# Department of Art & Design

**BFA Handbook  2019-2020**

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Introduction

Welcome to the Department of Art & Design! You are now joining a vibrant community of artists who are here to support you in your development as a creative individual. Your years at Mason Gross will give you a firm foundation in your chosen area of focus, the skills necessary to succeed in your field as a professional artist/designer, knowledge of the latest developments in your field and the critical skills which are crucial to your growth and development as cultural producers in the 21st century.

We offer the BFA in Visual Arts with concentrations in Drawing, Media, Painting, Photography, Print, and Sculpture, a BFA in Design with a concentration in Design, as well as a BA in Art through the School of Arts and Sciences (SAS) or the School of Environmental and Biological Sciences (SEBS). Students are also welcome to form their own hybrid concentration with faculty approval.

The Department’s studio facilities are located in the Civic Square Building (CSB) in downtown New Brunswick, and in the Livingston Art Building (LAB) on the Livingston Campus in Piscataway. Classes are offered in large drawing and painting studios, as well as studios and critique spaces dedicated to design, photography, printmaking, and media. The department has six computer labs equipped with workstations, scanners, and printers tailored to the specific requirements of our specialized areas. In addition, the photography area has black and white darkrooms, and the media area maintains audio and video recording and editing facilities with the latest software programs. Workshops for wood, metal and ceramics are located in The Livingston Arts Building along with additional gallery and sculpture studio spaces. The Mason Gross Galleries in the Civic Square Building are first class exhibition spaces where there is a lively mixture of student and faculty shows, as well as curated shows.

Since long before Mason Gross was founded in 1976 as its own School of Art, the visual arts at Rutgers has had a rich history of both groundbreaking innovation and classical studio practices. Our unique proximity to the major museums and galleries of both New York and Philadelphia has always enhanced the exchange of ideas within our community by exposing students to historical and contemporary works of art, as well as attracting world-class faculty and visiting artists. This tradition continues, and is part of the atmosphere in which you live and work while here.

We encourage you to explore the cultural life of the region and to participate fully in all that Rutgers has to offer. It is your home base, where the resources and impressions available within a 2-hour radius can be experienced, thought about, documented, argued with, materially processed and brought home for future reference. May your time with us prove abundantly rewarding to your curiosity, your artistic development and ultimately, your achievement as artists/designers.

Julie Langsam
Undergraduate Director
Associate Professor, Drawing
Department of Art & Design

Mason Gross School of the Arts
Department of Art & Design

Civic Square Building (CSB)
33 Livingston Avenue, Suite 124
New Brunswick, NJ 08901
Dept. Office phone 848-932-5210 or 5222

Livingston Arts Building (LAB)
Road 3
(between Joyce Kilmer & Sutton’s Lane)
Piscataway, NJ 08854

FOLLOW US & TAG your posts!

Rutgers Mason Gross Art & Design

@rutgersart
**General Information**

**Registration**
First-year students are guided in their registration for classes in their initial semester at Mason Gross. Once enrolled, students must register themselves for each new semester via the web registration system (webreg.rutgers.edu). This site includes links to the Course Schedule Planner and Degree Navigator. Degree Navigator tracks the courses you have already taken, credits applied, and the courses/credits you still need to graduate.

A list of courses offered in the upcoming semester is available on the Registrar’s Office webpage (registrar.rutgers.edu). If you are unsure about which courses you need, contact the Undergraduate Program Advisor or the Undergraduate Director. If changes are made to courses for which you are registered, you will receive notification via email. Therefore, it is important that you check your Rutgers email account, as well as any personal accounts, and read all emails from the university or the department office. Due to advanced spam filters, it is recommended that students check their “junk folders” or “promotions folders” periodically, too.

**Audits**
We encourage you to monitor your own status with regard to your degree requirements. In order to avoid difficulty in the final year, in addition to using Degree Navigator, please schedule regular audits with the Undergraduate Program Advisor and/or the Undergraduate Director. The summer before the final year of study, the Dean of Students, Student Affairs Coordinator and the Undergraduate Program Advisor review each student’s transcript and compile a list of all remaining requirements for graduation. Students must complete 120 total degree credits to earn the BFA degree.

**Adding and Dropping Classes**
Unrestricted Add/Drop for undergraduates via WebReg (webreg.rutgers.edu) is generally from mid-April until the day before the first day of classes in the fall; please check the Registrar’s Office webpage (registrar.rutgers.edu) for exact dates each year. Students who have completed fewer than 60 credits may not add or drop any course on the first day of class in the fall. Add/Drop period for all students resumes on the second day of classes, and lasts approximately one weeks’ time; check the Registrar’s Office webpage for exact dates. The last chance to drop classes occurs before your last opportunity to add classes (registrar.rutgers.edu/undergrad/f18ugcal.htm).

**Academic Warning Notices**
At the end of the seventh week of the semester, instructors normally report to the university registrar the names of any students who are making unsatisfactory progress in a course. Warning notices are then emailed to students’ Rutgers email. Instructors may also personally warn a student, or post a warning list. Consult with your instructor immediately if you receive a warning. Students are strongly advised to schedule a meeting with the Undergraduate Director and/or Undergraduate Program Advisor if warned in more than one subject.

**Appealing a Grade**
Students wishing to file a complaint about a course grade, or a grade received for a particular piece of work in a course, should first attempt to resolve the matter through discussion with the instructor. If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the complaint and request a review by the departmental chair.

Complaints about grades for work completed while a course is in progress must be submitted in writing to the departmental chair no later than two weeks after notification of the grade. Complaints about final course grades must be submitted in writing to the departmental chair no later than four weeks after the end of the exam period for that semester.
A student who wishes to appeal the decision of the department should do so in writing to the Mason Gross Dean of Students. Written notification of the action taken by either the chair or the dean will be sent to the student within four weeks of receipt of the appeal, excluding weeks in which classes are not in regular session.

**Transfer Students**

The Department of Art & Design welcomes the contributions of students who transfer to Mason Gross from other institutions. In their first year, these students have a transfer review to discuss their transition to study at Mason Gross. Most students who transfer from community colleges take three years to complete their BFA. These students meet with the Undergraduate Program Advisor to discuss policies for transferring studio credit to Mason Gross.

**Applying for Transfer Studio Credit – Prerequisite Waiver Portfolio**

Students who believe they have already mastered the content of specific Mason Gross courses by taking a college level course at another accredited college or art school may apply to the Undergraduate Program Advisor for a prerequisite waiver. Students then submit an online portfolio of work along with a course syllabus from the courses they have taken at other institutions in which they have earned a B grade or better. A prerequisite is waived upon positive portfolio review by area faculty. Students will be notified of approval or denial and the appropriate number of credits will then be transferred and added to their Rutgers academic record.

**Applying for General Elective Credit**

If a prerequisite waiver portfolio is denied, students may elect to have credits transfer as general elective credits, which do not typically accrue towards the BFA degree requirements.
Undergraduate Degrees

The Department of Art & Design offers undergraduate studies leading to the Bachelor of Fine Arts (BFA) or the Bachelor of Arts (BA) degree. The Bachelor of Fine Arts is offered only to students enrolled in the Mason Gross School of the Arts. The Bachelor of Arts major is offered to students enrolled in the School of Arts and Sciences (SAS) and as a second major at the School of Environmental and Biological Sciences (SEBS). Students may transfer from one degree program to the other with prior approval. Within the BFA program, two majors are possible since Fall 2015: Visual Arts or Design.

BFA Program

The Bachelor of Fine Arts (BFA) program in Visual Arts or Design is for students who want to become professional artists/designers and who wish to pursue their specific professional goals within the stimulating intellectual climate of Rutgers University. The education offered by Mason Gross School of the Arts differs from an art school program that focuses exclusively on studio skills. At Mason Gross, studios and seminar discussions together confront students with a wide range of techniques, materials, visual languages, and cultural issues. Creation and critical analysis go hand in hand.

The BFA requires a total of 120 credits for graduation, from a combination of Liberal Arts (university mandated/33 credits) and Visual Arts (87 credits) courses. Work toward the BFA degree starts with foundation courses that introduce the techniques and materials as well as the artistic and cultural questions of contemporary practice. Intermediate and advanced courses provide specific training in the area of concentration. Studies culminate in the final year BFA Thesis Exhibition in the Mason Gross Galleries.

BFA Requirements: Visual Arts Major

Students must take a total of 87 credits in Studio and Seminar classes. All Studios are 4 credits each; whereas Seminars are 3 credits each. Students have a choice of six concentrations: Drawing, Media, Painting, Photography, Print, and Sculpture.

Foundation Program (16 credits)

BFA students are required to take four 4-credit Foundation courses in Studio, each covering two semesters. Students are expected to complete their Foundation courses within the first year of study.

The Foundation Studio courses are:
- Drawing Fundamentals (07:081:121)
- 4D Fundamentals (07:081:122)
- Visual Thinking A (07:081:227)
- Visual Thinking B (07:081:228)

Studio Concentrations in Visual Arts (27 credits)

For the BFA in Visual Arts, students choose a concentration in one of six areas: Drawing, Media, Painting, Photography, Print and Sculpture. Students take three year-long, two-semester Studio courses (24 credits) and complete a 3-credit seminar within their chosen concentration area. Students declare their concentration by the end of the second year of study, at their Sophomore Review or at their Transfer Review. (Note: The seminar in the concentration should be completed before senior year.)

Concentration by Agreement (Hybrid Concentration)

If a student’s work spans a number of disciplines, he or she may submit a Concentration by Agreement proposal. Students may double concentrate in any two of the seven concentrations offered in the BFA program, including design. The proposal should be submitted in writing at the Sophomore Review, specifying in detail the student’s
proposed studio courses and seminars. All Concentration by Agreement proposals must be approved by two full-time faculty members.

**Studio Electives (32 credits)**

Students must take a minimum of 32 credits of Studio electives. These can be taken in any Art & Design discipline, and may or may not be related to the chosen concentration. There are also a number of cross-listed courses offered elsewhere in the University that can be taken as Studio electives. These cross-listed courses are 3-credit courses.

**Art History and Critical Issues Electives (3 credits)**

Students are required to take one Art History or Critical Studies elective as a requirement toward the BFA major. This elective should be carefully chosen to enhance their knowledge of their chosen concentration. As part of Liberal Arts requirements, students are also expected to complete Art History 105 & 106 and two Art History electives or, if a student is concentrating in Media, two Cinema Studies courses.

**Visual Arts Practice** (Maximum 3 credits, minimum 1 credit when combined with 2 Byrne seminar credits)

Visual Arts Practice involves supervised practical experience within the Department of Art & Design studios, computer or photography labs, galleries, or on specific projects outside of the Department. One credit is given for 42 hours of practice (on average 3 hours/week), and is graded as Pass/No Credit. Students arrange their Visual Arts Practice with both the practice supervisor and department administrator. Visual Arts Practice may not be undertaken in the Freshman year. Students may take three Visual Arts Practice credits, or two Visual Arts Practice credits plus one Byrne seminar course, or one Visual Arts Practice credits plus two Byrne seminar courses (see below).

**Thesis and Exhibition (6 credits)**

In the Senior year, BFA students take a two-semester Thesis and Exhibition course, (part A in Fall term, part B in the Spring term). Students must pass the fall semester before continuing to the spring semester. The fall semester of Thesis enables students to place their studio work within the context of contemporary issues in art and design, and to consider their own work in the setting of a public exhibition. Students engage in written critical reflection and a critique-based discussion of their artwork, as a transition to making work outside of the university. Students submit a written thesis proposal and take part in a series of discussions and meetings that develop their current and future practice as artists and designers. During the spring semester of Thesis year, students work in groups to plan, organize, publicize, install and de-install the BFA Thesis exhibitions in the Mason Gross Galleries. Students also submit a written thesis in which they address the development of the works in their Thesis exhibition. Students in the Design concentration/major take the senior year Thesis as a separate section, taught by Design faculty. The section focuses on the production of professional-level design work as well as helping students transition to the real-world practice of design. Design students also participate in the BFA Thesis Exhibitions.

In order to register for Thesis B, students must earn a grade of C or better in Thesis A. Alongside the Thesis class, Visual Arts majors are required to take an upper level studio class in their concentration area or Independent Study for both semesters, even if they have completed all of their concentration classes.

**Independent Study** (None required; maximum 4 credits)

Independent Study involves working closely with a faculty advisor for one term on a specific research-driven project of the student’s own devising. Before beginning an Independent Study, the student must:

a) Identify a faculty member willing to mentor his/her Independent Study;

b) Complete and submit an **Independent Study Proposal form**, specifying the nature of the research;

c) Obtain the faculty advisor’s approval of the proposal.

An Independent Study is considered a Studio elective, and counts for two credits. Independent Study is usually undertaken in Junior or Senior year.
**Internship** (None required; 42 hrs. work per one credit; maximum 4 credits)
An Internship involves supervised work outside the department. The internship must:
   a) fulfill an academic purpose;
   b) be supervised outside of Mason Gross;
   c) includes an evaluation by the person who is supervising the student outside of Mason Gross.
Students must complete and submit an **Internship Proposal form** before undertaking the internship in order to receive credit. An internship is considered a Studio elective.

**Byrne First-Year Seminar Program** (None required, maximum 2 credits)
The program connects first-year students to the research life of the University from the beginning of their studies at Rutgers. The seminars have no letter grades and no formal exams. These seminars are small, one-credit courses, limited to 20 students. Seminars typically meet for 10 weeks, starting in the second week of fall and spring semester. Students may take one seminar each semester. The Byrne Seminars are open only to Freshmen. For details, see [http://byrneseminars.rutgers.edu/](http://byrneseminars.rutgers.edu/)

**BFA Requirements: Design Major/Design Concentration**
Students following this course of study also complete 87 credits towards their major. The Design major differs from the Visual Arts major as follows: (1) complete two area seminars (Seminar in Design A: History and Seminar in Design B: Issues) instead of one; (2) complete either Design Practicum or a 4-credit Internship instead of Visual Arts Practice; and (3) fulfills 31 studio elective credits instead of 32. Note: Design Internships follow the department Internship guidelines above, and require the pre-approval of Design faculty or Undergraduate Program Advisor. Please consult the Design major worksheet for full list of requirements on page 21.

**BFA Liberal Arts Requirements** *(for both Visual Arts and Design majors)*
In addition to the 87 credits of Visual Arts and/or Design, students must complete 33 total credits in Liberal Arts. Please consult worksheets on page 19 & 22 for specific liberal arts requirements by major, as they do vary for Design and Visual Arts majors. In particular, BFA in Design students are required to do a Contextual Studies requirement instead of two art history electives or cinemas studies electives.

All Visual Arts majors must take both Seminar in Contemporary Art A (offered in fall) and Seminar in Contemporary Art B (offered in spring), preferably before the senior year. Design majors have the option of taking either Seminar in Contemporary Art A 07:081:200 or Research in the Disciplines 01:355:201.
NOTE: Two semesters of Introduction to Art History are prerequisites for Seminar in Contemporary Art A.

**Rutgers University Requirements in English**
Every student at Rutgers must demonstrate basic competency in English and Mathematics. All students entering from high school must take placement tests in both subjects to determine their placement. Transfer students may be allowed to waive the placement tests if they have already taken courses that the Mason Gross Dean of Students Office has officially recognized as the equivalents of the required courses at Rutgers.

At Rutgers, every student must pass English 101: Expository Writing, which is generally taken in the first semester. If a student is placed at a lower level in English composition, all courses preliminary to English 101 should be taken in sequence immediately upon entering the program. This also applies to remedial English courses, which must be completed satisfactorily before other academic coursework may begin. Failure to take and pass the required courses in English will be regarded as failure to make progress in the BFA program and may result in dismissal.
BFA Review System

Sophomore Review
In the spring semester of the sophomore year BFA students in Art & Design have a mandatory faculty review. Passing the sophomore review is a requirement of the BFA program and a prerequisite for declaring a concentration and moving onto the junior review. If a student does not attend, he or she will automatically be put on artistic probation. Students sign up for a review time slot and display a selection of their best work from the full range of freshman and sophomore courses they have taken at Mason Gross plus independently produced artwork. This is an opportunity for students to see their art practice as a whole, and to identify themes and connections between disparate elements in their work. It is also a chance to get feedback on progress and the future direction of their studies. At this review, students declare their intended concentration and degree and submit a statement outlining their reasons for this choice. Faculty members assess whether the student is making work at an appropriate level and will fill in a form with their assessment. These assessments are made available to students in the Art & Design office after the reviews. Students who lack sufficient artwork, show poor engagement with their studies, or demonstrate poor quality work will not pass the review at that time and will be re-reviewed the following fall semester.

Transfer Review
BFA students who have transferred to Mason Gross from another institution have a mandatory review of their work in December of their first year. Passing the transfer review is a requirement of the BFA program and a prerequisite for the junior review. Students sign up for a review time slot and display a selection of their best work from the full range of courses they have taken at Mason Gross, along with independently produced artwork and work from their previous institution. This is an opportunity for students to discuss their transition to study at Mason Gross. It is also a chance get feedback on progress and the future direction of their studies. At this review students declare their intended concentration and degree and submit a statement outlining their reasons for this choice. Faculty members assess whether the student is making work at an appropriate level and will submit a written assessment. After the reviews, these assessments are available to students in the Art & Design office. Students who lack sufficient artwork, show poor engagement with their studies, or demonstrate poor quality work will not pass the review at that time and will be re-reviewed at the Sophomore Review in the spring.

Junior Review
In the spring semester of the junior year, BFA Art & Design students who have passed the sophomore or transfer reviews have a mandatory artistic review with faculty in their declared concentration. Students display work from their concentration as well as work done independently and in other Art & Design classes, particularly if related to their proposed Thesis. Students also prepare a short statement that defines their plans within their concentration and any plans for Thesis.

Passing the junior review is a requirement of the BFA program and a prerequisite for graduation. This is an opportunity to assess progress within the area of concentration and to get a sense of the ideas and skills students need to focus on during senior year. Faculty will assess whether students are making work at an appropriate level and will submit a written assessment. After the reviews, these assessments are available to students in the Art & Design office. Once students have passed Junior Review, they can register for Thesis. Students who lack sufficient work, show poor engagement with their studies, or have poor quality work will not pass the Junior Review at this time and will be re-reviewed in the fall semester. Students who need to be re-reviewed can register for Thesis, but they will not receive credit until they have passed the re-review.
BFA Artistic Probation and Dismissal

General Principles
A student's progress in the Bachelor of Fine Arts program will be measured by the level of achievement in studio classes. Artistic achievement will be indicated by both instructors' grades and the reports by faculty members at the mandatory reviews. The following criteria will not necessarily result in probation or dismissal, but should be regarded as the adequate justification for such action.

Artistic Probation
A student may be placed on probation for any of the following reasons:
- A grade of C or worse in studio concentration in any semester
- Not passing Sophomore Review
- Not passing Junior Review
- Not following the Art & Design curriculum

Artistic Dismissal
A student may be dismissed from the Art & Design program for any of the following reasons:
- A grade of D or F in the concentration in any semester, or grades of C or worse in the concentration in any two semesters
- Failure to pass a Sophomore Re-Review
- Failure to pass Junior Re-Review
- Failure to follow the Art & Design curriculum

Except in extreme circumstances, such as receipt of a D or an F in studio classes in their concentration, a student will not be dismissed without having first been placed on probation for one semester. After a probationary semester, performance that would justify further probation will normally result in dismissal.

Artistic Probation and Dismissal can be appealed to the Dean of Mason Gross.

BFA Academic Probation and Dismissal

Policies concerning academic performance are established for all students in Mason Gross and can be found in the Mason Gross section of the Rutgers Undergraduate Catalog. Each student's academic progress is monitored each semester by the Dean's office. When problems arise, they are resolved by the Mason Gross Scholastic Standing Committee, which is chaired by the Dean of Students. The specific guidelines for deciding when a student should be placed on probation or dismissed are as follows:

Academic Probation
Any student, including first-term first-year students, whose term average is lower than 1.8 is placed on Academic Probation. Students are notified in writing of probationary status before the start of the next term. While on probation, students must maintain full-time academic status and must complete successfully at least 12 credits per term.

Academic Dismissal
There are no automatic dismissals for first-term first-year students. Students are ordinarily dismissed when their term average is 1.4 or less regardless of their cumulative grade-point average or preceding term average. Students may also be dismissed if their term average falls below probationary level in any two consecutive terms, in any three non-consecutive terms, or if their cumulative grade-point average at any time is less than the following:
- First year: 1.6
- Second year: 1.8
- Third year: 2.0
- Fourth year: 2.0

Academic Dismissal may be appealed to the Mason Gross Scholastic Standing Committee. The appeal process is described in the Mason Gross section of the Rutgers Undergraduate Catalog.
**BA Major Program**

SAS or SEBS students who undertake a BA major in Art upon acceptance to the Department of Art & Design must complete 42 credits toward the BA Art Major.

The Studio and Art Historical and Critical Issues Foundation requirements of the BA and BFA programs are similar. BA students must complete the following Studio Foundation courses:
- Drawing Fundamentals (07:081:121)
- 4D Fundamentals (07:081:122)
- Visual Thinking A (07:081:227)
- Visual Thinking B (07:081:228)

The Art Historical and Critical Issues Foundation courses are:
- Introduction to Art History (01:082:105)
- Introduction to Art History (01:082:106)
- Seminar in Contemporary Art A (07:080:200)
- Seminar in Contemporary Art B (07:080:201)

The two semesters of Introduction to Art History are prerequisites for Seminar in Contemporary Art A.

In addition, with the guidance of faculty and the Undergraduate Program Advisor, BA students take 12 credits (three courses) of Studio electives. Any Studio course from any concentration maybe used as an elective provided you have satisfied the necessary prerequisites. BA students are not required to declare a concentration. Their Studio courses focus on the fundamental principles of visual arts. BA major students do not take Thesis and Exhibition, and do not have Sophomore or Junior Review.

Finally, BA students are required to take 2 credits of Visual Arts Practice or VAP, which may include one or two Byrne Seminar(s) (see page 7 for full description).

**Transferring from BA to BFA**

Students who wish to change from a BA to a BFA must complete a school-to-school transfer and submit a portfolio of work for review. These applications are submitted in March to May for admittance to the BFA in the following fall or from October to December for spring admittance.

**Transferring from BFA to BA**

Students who wish to leave Art & Design and matriculate at some other unit of Rutgers University must submit an application for a school-to-school transfer, which is available online at: http://admissions.rutgers.edu/schooltoschool.

Applications may be submitted in either the Spring or the Fall semester for transfers effective the following semester. Students transfer for a variety of reasons. Some students simply change their minds and transfer in order to study in another area. The evaluations of artistic progress that are done at the end of the sophomore and junior years, which may lead to Artistic Probation (or Dismissal), may also be the stimulus for a transfer.

**Health & Safety**

**Annual REHS Online Training**

Each year, students are required to complete an online art safety training module hosted by Rutgers Environmental Health and Safety (REHS). Students may access this module on the REHS website http://myrehs.rutgers.edu. This mandatory training must be completed by the end of September annually for all
new and continuing students. The complete Rutgers University Art Safety manual is available at http://rehs.rutgers.edu/artsafety. Please note that smoking is prohibited inside all Art & Design Facilities.

**Shop Training**
The Livingston Arts Building (LAB) houses a woodshop, metal shop and ceramics studio. In order to gain access to these facilities undergraduates must be enrolled in a Sculpture Course and complete the respective training sessions. These sessions are scheduled by course instructors and conducted by the Sculpture Specialist.

**On-Campus Safety**
- Remain alert to your surroundings at ALL times.
- Never leave equipment, materials, or personal items unattended or unsecured.
- Never let anyone who you do not know into a secured building or room.
- Never prop open building doors. They are locked during non-business hours for your safety.
- Coordinate with a friend or colleague to walk together when working or studying in university buildings after hours or during school breaks.

**After-Hours Safety**
Available 24/7, you may call for a security escort to a campus residence, university building or your car: 732-932-7211
- Sunday - Thursday from 3am to 6:45am: The Knight Mover “on-demand” shuttle bus will pick up at any campus bus stop. Call: 732-932-RIDE (7433)
- Campus bus service runs all night Friday-Sunday
- Rutgers Police: 732-932-7211

**Sexual Harassment**
Sexual relationships between undergraduate students and faculty members, including graduate student instructors are strictly prohibited as per Mason Gross School policy. Students with questions about this policy are advised to speak with the Mason Gross School of the Arts Associate Dean for Finance and Administration. Any student concerned that they or a fellow student is being harassed are encouraged to speak to the Department Chair immediately.

**CAPS Counseling**
Weekly office hours are available at CSB with a trained counselor from Counseling, Alcohol and Drug Assistance, and Psychiatric Services (CAPS) at Rutgers. These sessions are open to all students free of charge; the counselor is available for walk-in visits and appointments in the Gallery office, which is a quiet and private space for meeting. To learn more and speak with a representative from CAPS, call 848-932-7884 or visit http://health.rutgers.edu/medical-counseling-services/counseling/.

**Office of Disability Services (ODS)**
Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where officially enrolled and participate in an intake interview, and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines

**Facilities**

**Studio Classrooms**
Each concentration has its own well-equipped studio classrooms in the Civic Square Building (CSB) or the Livingston Art Building (LAB). Usually only students who are registered for classes in that concentration can access those studios and facilities.
Shared Painting & Drawing/Sculpture Studios
Shared painting, drawing and sculpture studios are allocated to students by faculty at CSB and LAB. Some studio space is also available for senior students who work in other media and are registered for Thesis. Studio applications need to be submitted in May for the following academic year. Studio spaces are available for move-in in early August once the Studio Contract is signed, and the Online Safety Training is completed. (If a student fails to clean a studio space in a satisfactory manner, then he or she will be charged and obligated to pay Rutgers University Facilities the additional cost of cleaning the studio space.)

Wood Shops & Metal Shop
The Civic Square Building has a fully equipped wood shop. The Livingston Art Building has both a wood shop and a metal shop. Access to these facilities is granted upon documented completion of tool use and safety instruction given by a designated instructor or technician. The student must also read and sign the Shop Access Contract. Students must abide by all shop health and safety regulations. Shops are open during monitored hours.

Computer Labs
All students registered in Art & Design can open an account in the Department Computer Labs on the second and third floors at CSB and at LAB. These accounts can be accessed offsite at any time. Art & Design students may also use the workstations, printers, and scanners when they are not being used for classes. There is information in the labs on the costs for printing. Sign-up forms for accounts are available in the labs and should be given to the Computer Services Manager.

LinkedIn Learning
LinkedIn Learning (formerly lynda.com) is a huge library of online tutorials to learn almost every kind of creative and business software. Every Rutgers students and faculty member has access with their NetID: https://it.rutgers.edu/linkedin-learning/

Mason Gross Galleries
The Mason Gross Galleries on the main floor of CSB provide a professional venue for curated exhibitions by major figures in contemporary art as well as student exhibitions, including the BFA Annual & Thesis Exhibitions.

Rutgers Art Library
Located in Voorhees Hall on College Ave Campus, has a wealth of books available to all Rutgers students. This library is non-circulating. Art Librarian Megan Lotts is available to assist with any questions or book requests at megan.lotts@rutgers.edu. A wealth of information and access to ARTstor and other portals is available through the Art Library Research Guide http://libguides.rutgers.edu/artlibrary.

Undergraduate Project Space (CSB 230)
Undergraduate students have a dedicated project space in which they can install work in one-week time slots. This gives students a chance to experiment with installations and larger scale works in a space that is open to faculty and other students. The project space is reserved through the Undergraduate Advisor (CSB 129) and students may only sign up for one time slot per term. Priority is given to BA students when a time slot falls during the BFA thesis exhibition time.

Lockers
There are 125 lockers for the storage of art materials in CSB. Lockers are assigned by the Department of Art & Design administrator at the start of each term. Students who have a studio assignment may not request a locker. Lockers must be emptied by the end of the term or the lock is clipped and all contents disposed of.

End-of-Year Clean-Up
IMPORTANT NOTE: The Department of Art & Design is not responsible for student work left in classrooms or studios beyond the end of each academic year. These are work spaces and not storage spaces; therefore, we ask that you please take all work and your belongings with you at the end of each academic year. Students will be notified in advance of final deadlines before the Facilities department begins to entirely dispose of unclaimed work and supplies in anticipation of summer.
Cultural Centers around Campus
Asian American Cultural Center
49 Joyce Kilmer Ave, Livingston Campus // http://aacc.rutgers.edu/

Bildner Center for the Study of Jewish Life
12 College Avenue, College Avenue Campus // http://bildnercenter.rutgers.edu/

Center for Latino Arts & Culture
122 College Avenue, College Avenue Campus // http://clac.rutgers.edu/

Center for Social Justice Education & LGBT Communities
17 Bartlett St., College Avenue Campus // http://socialjustice.rutgers.edu/

Center for Women in the Arts & Humanities
https://cwah.rutgers.edu/home/

Paul Robeson Cultural Center
600 Bartholomew Road, Busch Campus // http://prcc.rutgers.edu/

Visiting Artists
Visiting artists are central to our program at Rutgers. Each year graduate students select and invite prominent artists, curators and critics. The large scale of the program exposes students to a wide spectrum of contemporary practices. All students are invited and encouraged to attend these public lectures, which take place throughout the academic year – typically on Wednesdays at 6:40pm in CSB Rm. 110. You won’t want to miss these!

Awards and Scholarships
The James O. Dumont Travel Grant Award
The James O. Dumont Travel Grant Award of approximately $2,900 (dependent on endowment earnings/market performance) is awarded annually to a Junior or Senior in Art & Design at Mason Gross with financial need. The funds enable the recipient to undertake specific travel that is relevant to their artistic interests. Students apply by writing a short essay (200 words maximum) on how they would use the funds and submitting a resume. Please note that this award will not be given to a student to attend another school or residency. Letters of application should be delivered to the Art & Design office by the first Monday in March, and should be addressed to:

James O. Dumont Grant
Executive Committee
Department of Art & Design
Mason Gross School of the Arts

The following scholarships and awards are distributed annually by the faculty to students based on both merit and need (with priority going to upper classmen who have done well in faculty reviews and studio classes):
Lyda J. Craig Endowed Scholarship
Giza Daniels-Endesha Award, for outstanding undergraduate performance in Art & Design.
Paul Robeson Emerging Young Artist Award, for outstanding achievement in Art & Design
Art & Design Award, for artistic accomplishment in Art & Design.
Barbara and Jane Betts Scholarship Award
Frank P. and Lilly A. Novak Endowed Scholarship, awarded to painting, sculpture and ceramics students.

Interested and need-qualified students must submit (1) a Continuing Student Scholarship application (available on MGSA website) to the Dean’s office (by Dec 1 for priority and June 1 for regular deadline) and then, (2) submit a flash drive with a PowerPoint presentation of artwork (15-20 images) and an artist’s statement to the Undergraduate Program Advisor for faculty review and determination of awards for the next academic year.
## Faculty

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Concentration</th>
<th>Rutgers E-mail</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atif Akin</td>
<td>Design</td>
<td><a href="mailto:atif.akin@rutgers.edu">atif.akin@rutgers.edu</a></td>
<td>CSB 234</td>
</tr>
<tr>
<td>Gerry Beegan</td>
<td>Design</td>
<td><a href="mailto:gbeegan@mgsa.rutgers.edu">gbeegan@mgsa.rutgers.edu</a></td>
<td>CSB 232</td>
</tr>
<tr>
<td>Natalie Bookchin</td>
<td>Media</td>
<td><a href="mailto:nbookchin@mgsa.rutgers.edu">nbookchin@mgsa.rutgers.edu</a></td>
<td>CSB 128</td>
</tr>
<tr>
<td>Marc Handelman</td>
<td>Painting</td>
<td><a href="mailto:marcha@mgsa.rutgers.edu">marcha@mgsa.rutgers.edu</a></td>
<td>CSB 125</td>
</tr>
<tr>
<td>Heather Hart</td>
<td>Sculpture</td>
<td><a href="mailto:hhart@mgsa.rutgers.edu">hhart@mgsa.rutgers.edu</a></td>
<td>LAB 157</td>
</tr>
<tr>
<td>Steffani Jemison</td>
<td>Media</td>
<td><a href="mailto:sjemison@mgsa.rutgers.edu">sjemison@mgsa.rutgers.edu</a></td>
<td>CSB 312</td>
</tr>
<tr>
<td>Julie Langsam</td>
<td>Drawing</td>
<td><a href="mailto:jlangsam@rutgers.edu">jlangsam@rutgers.edu</a></td>
<td>CSB 129</td>
</tr>
<tr>
<td>Miranda Lichtenstein</td>
<td>Photography</td>
<td><a href="mailto:ml891@rutgers.edu">ml891@rutgers.edu</a></td>
<td>CSB 320</td>
</tr>
<tr>
<td>Barbara Madsen</td>
<td>Print</td>
<td><a href="mailto:bmadsen@mgsa.rutgers.edu">bmadsen@mgsa.rutgers.edu</a></td>
<td>CSB 236</td>
</tr>
<tr>
<td>Park McArthur (part-time)</td>
<td>Tepper Chair in Visual Arts</td>
<td><a href="mailto:park.r.mcarthur@rutgers.edu">park.r.mcarthur@rutgers.edu</a></td>
<td>CSB 423</td>
</tr>
<tr>
<td>Diane Neumaier (part-time)</td>
<td>Photography</td>
<td><a href="mailto:dianeu@mgsa.rutgers.edu">dianeu@mgsa.rutgers.edu</a></td>
<td>CSB 317</td>
</tr>
<tr>
<td>Jeanine Oleson</td>
<td>Sculpture</td>
<td><a href="mailto:joleson@mgsa.rutgers.edu">joleson@mgsa.rutgers.edu</a></td>
<td>LAB 118</td>
</tr>
<tr>
<td>Raphael Ortiz</td>
<td>Foundations</td>
<td><a href="mailto:rmo@mgsa.rutgers.edu">rmo@mgsa.rutgers.edu</a></td>
<td>CSB 316</td>
</tr>
<tr>
<td>Hanneline Røgeberg</td>
<td>Painting</td>
<td><a href="mailto:rogeberg@rutgers.edu">rogeberg@rutgers.edu</a></td>
<td>CSB 309</td>
</tr>
<tr>
<td>Mindy Seu</td>
<td>Design</td>
<td><a href="mailto:mseu@mgsa.rutgers.edu">mseu@mgsa.rutgers.edu</a></td>
<td>CSB 318</td>
</tr>
<tr>
<td>Patrick Strzelec</td>
<td>Sculpture</td>
<td><a href="mailto:strzelec@mgsa.rutgers.edu">strzelec@mgsa.rutgers.edu</a></td>
<td>LAB 157</td>
</tr>
<tr>
<td>Jacqueline Thaw</td>
<td>Design</td>
<td><a href="mailto:thaw@mgsa.rutgers.edu">thaw@mgsa.rutgers.edu</a></td>
<td>CSB 233</td>
</tr>
<tr>
<td>Stephen Westfall</td>
<td>Painting</td>
<td><a href="mailto:westfall@mgsa.rutgers.edu">westfall@mgsa.rutgers.edu</a></td>
<td>CSB 319</td>
</tr>
<tr>
<td>Didier William</td>
<td>Print</td>
<td><a href="mailto:dwilliam@mgsa.rutgers.edu">dwilliam@mgsa.rutgers.edu</a></td>
<td>CSB 315</td>
</tr>
<tr>
<td>John Yau</td>
<td>Critical Studies</td>
<td><a href="mailto:johnyau@mgsa.rutgers.edu">johnyau@mgsa.rutgers.edu</a></td>
<td>CSB 314</td>
</tr>
</tbody>
</table>
Administrative Staff (CSB)

Rosemarie Flores Te Nyenhuis  
Undergraduate Administrative Assistant  
CSB 124 - 848-932-5210  
rf467@mgsa.rutgers.edu

Daonne Huff  
Graduate Program and Gallery Coordinator  
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daonne.huff@rutgers.edu

Carol Monroe  
Departmental Administrator  
CSB 130A - 848-932-5216  
cam270@mgsa.rutgers.edu

Cassandra Oliveras-Moreno  
Administrator, Communications & Collaboration  
CSB 126 - 848-932-5399  
coliveras@mgsa.rutgers.edu

Ameé Pollack  
Undergraduate Program Advisor  
CSB 127 - 848-932-5222  
apollack@mgsa.rutgers.edu

Facilities Staff (CSB and LAB)

Interim Computer Services Manager  
TBS, (Shane Whilden on leave this academic year)  
CSB 238  
848-932-5204

Design Technician  
Greyory Blake  
CSB 231H  
848-932-5297

Media Specialist  
Damian Catera  
CSB 221A  
848-932-2941  
damiancatera@yahoo.com

Photography Specialist  
Tony Masso  
CSB 337  
848-932-5267  
amasso@rutgers.edu

Print Coordinator/Master Printer  
Randy Hemminghaus  
CSB 239  
848-932-5244  
tobyern@mgsa.rutgers.edu

Sculpture Specialist  
Rhys Bambrick  
LAB 108  
848-932-4246  
rhys.bambrick@rutgers.edu
Art & Design Undergraduate Academic Calendar 2019-2020

**Fall 2019**

Tues, Sept 3  
FALL SEMESTER BEGINS

Tues, Sept 3 – Wed, Sept 18  
Welcome Back Show, **Reception:** Wed, Sept 4, 5-8 pm

Wed, Sept 25 - Fri, Oct 11  
co-curate shows, **Reception:** Thurs, Sept 26, 6-9 pm

Mon, Oct 22 – Wed, Nov 7  
Undergraduate Art Open, **Reception:** Thurs, Oct 24, 6-9 pm

Mon, Oct 28  
Last day to Withdraw from class (earn a W grade)

Sat, Nov 2  
Undergrad and Graduate Open Studios at CSB and LAB, 9-6 pm

Tues, Nov 26  
Thursday classes

Wed, Nov 27  
Friday classes

**Thurs, Nov 28 – Sun, Dec 1**  
THANKSGIVING RECESS

Dec 1 (priority deadline)  
Continuing Scholarships applications due to Dean’s office for 2020-2021

Friday, Dec 6  
Transfer Review, 10 am-2:30 pm

Wed, Dec 11  
Classes end  
*(Reading Days: Thurs, Dec 12 and Fri, Dec 13)*

Mon, Dec 16 – Mon, Dec 23  
Final Exam Period

**Sat, Dec 23 – Mon, Jan 20**  
WINTER RECESS

**Spring 2020**

Tues, Jan 21  
SPRING SEMESTER BEGINS

Mon, March 9  
Dumont Travel Grant proposal due

Fri, March 6  
Sophomore Review, 10 am – 4:30 pm

Sat, March 14–Sun, March 22  
SPRING RECESS

Mon, March 23–Fri, April 3  
BFA Thesis Exhibition 1, **Reception:** Thurs March 26, 6-9 pm

Mon, March 9 – Mon, April 6  
Junior Reviews

Thurs, April 9–Tues, April 21  
BFA Thesis Exhibition 2, **Reception:** Thurs April 9, 6-9 pm

Mon, May 4  
Classes end

Mon, April 27–Fri, May 8  
BFA Thesis Exhibition 3, **Reception:** Fri, April 30, 6-9 pm

**Thurs, May 14**  
MASON GROSS COMMENCEMENT (Time TBA)

June 1 (regular deadline)  
Continuing Scholarships applications due to Dean’s office for 2020-2021
## Visual Arts Major

### Sample BFA 4-Year Plan – 120 Credits, Visual Arts Major

*All students should consult the Undergraduate Program Advisor for advisement throughout their course of study; this plan is meant as a guide only.*

If you are a transfer student or if you need to take another English class prior to Expository Writing I, your course plan will vary from this sample.

### BFA First Year

**Fall – 15-16 Credits**
- Visual Thinking A
- Drawing Fundamentals or 4D Fundamentals
- Studio Course (elective or concentration)
- Expository Writing I
- Byrne Seminar (optional)

**Spring – 15-18 Credits**
- Visual Thinking B
- Drawing Fundamentals or 4D Fundamentals
- Studio Course (elective or concentration)
- 1 Liberal Arts -Art History 105 or 106
- 1 Liberal Arts Course (if ready)

### BFA Sophomore Year

**Fall – 15-18 Credits**
- Studio Concentration Course
- Studio Elective
- Studio Elective
- 1 Liberal Arts: Art History 105 or 106
- 1 Liberal Arts Course

**Spring – 15-18 Credits**
- Studio Concentration Course
- Studio Elective
- Studio Elective
- Art History Elective or Seminar in Concentration
- 1 Liberal Arts Course

### BFA Junior Year

**Fall – 15-18 Credits**
- Studio Concentration Course
- Studio Elective
- 1 Liberal Arts: Seminar in Contemporary Art A *
- Seminar in Concentration* or Art History Elect #1
- Visual Arts Practice - 1 or 2 credits
- 1 Liberal Arts (if necessary)

**Spring – 15-18 Credits**
- Studio Concentration Course
- Studio Elective
- 1 Liberal Arts: Seminar in Contemporary Art B *
- Seminar in Concentration* or Art History Elect #2
- Visual Arts Practice - 1 or 2 credits
- 1 Liberal Arts (if necessary)

### BFA Senior Year

**Fall – 14-16 Credits**
- Studio Concentration Course
- Thesis & Exhibition A**
- Visual Arts Practice - 1 or 2 credits
- 1 Liberal Arts Course

**Spring – 12-15 Credits**
- Studio Concentration Course
- Thesis & Exhibition B **
- Visual Arts Practice - 1 or 2 credits
- 1-2 Liberal Arts Courses (if necessary)

*Expected time to take.

**Alongside the Thesis class, students must take an upper level studio class in their concentration area or Independent Study for both semesters, even if they have completed three years within their concentration.*
## BFA Visual Arts Major Requirements = 87 credits
Effective fall 2015 (for students entering fall 2015 and thereafter)

### Foundation BFA Requirements (16)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Drawing Fundamentals 07:081:121</td>
<td>(4)</td>
</tr>
<tr>
<td>4-D Fundamentals 07:081:122</td>
<td>(4)</td>
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</tbody>
</table>

F ___ Visual Thinking A 07:081:227 ___ (4)
S ___ Visual Thinking B 07:081:228 ___ (4)

___ Sophomore Review ___ pass ___ re-review ___
___ Junior Review ___ pass ___ re-review ___

### Concentration: __________________________ (36)

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tr>
<td>07:081:__ _________________</td>
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<tr>
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<tr>
<td>Seminar in Concentration 07:081:_________________________</td>
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<tr>
<td>Art History Elective/Seminar or Cinema Studies _____________</td>
<td>(3)</td>
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</table>

F ___ Thesis A 07:081:497 ____ (3)
S ___ Thesis B 07:081:498 ____ (3)

**Studio Electives (32) **

<table>
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<tbody>
<tr>
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<td>(4)</td>
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<tr>
<td>07:081:__ _________________</td>
<td>(4)</td>
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</table>

** Advanced concentration classes can count here. Includes Independent Studies.**

Visual Arts Practice 07:081:105 (3) Pass.Fail

___ ____ ___
VISUAL ARTS MAJOR: Liberal Arts Requirements (33 credits)
(for students entering fall 2018 and thereafter)
120 Credits Minimum Required for Graduation

<table>
<thead>
<tr>
<th>Course</th>
<th>When Taken</th>
<th>Earned Credits</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Part I: Areas of Inquiry</td>
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<tr>
<td>A. Arts &amp; Humanities (12 credits - 4 courses)</td>
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</tr>
<tr>
<td>01:082:105 Art History 105</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>01:082:106 Art History 106</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01:082 AH Elective or Cinema Studies (Media students)</td>
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<tr>
<td>2.</td>
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<tr>
<td>B. Social Science and History (6 credits)</td>
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<tr>
<td>C. Liberal Arts Electives (3 credits)</td>
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<td></td>
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<tr>
<td>Part II: Cognitive Skills and Processes</td>
<td></td>
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<tr>
<td>A. Writing and Communication (3 credits)</td>
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<tr>
<td>01:355:101 Expository Writing</td>
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<tr>
<td>B. Writing Contemporary Art (6 credits)</td>
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<tr>
<td>07:081:200 Seminar in Contemporary Art A</td>
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<tr>
<td>07:081:201 Seminar in Contemporary Art B</td>
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<tr>
<td>C. Quantitative/Technical Skills (3 credits)</td>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

(May take online - 07:557:201 Pain in the Assets? Finance & Entrepreneurship for the Arts)
Design Major

Sample BFA 4-Year Plan – 120 Credits, Design Major/Concentration

All students should consult the Undergraduate Program Advisor for advisement throughout their course of study; this plan is meant as a guide only.

If you are a transfer student or if you need to take another English class prior to Expository Writing I, your course plan will vary from this sample.

BFA First Year

Fall – 15-16 Credits
Visual Thinking A
Drawing Fundamentals or 4D Fundamentals
Studio Course (elective or concentration)
Expository Writing I
Byrne Seminar (optional)

Spring – 15-18 Credits
Visual Thinking B
Drawing Fundamentals or 4D Fundamentals
Studio Course (elective or concentration)
1 Liberal Arts - Art History 105 or 106
1 Liberal Arts Course (if ready)

BFA Sophomore Year

Fall – 15-18 Credits
Studio Concentration Course
Studio Elective
Studio Elective
1 Liberal Arts: Art History 105 or 106
1 Liberal Arts Course (if ready)

Spring – 15-18 Credits
Studio Concentration Course
Studio Elective
Studio Elective
Art History Elective or Contextual Studies
1 Liberal Arts Course

BFA Junior Year

Fall –16 Credits
Studio Concentration Course
Studio Elective
Seminar in Design A: History
Art History Elective or Contextual Studies
1 Liberal Arts Course

Spring –16 Credits
Studio Concentration Course
Studio Elective
Seminar in Design B: Issues
1-2 Liberal Arts Courses

BFA Senior Year

Fall – 13 Credits
Studio Course
Thesis & Exhibition A
Practicum or Supervised Internship
1 Liberal Arts Course

Spring –13-16 Credits
Studio Course
Thesis & Exhibition B
1-2 Liberal Arts Courses
### BFA Design Major Requirements = 87 credits
Effective fall 2015 (for students entering in fall 2015 and thereafter)

#### Foundation BFA Requirements (16)

<table>
<thead>
<tr>
<th>Course</th>
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<td>Visual Thinking A</td>
<td>07:081:227</td>
<td>(4)</td>
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<td>Visual Thinking B</td>
<td>07:081:228</td>
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#### Design Major/Concentration (40)

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<th>Code</th>
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<td>07:081:497</td>
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<td>Thesis B</td>
<td>07:081:498</td>
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#### Studio Electives (31)

**NOTE:** Be sure to count up credit number!!

<table>
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</table>

21
**DESIGN MAJOR: Liberal Arts Requirements (33 credits)**

**Visual Arts (for students entering fall 2018 and thereafter)**

*120 Credits Minimum Required for Graduation*

<table>
<thead>
<tr>
<th>Course</th>
<th>When Taken</th>
<th>Earned Credits</th>
<th>Grade</th>
</tr>
</thead>
</table>

**Part I: Areas of Inquiry**

**A. Arts & Humanities (12 credits - 4 courses)**

<table>
<thead>
<tr>
<th>Course</th>
<th>When Taken</th>
<th>Earned Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>01:082:105 Art History 105</td>
<td>______</td>
<td>______</td>
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<tr>
<td>01:082:106 Art History 106</td>
<td>______</td>
<td>______</td>
<td>______</td>
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<tr>
<td>01:082:___ AH Elective or Cinema Studies</td>
<td>______</td>
<td>______</td>
<td>______</td>
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</tbody>
</table>

**Contextual Studies**

*Choose one Contextual Studies class from four choices:*

- [04:189:152] The Structure of Information
- [04:567:275] Social Media & Participatory Culture
- [04:567:333] Media and Popular Culture

**B. Social Science and History (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>When Taken</th>
<th>Earned Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
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</table>

**C. Liberal Arts Electives (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>When Taken</th>
<th>Earned Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
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<td>______</td>
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**Part II: Cognitive Skills and Processes**

**A. Writing and Communication (3 credits)**

<table>
<thead>
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<th>Course</th>
<th>When Taken</th>
<th>Earned Credits</th>
<th>Grade</th>
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<tbody>
<tr>
<td>01:355:101 Expository Writing</td>
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**B. Literature/Writing Contemporary Art (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>When Taken</th>
<th>Earned Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:081:200 Seminar in Contemporary Art A</td>
<td>______</td>
<td>______</td>
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<tr>
<td>Or 01:355:201 Research in the Disciplines</td>
<td>______</td>
<td>______</td>
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</table>

**C. Quantitative/Technical Skills (3 credits)**

<table>
<thead>
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<th>Course</th>
<th>When Taken</th>
<th>Earned Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
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</table>

*(May take online - 07:557:201 Pain in the Assets? Finance & Entrepreneurship for the Arts)*
## Helpful Websites

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td><a href="scheduling.rutgers.edu/academic.htm">scheduling.rutgers.edu/academic.htm</a></td>
</tr>
<tr>
<td>Art Library</td>
<td><a href="http://libguides.rutgers.edu/artlibrary">http://libguides.rutgers.edu/artlibrary</a></td>
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<td>Degree Navigator</td>
<td><a href="nbdn.rutgers.edu">nbdn.rutgers.edu</a></td>
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<td>Directions to campus</td>
<td><a href="maps.rutgers.edu">maps.rutgers.edu</a></td>
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<td>Financial Aid</td>
<td><a href="studentaid.rutgers.edu">studentaid.rutgers.edu</a></td>
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<td>Health Services–Counseling (CAPS)</td>
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<td>Health &amp; Safety</td>
<td><a href="rehs.rutgers.edu/art_safety">rehs.rutgers.edu/art_safety</a></td>
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<td>Learning Centers</td>
<td><a href="rlc.rutgers.edu">rlc.rutgers.edu</a></td>
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<td>Libraries</td>
<td><a href="libraries.rutgers.edu">libraries.rutgers.edu</a></td>
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<td>Mason Gross School of the Arts</td>
<td><a href="masongross.rutgers.edu">masongross.rutgers.edu</a></td>
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<td>Parking</td>
<td><a href="rudots.rutgers.edu">rudots.rutgers.edu</a></td>
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<td>RU Connection ID Cards</td>
<td><a href="ruconnection.rutgers.edu">ruconnection.rutgers.edu</a></td>
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<td>RU-info</td>
<td><a href="ruinfo.rutgers.edu">ruinfo.rutgers.edu</a></td>
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<td><a href="search.rutgers.edu">search.rutgers.edu</a></td>
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<td>Safety Training</td>
<td><a href="myrehs.rutgers.edu">myrehs.rutgers.edu</a></td>
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<td>Schedule of Classes</td>
<td><a href="acs.rutgers.edu/soc">acs.rutgers.edu/soc</a></td>
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<td>Student Employment</td>
<td><a href="studentwork.rutgers.edu">studentwork.rutgers.edu</a></td>
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<td>Web Registration (WebReg)</td>
<td><a href="webreg.rutgers.edu">webreg.rutgers.edu</a></td>
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<td>Writing Centers</td>
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