

FACILITIES & SERVICES

BOOKSTORE

Cornish textbooks are available at University Book Store, located at 4326 University Way N.E. in the University District. For details about how to purchase your books online or in person, look on the Cornish Library web page under Library and "Text Book" for links to University Book Store.

COMPUTERS

Use of all Cornish computer equipment and networks is considered a privilege. Failure to respect the rules outlined in the Computer System Policy will result in loss of privilege and or suspension. Cornish's policies regulating computer and e-mail usage and conduct are posted on the Cornish College of the Arts' website in the Resources section and in the Campus Policies section of the Student Handbook. Students are responsible for reading and adhering to these policies. All software and equipment available for use is the property of Cornish College of the Arts. Illegal copying of software is prohibited. It is highly recommended that all diskettes be scanned regularly for viruses.

If you have any questions or problems with any of the computer labs or with wireless network access at Cornish College of the Arts, please contact Information Technology (I.T.) at 206.726.5092 or it@cornish.edu.

kerry hall

computer lab

On the 1st floor of Kerry Hall next to room 119, there is a three workstation lab that is available for word processing, printing and internet. An additional two computers are available for general word processing use in the 1st floor lobby, as well as four computers in the Student Lounge in the basement.

music notation lab

A music notation lab with eight stations is located in room 11 in the basement of Kerry Hall. All Music students are allowed to use this room. Hours are posted on the door.

main campus center

computer lab

There are seven computers on the 1st floor of the Main Campus Center, next to the Student Lounge. These computers are available for writing and printing out papers, checking e-mail and doing research on the internet.

library

There are twelve computers available to students in the Library, which is located on the 2nd floor. These computers are available for general student use during certain hours. Please contact the Library for available hours and additional usage information.

Performance Production/Design

Performance Production maintains four student computers on the 4th floor, which are priority use for Performance Production students.

facilities & services

These are located in room 415 in MCC, which also has a plotter and several printers, both monochrome and color, for CAD and graphics work shared by Performance Production and Design.

For more information regarding Design Department computer availability and usage, please consult the Design Department Handbook.

student affairs

Computers designated for locating resources, services, and community assistance are available in Student Affairs' Resource Room, which is located on the 3rd floor.

writing center

The Writing Center is located on the 3rd floor in room 311. Please contact the Humanities & Sciences department for available hours and additional usage information.

wireless network access

Free wireless access is available at the Main Campus Center and Kerry Hall.

In the near future, wireless internet access will be expanded to additional Cornish buildings.

In order to create a secure network, you will need to have your laptop configured before you can gain access. You will also need to meet the minimum specifications of either having Windows XP or Mac OS 10.3.6 or later already installed on your laptop. If you are a Design major, please

contact the Design Dept. Computer Support Coordinator at 206.726.5117 to arrange an appointment to have your laptop configured.

All other majors will need to visit the Information Technology (I.T.) Office, which is located in Room 106 at the Main Campus Center. If you have any questions or would like to schedule a set-up time, contact I.T. at 206.726.5092.

COPY MACHINES/COIN-OPS

Coin-operated copy machines are available for students' use in the Main Campus Center Library and at Kerry Hall in the photocopy room on the 1st floor.

E-MAIL

Cornish College of the Arts provides all students with a college e-mail account to allow for easy communication. To access your e-mail, log in using the e-mail account that you have been assigned by Information Technology (I.T.). Students are expected to familiarize themselves with and to comply with Student E-Mail Policy, which you can find in the Campus Policies chapter of the Student Handbook. For more information, contact your Department Coordinator or contact I.T. at 206.726.5092 or it@cornish.edu.

FOOD SERVICE & VENDING MACHINES

The Commons is a central community space at the Main Campus Center with a café offering full food service where students, faculty and staff can meet, socialize, eat or just hang out. There are also vending machines at both campuses. For questions, comments or concerns regarding food service or the vending machines, please contact the Finance Office.

IDENTIFICATION CARDS

All matriculated students are issued ID cards once they have completed registration. It is mandatory for students, staff and faculty to wear Cornish ID cards when on campus. Cards are valid through the year and are revalidated or reissued each year. A \$5 fee is charged for replacing lost ID cards. See the Campus Safety & Security Office for details. ID cards should be carried at all times. ID cards are needed to enter some campus buildings after certain hours on weekdays and all day on weekends. Please see "Operating Days and Building Hours" for more detailed information on ID card access to buildings. The Campus Safety & Security staff is instructed to ask students in the buildings after hours to show their ID cards. Non-matriculated students must purchase an ID card during registration for \$5.

INFORMATION TECHNOLOGY

The Cornish College of the Arts Information Technology (I.T.) Department is the center of technology resources for the College. Hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. I.T. is responsible for all data communication and telecommunications. This department maintains the College computer labs, internet, e-mail, and telephone system, and can provide basic maintenance of hardware. I.T. is interested in helping students as well as College staff and faculty. Call 206.726.5092 for more information.

LIBRARY

main library

2nd floor, 1000 Lenora Street,
Seattle, WA 98121

e-mail

libraryref@cornish.edu

library phone directory

206.726.5041

main desk

206.726.5145

subject coverage

The Cornish Library has a specialized and in-depth collection of Visual and Performing Arts materials. The Humanities & Sciences subjects are also covered, but to a lesser degree. For topics not covered in the collection, students are regularly referred to Seattle Public Library to use their general collection. We also partner with Seattle Public Library for class tours of the main downtown library and special class trips.

collection size

20,500 books, 4300 music scores, 145 periodical subscriptions, 2200 DVDs and videos, 3800 music CDs, 1000 vinyl albums, and 42,000 slides.

librarian services

Librarians provide one-on-one reference and research help, library instruction for classes, and general orientations to the library.

computer access

Computer Lab: 12 computers running Windows XP, 1 printer. Software: Word, Excel, Internet Explorer. Sometimes reserved for library instruction – class times will be posted. Drives available on lab PCs: CD-RW, USB port for thumb drive and 3.5 floppy.

Wireless network. PC/Mac compatible. Must register your laptop with Information Technology office, Room 106.

Ethernet outlets at study tables. PC/Mac compatible.

CD-ROM station for reference software.

image collection

housed in the main library
phone: 206.726.5126

Slide collection: Primarily for faculty use, but students can make an appointment with the Visual Resources Curator.

ARTstor database: Access to more than 500,000 digital images, available for students in the database section of the library website www.cornish.edu/cornish_library.

audio-visual room

Audio, video, and dubbing equipment for on-site use only. In addition, some AV equipment is available in the Music Dept. to support class listening and viewing assignments.

kerry hall

Visiting librarian service to Kerry Hall first floor lobby, twice weekly during the noon hour. See library web site www.cornish.edu/cornish_library for exact times. Request, renew, or return library materials, or ask reference questions.

web page

www.cornish.edu/cornish_library

The library website is a gateway to subject specific databases, other online materials, and the library catalog.

staff

Hollis Near,
Director of Library Services

Heather Sheppard,
Librarian

Bridget Nowlin,
Visual Resources Curator

Pamela Erskine,
Library Specialist

facilities & services

circulation policy

To check out library materials, students, staff and faculty must present a current Cornish ID Card.

Lost cards may be replaced at a \$5.00 charge. See the Cashiers office to pay the replacement fee and then visit Security to have your new ID printed. See Security for details on obtaining first-time or replacements for damaged or non-functioning IDs.

checkout limit

No more than 25 items at a time.

renewals

Everything that circulates can be renewed if no reserves have been placed on the material by other borrowers. Renewals can be done in person, by phone, or via email. You must provide your student ID number and the barcode number for each item you wish to renew.

CIRCULATION POLICY

print materials

	check-out period
books	2 weeks
periodicals (current issue)	library use only
periodicals (back issues)	1 week
newspapers	library use only
reference books (special collection)	library use only
"red dot" books (special collection)	library use only (faculty: 3 days)
oversized books (special collection)	library use only (faculty: 3 days)
scripts	1 week
scores	2 weeks
class reserve materials	one of 4 circulation periods chosen by faculty: 2 hour (library use only), overnight, 3 days, and 1 week

audio-visual materials

music: cds and cassette tapes	limit of 3 recordings for 3 days (faculty: 1 week)
music: digital audio tape (DAT tapes)	library use only (faculty: 1 week)
music: vinyl records	library use only (faculty: 1 week)
video: dvds and vhs video tapes	limit of 3 videos for 3 days (faculty: 1 week)
digital images and 35mm slides	see visual resources curator

equipment

AV equipment	Normally checked out by the hour, up to one day. Primarily for faculty use only, but available to students for special projects. Students must sign a form assuming responsibility for replacement costs if equipment is damaged or not returned.
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overdues

Instead of daily overdue fines, you will be responsible for the full replacement cost, at the current price, as soon as the item becomes overdue. When the item is returned, the replacement charge will be removed from your record.

If you have more than ten overdue books you can't check out anything else until they are returned.

If you have overdue reserve items, periodicals, DVDs, VHS, and or CDs, you cannot check out anything else until they are returned. We cannot afford to have these materials unavailable for other patrons.

Failure to return items or pay replacement charges will result in the suspension of Library privileges and withholding of academic degrees or transcripts. Formal collection procedures may also be pursued.

scores

When you check out scores you are responsible for both the score and any accompanying parts. If a part is lost or damaged, you will be charged for the complete score and parts.

AV equipment

Be aware that you are responsible for the replacement cost of any AV equipment that is damaged, lost or stolen while checked out to you.

There is a one strike policy regarding leaving AV equipment unattended, or returning items late. If you do not contact the library to request more time, you will no longer be able to check out AV equipment.

how to pay replacement charges

Replacement fees are due if library items are returned badly damaged or lost. If you have the item in good condition, return it to the Library and you will not owe any fees.

If you have lost or damaged items, contact the library and ask to speak with a librarian to determine the amount you owe, (206)726-5145.

Pay in person at the Library with a check made out to Cornish College Library.

Pay at the Cornish Cashier: cash, debit, and credit accepted.

Pay by mail. Send a check to:
Librarian, Cornish College Library,
1000 Lenora Street, Seattle, WA
98121

LOCKERS

Most departments have student lockers available. Please check with your Department Coordinator for location and usage information.

LOST AND FOUND

Because no security system can completely eliminate loss of property through theft or vandalism, it is expected that each member of the campus community will participate by contributing his/her alertness to the safety and security of the campus. Cornish College is not responsible for any lost or stolen items including student work, nor is it responsible for work stored or exhibited on campus. If you have lost or found an item, please go to the Campus Safety & Security Office.

MAILBOXES AND MAIL

Faculty and staff mailboxes are located in the photocopy room of Kerry Hall and on the 3rd floor of the Main Campus Center. Students should contact their Department Office for the location of student mailboxes. Students may sometimes need to send mail from Kerry Hall to offices at Lenora, such as Registration & Records or Student Affairs. To do this, place the item in the appropriate intercampus mail box located in the photocopy room on the first floor of Kerry Hall. Be sure to clearly mark which office the item goes to.

MESSAGES

The Cornish switchboard operator is unable to take messages for students. Each department has established procedures for conveying messages to students, which may include individual student mailboxes. Ask your department office about how someone may leave a message for you.

facilities & services

OPERATING DAYS & BUILDING HOURS

Effective August 18, 2008 - May 10, 2009

BUILDING USAGE HOURS

main campus center	usage hours	no entry (not even with ID card) after:
monday-friday	6:15 a.m. to midnight	11:00 p.m.
saturday & sunday	8:00 a.m. to midnight shutdown begins at 11:30 p.m.	11:00 p.m.
kerry hall & kerry garage*	usage hours**	no entry (not even with ID card) after:
monday-friday	6:45 a.m. to midnight	11:00 p.m.
saturday & sunday	8:30 a.m. to midnight shutdown begins at 11:30 p.m.	11:00 p.m.

Summer & holiday hours: will vary, as posted.

There will be extended building hours at the end of the semester. Please check www.cornish.edu for specific times.

<i>special building usage days</i>	<i>occasion</i>	<i>special building hours</i>
monday, september 1, 2008	Labor Day	9:00 a.m. to 9:00 p.m.
tuesday, november 11, 2008	Veterans Day	9:00 a.m. to 9:00 p.m.
wednesday, november 26, 2008	Thanksgiving Eve	6:30 a.m. to 2:00 p.m.
thursday, november 27, 2008	Thanksgiving	closed
friday, november 28, 2008	Day after Thanksgiving	closed
december 15-23, 2008	Winter break	6:30 a.m. to 9:00 p.m.
friday, december 24, 2008	Winter break	6:30 a.m. to 2:00 p.m.
december 24-january 1, 2009	Winter closure	closed
january 2-11, 2009	Winter break	6:30 a.m. to 9:00 p.m.
monday, january 19, 2009	Martin Luther King, Jr. Day	9:00 a.m. to 9:00 p.m.
monday, february 16, 2009	President's Day	9:00 a.m. to 9:00 p.m.
monday, may 25, 2009	Memorial Day	closed

*at specified "lockout" time, any cars remaining in garage will be locked in overnight

**special hours for specific functions can be arranged in advance

doors electronically managed

This means you need to have your ID card for access either before or after these hours and always on Saturday and Sunday. For safety purposes, do not prop doors open.

Lock/Unlock hours below are for normal school times only. These times are overridden if hours listed under Building Usage Hours are different. Case by case hours will be arranged for PONCHO performances.

main campus center	unlocked	locked
<i>3rd floor N @ S doors, commons west</i>		
monday-friday	7:30 a.m.	6:00 p.m.
saturday & sunday	always locked	always locked
<i>7th floor at MCC is accessible only by special arrangement on days other than monday-friday or beyond regular monday-friday hours</i>		

raisbeck hall & 1020 virginia	always locked (except for performances)	always locked (except for performances)
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kerry hall	unlocked	locked
<i>harvard entrance</i>		
monday-friday	7:30 a.m.	8:00 p.m.
saturday (when PREP in session)	8:00 a.m.	6:00 p.m.
saturday (when PREP not in session)	always locked	always locked
sunday	always locked	always locked

kerry hall	unlocked	locked
<i>lower ADA entry, garage main and rollup doors</i>		
monday-friday	2:30 p.m.	8:00 p.m.
saturday (when PREP in session)	8:00 a.m.	6:00 p.m.
saturday (when PREP not in session)	always locked	always locked
sunday	always locked	always locked

kerry hall (during PONCHO events)		
<i>for PONCHO events, Campus Safety & Security will manage the doors for access to non-cardholders as follows:</i>		
lower ADA entry	1 hour before curtain	closes at 10:00 p.m., keycard access until 10:30 p.m.
garage main door	1 hour before curtain	closes at 11:30 p.m., keycard access until midnight
garage rollup door	1 hour before curtain	closes at 10:00 p.m., keycard access until midnight

facilities & services

POSTING GUIDELINES

Departmental bulletin boards are maintained by the departments they serve. Permission from the individual departments must be secured prior to posting items on their boards.

Boards not specifically designated as departmental bulletin boards are considered general posting areas. These are located at various locations throughout Cornish College of the Arts buildings. Posting of any kind is not allowed on general access doors, stairwells, restrooms, or the exterior of buildings.

Student Affairs reserves the right to remove any notices that are deemed inconsistent with the educational mission of the College.

RECYCLING

Please recycle in the receptacles provided at Kerry Hall and at the Main Campus Center.

RESTROOMS

Restrooms that are closest to the main floor entrances are located as follows:

kerry hall

Lobby: In the hall to the right off of the elevator
Basement: midway down the hall to the right
2nd floor: next to the elevator

main campus center

Men/Women: Midway down the main corridor on either side of the elevator
Gender
Neutral: 5th floor

TELEPHONES

There is one payphone in Kerry Hall, at the east entrance of Kerry Hall in the lobby. There is a telephone in the Student Lounge at MCC for students to make local calls. There are also telephones on every floor in the hallways of both MCC and Kerry Hall for emergency calls and office extensions on campus only. The telephone on the 1st floor lobby at Kerry Hall also allows people to make local calls as well as emergency calls.

TRANSPORTATION

bicycles

Bicycles may be parked in the racks on the covered walkway at Kerry Hall. Racks are also available at several locations at the Main Campus Center. Bicycles should not block doors, fire exits, walkways or access ramps.

Bikes are not allowed in any building on campus. Leaving bikes out overnight is not recommended. Cornish College cannot be held responsible for the theft or vandalism of student property on campus, although all such instances should be reported to the Campus Safety & Security Office at 206.726.5038 or extension 5038.

buses

Seattle has an extensive metro bus system. Detailed information on bus routes and transit information is available from Metro at 206.553.3000 or <http://transit.metrokc.gov>.

parking

Parking in all Cornish lots is by permit only. Student Parking Permit cost and information will be available in the Registration & Records Office and in Student Affairs and will be posted on the campus section of the Cornish College website at www.cornish.edu prior to the start of the school year. In addition to permit parking, there are many pay lots in the Main Campus Center area.

shuttle/van

A free Shuttle Service is available for transporting students between Kerry Hall, the Main Campus Center and the Velocity Dance Center. Students should check listings at Kerry Hall and the Main Campus Center for shuttle times.

In addition to the daytime shuttle service, the College also operates a free nighttime shuttle that serves the Capitol Hill neighborhood.

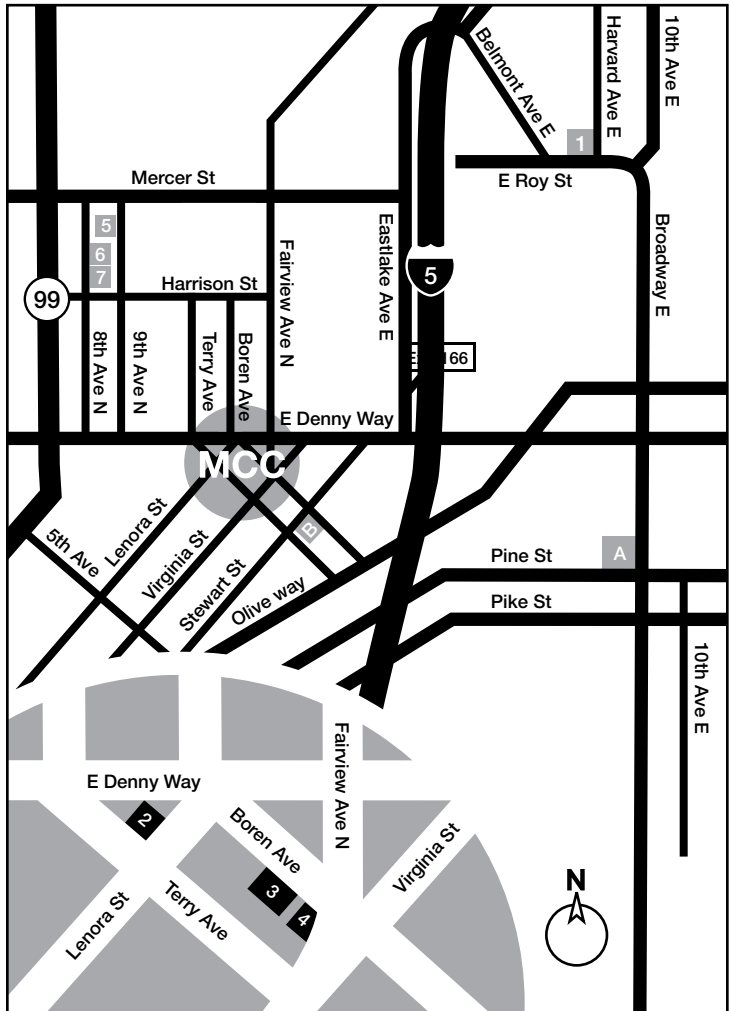
student bus pass subsidy program

Buying a monthly Metro Bus Pass? Student Affairs can help you with the cost! Stop by Student Affairs (Room 301, Main Campus Center) to fill out a monthly bus pass subsidy request form. Be sure to bring your bus pass and receipt. You will receive a \$20 voucher which can be cashed in at the Cashier's Office.

WRITING CENTER

The Writing Center offers Cornish students, faculty, and staff resources for developing their writing and reading, sharing their work and ideas, and receiving thoughtful feedback on work in process in a practical, friendly, collaborative environment. Students can come to the center to work on their writing and receive individualized guidance at any phase of their writing process, regardless of their level of development. Students can work with us in one-on-one tutoring or small group conferences, pick-up grammar and editing handouts, checkout books about different kinds of writing, and access Apple computers running OSX and a laser printer. The Writing Center is located at MCC 311.

Visit <http://www.cornish.edu/humsci/writing-center.htm> for more information.



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| <p>1 Kerry Hall
710 East Roy Street</p> <p>2 Main Campus Center
1000 Lenora Street</p> <p>3 Raisbeck Performance Hall
Ned and Kayla Skinner Theater
2015 Boren Avenue</p> <p>4 1020 Virginia Street</p> | <p>5 BFA, Theater, Dance studios
427 9th Ave North</p> <p>6 Scene Shop
408 8th Ave North</p> <p>7 BFA studio
418 8th Ave North</p> <p>A Broadway Performance Hall</p> <p>B Washington Dance Club
1017 Stewart Street</p> |
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