



# GRADUATE SERVICES // GRADUATE SCHOOL

415.274.8617 // graduateschool@academyart.edu // 79 New Montgomery, 2nd Floor, San Francisco, California 94105

Available : Monday through Friday, 8:00am-6:00pm

## GRADUATE ADVISING AT THE ACADEMY OF ART UNIVERSITY

The purpose of graduate advising is to provide you with information and support that will enable you to successfully plan your graduate academic program and educational goals. Specifically, your Graduate Advisor will help you:

- > Learn about your Master's program's curriculum and degree requirements and determine how they will fit with your academic and career goals.
- > Plan your semester schedule and register for appropriate classes. Educate you on the use of Student Self-Service and online course catalog.
- > Learn skills needed for academic success and how to utilize campus and online resources and services at Academy of Art University.

## WHAT YOUR GRADUATE ADVISOR WILL EXPECT FROM YOU:

- > Schedule an appointment with and contact your Graduate Advisor regularly.
- > Be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary).
- > Come to appointments prepared with a list of questions or concerns to discuss.
- > Become familiar with your Master's program's degree requirements.

- > Be aware and track your academic progress towards completing degree requirements.
- > Research Academy of Art University programs, policies, procedures, and opportunities as appropriate.

## ADVICE FROM YOUR GRADUATE ADVISOR

- > Get to know your instructors – meet with them regularly throughout the semester to ask questions about material you find difficult or to discuss ideas in more detail.
- > Get to know your Department Director's – meet with them at least once each semester and before your Midpoint Review to discuss the direction of your Final Thesis Project proposal.
- > Meet with your Graduate Advisor at least once per semester.
- > Check your Academy of Art University email regularly. This is how the Academy and Graduate School will communicate with you.
- > Keep your address, phone number, and email address updated on Student Self-Service.
- > Track and monitor your progress grades, midterm grades, and final grades online.
- > Review your class schedule each semester to verify your registration. Confirm any changes to your schedule.

The mission of the Graduate School is to provide graduate students with excellence in advisement and support throughout their graduate careers at the Academy. The Graduate School serves all currently enrolled graduate students at the Academy of Art University, providing services such as continuing graduate student advisement and registration, directed study coordination, and midpoint and final review scheduling and preparation. The Graduate School works closely with each academic department to ensure that all graduate students have the information and services that they need in order to navigate successfully through the Master's programs.

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### YOUR GRADUATE ADVISOR WILL:

- > Provide a safe, respectful and confidential place to ask questions, discuss your Master's program, and express your concerns.
- > Understand and effectively communicate the curriculum, degree and graduation requirements as well as Academy of Art University policies and procedures.
- > Assist you in selecting courses and developing an academic plan that will satisfy your programs requirements.
- > Provide information regarding available campus and online resources and services.

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### HOW DO I CONTACT A GRADUATE ADVISOR?

After your first semester at Academy of Art University, you will transition from your Admissions Advisor to a continuing Graduate Advisor. You can locate your Graduate Advisors name and contact information through Student Self-Service. You can also contact the Graduate School at 415.274.8617.

The School is a central advising resource that supplements additional advising services through your department or other campus programs. If you are trying to select studio/elective/general studies courses, are wondering how to plan your schedule, or are seeking help with academic problems, this office can help. You may contact your Graduate Advisor in the ways listed in the following column.

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### 1. SCHEDULE AN APPOINTMENT

Appointments are the best way for you to meet with a Graduate Advisor. Appointments are usually for 30 minutes and should be scheduled in advance. (Phone appointments will be available for online students.)

#### *Appointment Etiquette:*

- > Call the Graduate School front desk at 415.274.8617 to schedule an appointment.
- > If you are unable to keep your appointment, call the front desk to cancel or reschedule as early as possible.
- > Be prepared before you meet with your Graduate Advisor. Write down questions/issues you plan to discuss. If you need assistance with planning your schedule or selecting classes, bring a draft schedule or a list of courses you're considering to your appointment.
- > Arrive on time and bring your Student ID card.

### 2. DROP-IN ADVISING

If you need help with a quick answer to a question or referral, you may drop into the Graduate School for a short meeting.

- > Graduate Advisors see drop-in students on a first-come, first-served basis.
- > During busy times – first week of the semester and the start of registration – wait times may be considerable.
- > To be certain you won't have to wait for a Graduate Advisor, please call ahead.

### RECOMMENDED READINGS AND RESOURCES

Academy of Art University course catalog and supplemental information (program/degree requirements, and policies).

Graduate School Student Handbook (Midpoint and Final Review, Directed Study, and other resources at the Graduate School).

Graduate School website: <http://gradstudents.academyart.edu>

MyAcademy website: <http://my.academyart.edu>

Student Self-Service website: <https://sss.academyart.edu/psp/AAUP1PP/STUDENT/ENTP/h/?tab=DEFAULT>

Academy of Art University Course Catalog: <http://catalog.academyart.edu/catalogBrowsing/landing/true/mode/DNCAMPUS/.2>

Academic Calendar and Deadlines: <http://my.academyart.edu/calendar.jsp>

Graduate School Semester Calendar: [http://gradstudents.academyart.edu/grad\\_calendar.html](http://gradstudents.academyart.edu/grad_calendar.html)

Financial Aid website: [http://www.academyart.edu/admissions/fa\\_tuition.html](http://www.academyart.edu/admissions/fa_tuition.html)

Academy Resource Center website: <http://arc.academyart.edu>

Classroom Services website: <http://arc.academyart.edu/classroom/index.asp>

Career Services website: [http://my.academyart.edu/studentresources/career\\_resources.html](http://my.academyart.edu/studentresources/career_resources.html)

WHEN	WHAT
YOUR 1ST SEMESTER	> <b>ATTEND ONLINE GRADUATE SCHOOL OVERVIEW/ORIENTATION:</b> <a href="http://online.academyart.edu/gso">online.academyart.edu/gso</a>
	> Review Graduate School Student Handbook for important information regarding academic policies and procedures and program requirements: <a href="http://gradstudents.academyart.edu/grad_handbook.html">gradstudents.academyart.edu/grad_handbook.html</a>
DURING EACH SEMESTER	> Review semester schedule on Student Self-Service for accuracy and contact Graduate Advisor for any course changes. <a href="https://sss.academyart.edu/psp/AAUP1PP/STUDENT/ENTP/h/?tab=DEFAULT">https://sss.academyart.edu/psp/AAUP1PP/STUDENT/ENTP/h/?tab=DEFAULT</a>
	> Regularly review Graduate School semester calendar for registration dates/deadlines, drop/add deadlines, 1st and last day of school dates: <a href="http://gradstudents.academyart.edu/grad_calendar.html">http://gradstudents.academyart.edu/grad_calendar.html</a>
	> Review Graduate Program Breakdown and course catalog before meeting with Graduate Advisor to plan for next semester registration: <a href="http://catalog.academyart.edu/catalogBrowsing/landing/true/mode/DNCAMPUS.3">http://catalog.academyart.edu/catalogBrowsing/landing/true/mode/DNCAMPUS.3</a>
	> Track and monitor your midterm progress grades on Student Self-Service. Contact your instructor or Academy Resource Center (ARC) if necessary to receive any academic or classroom support during semester: <a href="http://arc.academyart.edu">http://arc.academyart.edu</a>
	> When final grades are posted, view on Student Self-Service and contact Graduate Advisor to make any changes to next semesters schedule if necessary.
BEFORE MIDPOINT REVIEW	> Discuss with Graduate Advisor when you should plan to present your Midpoint Review.
	> Review Midpoint Review general and department specific guidelines on Graduate School website: <a href="http://gradstudents.academyart.edu/midpoint_review.html">http://gradstudents.academyart.edu/midpoint_review.html</a>
	> Discuss your Final Thesis proposal with your Department Director before presenting. Attend Midpoint Review workshops.
	> <b>ATTEND MIDPOINT REVIEW SIGN-UP MEETING</b> during the semester you plan to present.
	> Participate in Online Midpoint Review Chat for more information: <a href="http://online.academyart.edu/townHall_archives.html">http://online.academyart.edu/townHall_archives.html</a>
AFTER MIDPOINT REVIEW APPROVAL	> <b>ATTEND DIRECTED STUDY ORIENTATION.</b> If you are unable to attend, view orientation/guidelines on Graduate School website: <a href="http://gradstudents.academyart.edu/directed_study.html">http://gradstudents.academyart.edu/directed_study.html</a>
	> Participate in Online Directed Study Chat for more information: <a href="http://online.academyart.edu/townHall_archives.html">http://online.academyart.edu/townHall_archives.html</a>
	> Print out any forms needed for Directed Study approval and meet with Department Director to discuss options/courses for Final Thesis Project. Obtain signatures for Directed Study approval forms from Department Director before meeting with Graduate Advisor to register for classes.
	> Schedule appointment with Graduate Advisor to schedule next semester classes.
	> Review Directed Study journal guidelines and submit each semester to Department Director.
BEFORE FINAL REVIEW	> During the semester before you plan to graduate, be aware of Petition to Graduate dates and deadlines. Discuss process with Graduate Advisor and plan for final semester coursework. <a href="http://my.academyart.edu/academicresources/petition_to_graduate.html">http://my.academyart.edu/academicresources/petition_to_graduate.html</a>
	> Meet with Department Director to discuss Final Thesis Project progress. Attend Final Review workshops.
	> <b>ATTEND FINAL REVIEW PREPARATION MEETING.</b> If you are unable to attend, view orientation/guidelines on Graduate School website: <a href="http://gradstudents.academyart.edu/final_review.html">http://gradstudents.academyart.edu/final_review.html</a>
	> Participate in Online Final Review Chat for more information: <a href="http://online.academyart.edu/townHall_archives.html">http://online.academyart.edu/townHall_archives.html</a>