaluation will include a list of courses in which you are deficient from the Foundation (and/or sophomore) curriculum. If you enter with deficiencies, you may not graduate with your class. Many students opt to complete additional coursework prior to enrolling. Please contact the Admissions Office to see which courses at your current college may fulfill these requirements.

CHOOSING A MAJOR
IMMUNIZATION FORMS MUST BESubmitted BEFORE THE START OF CLASSES.

If you submit the Exemption Affidavit Regarding Immunizations, you must still submit a record of a recent Tuberculosis (TB) screening.

To enroll at Otis, you must submit a record of Measles, Mumps, and Rubella (MMR) immunizations and a recent TB screening. Download Immunization Record Form (PDF) here. Completed Immunization forms must be emailed to admissionsoperations@otis.edu before the start of classes.

How to fulfill this requirement:
• Ask your doctor to fill out and sign/date Sections A and B of the Immunization Record form. It’s ready to submit to Otis.
OR
• Fill out the top of the Immunization Record Form and attach a copy of your personal immunization record which shows the dates you received the two doses of the MMR vaccine and your recent TB screening. Submit the white Otis form and attached copy pages.

If your immunization record is incomplete:
Perhaps you have your MMR record but no recent TB record, or you have a recent TB but no MMR. You should visit your doctor or health clinic and have the required vaccinations or screening. The doctor will fill out and sign/date the white Otis form and you’ll be ready to submit.

MMR immunization exemption form:
You may claim an exemption from the MMR immunization for medical, religious, or philosophical reasons. Fill out and sign the Exemption Affidavit in the packet of forms. You must still submit a record of a recent TB screening. Submit the exemption form and TB screening record together.
## FALL 2016
**AUGUST 29 – DECEMBER 7**

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Open Registration</td>
<td>Monday, Apr. 18 – Friday, May 13</td>
</tr>
<tr>
<td>Registration Payment Deadline</td>
<td>Wednesday, Jun. 15</td>
</tr>
<tr>
<td>Late Registration ($275 late fee)</td>
<td>Monday, Aug. 1 – Friday, Aug. 26</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Monday, Aug. 29</td>
</tr>
<tr>
<td>Course Add Deadline</td>
<td>Tuesday, Sept. 6</td>
</tr>
<tr>
<td>Independent Study Proposal Deadline</td>
<td>Tuesday, Sept. 6</td>
</tr>
<tr>
<td>Course Drop Deadline</td>
<td>Tuesday, Sept. 13</td>
</tr>
<tr>
<td>First Quarter Warnings</td>
<td>Tuesday, Sept. 20 – Monday, Sept. 26</td>
</tr>
<tr>
<td>Midterm Exams &amp; Warnings</td>
<td>Tuesday, Oct. 11 – Monday, Oct. 17</td>
</tr>
<tr>
<td>Course Withdrawal Deadline</td>
<td>Friday, Nov. 4</td>
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<tr>
<td>Third Quarter Warnings</td>
<td>Wednesday, Nov. 9 – Tuesday, Nov. 15</td>
</tr>
<tr>
<td>Spring Registration Begins</td>
<td>Monday, Nov. 21</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Monday, Dec. 12 – Saturday, Dec. 17</td>
</tr>
<tr>
<td>Spring Payment Deadline</td>
<td>Thursday, Dec. 15 ($275 late fee after this date)</td>
</tr>
<tr>
<td>Spring Open Registration Deadline</td>
<td>Thursday, Dec. 15 ($275 late fee after this date)</td>
</tr>
<tr>
<td>Classes End</td>
<td>Saturday, Dec. 17</td>
</tr>
</tbody>
</table>

**Holidays**
- Labor Day                                          | Monday, Sept. 5                            |
- Election Day                                        | Tuesday, Nov. 8                            |
- Thanksgiving Break                                  | Wednesday, Nov. 23 – Sunday, Nov. 27       |

## SPRING 2017
**JANUARY 17 – MAY 9**

<table>
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<td>Spring Payment Deadline</td>
<td>Thursday, Dec. 15</td>
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<tr>
<td>Open Registration Deadline</td>
<td>Thursday, Dec. 15 ($275 late fee after this date)</td>
</tr>
<tr>
<td>Late Registration ($275 late fee)</td>
<td>Tuesday, Jan. 3 - Friday, Jan. 13</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, Jan. 17</td>
</tr>
<tr>
<td>Course Add Deadline</td>
<td>Tuesday, Jan. 24</td>
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<tr>
<td>Independent Study Proposal Deadline</td>
<td>Tuesday, Jan. 24</td>
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<tr>
<td>Course Drop Deadline</td>
<td>Tuesday, Jan. 31</td>
</tr>
<tr>
<td>First Quarter Warnings</td>
<td>Tuesday, Feb. 7 - Tuesday, Feb. 14</td>
</tr>
<tr>
<td>Named Scholarship Application Deadline</td>
<td>Wednesday, Feb. 15</td>
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<tr>
<td>Cal Grant Deadline</td>
<td>Thursday, Mar. 2</td>
</tr>
<tr>
<td>Midterm Exams &amp; Warnings</td>
<td>Saturday, Mar. 4 - Friday, Mar. 10</td>
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<tr>
<td>Course Withdrawal Deadline</td>
<td>Friday, Mar. 31</td>
</tr>
<tr>
<td>Third Quarter Warnings</td>
<td>Tuesday, Apr. 11 - Monday, Apr. 17</td>
</tr>
<tr>
<td>Fall Registration Begins</td>
<td>Monday, Apr. 17</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Tuesday, May 2 - Tuesday, May 9</td>
</tr>
<tr>
<td>Classes End</td>
<td>Tuesday, May 9</td>
</tr>
<tr>
<td>Fall Open Registration Deadline</td>
<td>Friday, May 12</td>
</tr>
<tr>
<td>Fall Payment Deadline</td>
<td>Thursday, Jun. 15</td>
</tr>
<tr>
<td>Commencement</td>
<td>Sunday, May 14</td>
</tr>
</tbody>
</table>

**Holidays**
- Martin Luther King, Jr. Holiday Monday, Jan. 16   |
- Presidents’ Day Holiday Monday, Feb. 20            |
- Spring Break Monday, Mar. 20 – Sunday, Mar. 26     |
Important Dates

Summer Payment Deadline: Monday, May 15
Classes Begin: Monday, May 22
Course Add Deadline: Tuesday, May 30
Independent Study Proposal Deadline: Tuesday, May 30
Course Drop Deadline: Tuesday, Jun. 6
First Quarter Warnings: Tuesday, Jun. 6 – Monday, Jun. 12
Midterm Exams & Warnings: Tuesday, Jun. 20 – Monday, Jun. 26
Course Withdrawal Deadline: Friday, Jul. 7
Third Quarter Warnings: Tuesday, Jul. 11 – Monday, Jul. 17
Final Exams: Tuesday, Jul. 25 – Tuesday, Aug. 1
Classes End: Tuesday, Aug. 1

Holidays

Memorial Day: Monday, May 29
Independence Day Holiday: Tuesday, Jul. 4