

GRADUATE STUDENT HANDBOOK

MFA in Visual Arts
Mason Gross School of the Arts
Department of Art & Design
2019-2020 edition

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PROGRAM DESCRIPTION

The Rutgers MFA in Visual Arts at Mason Gross School of the Arts was established in 1960 as the first non-disciplinary specific fine art graduate program in the United States. Today the 2-year, full-time

program continues to flourish through the rigorous cultivation of dialogue, experimentation and thinking across disciplines, media, approaches and perspectives. Graduate students pursue their creative work in dialogue with each other and with faculty without being separated into separate departments or concentrations. Together we maintain and nurture a diverse, tight-knit, and pluralistic community of artists, and we expect all of our graduate students to contribute to and benefit from all that our community offers. We are located in New Brunswick, New Jersey, one hour from New York City and from Philadelphia. This distance allows students the space and time to concentrate and immerse themselves in their creative pursuits without the daily distractions of the city, while allowing for easy access to all those cities offer.

FACULTY AND STAFF emails, office numbers

Full-Time Faculty

Ahmet Atif Akin - Design (TF)*	atif.akin@rutgers.edu	CSB 234
Natalie Bookchin - Media (TF)	nbookchin@mgsa.rutgers.edu	CSB 128
Gerry Beegan - Design (TS)	gbeegan@mgsa.rutgers.edu	CSB 125
Marc Handelman - Painting (TF)	marcha@mgsa.rutgers.edu	CSB 322
Heather Hart - Lecturer in Sculpture (TS)	hhart@mgsa.rutgers.edu	LAB 157
Steffani Jemison - Media (TS)	sjemison@mgsa.rutgers.edu	CSB 235
Julie Langsam - Drawing and Foundations (TF)	jlangsam@rutgers.edu	CSB 129
Miranda Lichtenstein - Photo (TS)	ml891@rutgers.edu	CSB 320
Barbara Madsen - Print (TS)	bmadsen@mgsa.rutgers.edu	CSB 236
Jeanine Oleson - Sculpture (TF)	joleson@mgsa.rutgers.edu	LAB 118
Raphael Montañez Ortiz - Mixed Media	rmo@mgsa.rutgers.edu	CSB 316
Adam Putnam - Visiting Lecturer in Photography	aputnam@mgsa.rutgers.edu	CSB
Hanneline Røgeberg - Painting (TS)	rogeberg@rutgers.edu	CSB 309
Mindy Seu - Design (TF)	mseu@mgsa.rutgers.edu	CSB 318
Patrick Strzelec - Sculpture (S)	strzelec@mgsa.rutgers.edu	LAB 157

Jacqueline Thaw - Design	thaw@mgsa.rutgers.edu	CSB 233
Stephen Westfall - Painting (TF) (S)	westfall@mgsa.rutgers.edu	CSB 319
John Yau - Critical Studies (F) (TS)	johnyau@mgsa.rutgers.edu	CSB 314
Didier William - Printmaking (TF)	dwilliam@mgsa.rutgers.edu	CSB 315

Part-time Faculty

Diane Neumaier - Photography	dianeu@mgsa.rutgers.edu	CSB 317
Park McArthur - Tepper Chair in Visual Arts (TF/TS)	park.r.mcarthur@rutgers.edu	CSB 423

*(TF/TS) Teaching Fall / Teaching Spring Graduate Course

(F) (S) Indicates faculty will be on leave for Fall 2019 and/or Spring 2020.

Faculty remain available for studio visits and independent studies regardless of whether they are teaching a graduate course.

Note: When faculty are on sabbatical or medical leave, students should refrain from contacting them for programmatic support or advisement.

Faculty Administrators

Marc Handelman, Chair	marcha@mgsa.rutgers.edu	CSB 125
Associate Chair	TBA	
Julie Langsam, Undergraduate Director	jlangsam@rutgers.edu	CSB 127
Natalie Bookchin, Graduate Director	nbookchin@mgsa.rutgers.edu	CSB 128

Staff

Carol Monroe	Department Administrator	848 - 932 - 5216	cam270@mgsa.rutgers.edu	CSB 130A
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Cassandra Oliveras-Moreno	Administrator, Communications & Collaborations (on leave until October 1)	848 - 932 - 5399	coliveras@mgsa.rutgers.edu	CSB 126
Amee Pollack	Undergraduate Program Adviser	848 - 932 - 5222	apollack@mgsa.rutgers.edu	CSB 129
Rose Flores Te Nyenhuis	Undergraduate Administrative Assistant	848 - 932 - 5210	rflores@mgsa.rutgers.edu	CSB 124
Bomi Kim	Graduate Program Coordinator	848 - 932 - 5211	bkim@mgsa.rutgers.edu	CSB 124
Sam Bogner	Interim Gallery Coordinator		sbogner@mgsa.rutgers.edu	Gallery
Ben Weathers	Gallery and CSB Woodshop Tech		benweathers1@gmail.com	
Damian Catera	Media Specialist	848 - 932 - 2941	catera@mgsa.rutgers.edu	CSB 221A
Greygory Blake	Design Technician	848 - 932 - 5297	greyory.blake@rutgers.edu	CSB 231H
Rhys Bambrick	Sculpture Technician	848 - 932 - 4246	rb1058@mgsa.rutgers.edu	LAB 108
Tony Masso	Photography Specialist & EPA Coordinator	848 - 932 - 5267	amasso@mgsa.rutgers.edu	CSB 337
Igor Nachevnik	Interim Associate Director of Computer Service	848 - 932 - 5204	inachevnik@mgsa.rutgers.edu	CSB 238
Randy Hemminghaus	Master Printer	848 - 932 - 5243	tobyern@rci.rutgers.edu	CSB 203

VISUAL ARTS BUILDINGS AND ADDRESSES

Civic Square Building (CSB) - Downtown New Brunswick
33 Livingston Ave, New Brunswick, NJ 08901

Livingston Sculpture Arts Building (LAB) - Livingston Campus
39 Road 3. Piscataway, NJ 08854

PROGRAM REQUIREMENTS

Credits

60 core or approved credits are required for the Master of Fine Arts degree. All MFA in Visual Arts courses are 4 credits, and a normal semester load is 16 credits per semester. Students may not exceed the maximum 20 credit limit for registration.

Students may take one course each semester in other Mason Gross School of the Arts (MSGA) Departments (Dance, Theater, Music, Art & Design Undergraduate Program) with the approval of the instructor and the Graduate Director.

Students may take one class per year outside of MGSA for credit by notifying the Graduate Coordinator and getting approval from the Graduate Director. Students may audit courses throughout the University with the permission of course instructors. Classes outside of the Department will not necessarily be 4 credits, so students need to make sure to maintain a normal semester load.

Curriculum

The curriculum consists of graduate seminars, independent studies, first year reviews, and thesis. Each semester we offer multiple graduate seminars on issues, topics, and practices in contemporary art in relationship to students' ongoing and developing studio work. As a major public research university, we have a wealth of resources and opportunities, and students may choose to enroll in courses in other departments within the School and across the University. Graduate seminars are taught by the faculty, the Tepper Chair, and visiting lecturers. Recent visiting lecturers have included Sondra Perry, Ronny Quevedo, Ohad Meromi, Jamie Isenstein, Halsey Rodman, and Zachary Fabri. Past Tepper Chairs were Kara Walker and Catherine Murphy, and our current Tepper Chair is Park McArthur. Formal faculty reviews of student work take place in the first semester after student's first exhibition followed by a studio review during the second semester. In the 2nd year, students write a thesis statement, participate in a thesis exhibition and group show in NYC, and give a formal presentation of their work followed by a final faculty review.

Coursework

FIRST YEAR / FALL

REQUIRED

1. Visiting Artists
2. Graduate Seminar
3. Graduates Seminar

ADDITIONAL COURSES (You may take one or two of the below)

- Graduate Seminar
- Undergraduate Art & Design Course (per approval of Instructor, Undergraduate Advisor and Graduate Director)
- Course within another Department of Mason Gross (per approval of instructor and Graduate Director)
- Course outside of Mason Gross (per approval of instructor and Graduate Director) Please note only one course outside of Mason Gross can be taken for credit each Academic Year)

FIRST YEAR / SPRING

REQUIRED

1. Visiting Artists
2. Graduate Seminar
3. Graduate Seminar

ADDITIONAL COURSES (You may take one or two of the below)

- Graduate Seminar
- Independent Research Project (per approval of Faculty member and Graduate Director) Please note you can only take one Independent Study a semester
- Undergraduate Art & Design Course (per approval of Instructor, Undergraduate Advisor and Graduate Director)
- Course within another Department of Mason Gross (per approval of instructor and Graduate Director)
- Course outside of Mason Gross (per approval of instructor and Graduate Director) Please note only one course outside of Mason Gross can be taken for credit each Academic Year)

SECOND YEAR / FALL

REQUIRED

1. Thesis Seminar
2. Graduate Seminar
3. Graduate Seminar

ADDITIONAL COURSES (You may take one or two of the below)

- Graduate Seminar
- Independent Research Project (per approval of Faculty member and Graduate Director) Please note you can only take one Independent Study a semester
- Undergraduate Art & Design Course (per approval of Instructor, Undergraduate Advisor and Graduate Director)
- Course within another Department of Mason Gross (per approval of instructor and Graduate Director)
- Course outside of Mason Gross (per approval of instructor and Graduate Director) Please note only one course outside of Mason Gross can be taken for credit each Academic Year)

SECOND YEAR / SPRING

REQUIRED

1. Exhibition

2. Graduates Seminar

3. Graduate Seminar

ADDITIONAL COURSES (You may take one or two of the below)

- Graduate Seminar
- Independent Research Project (per approval of Faculty member and Graduate Director) Please note you can only take one Independent Study a semester
- Undergraduate Art & Design Course (per approval of Instructor, Undergraduate Advisor and Graduate Director)
- Course within another Department of Mason Gross (per approval of instructor and Graduate Director)
- Course outside of Mason Gross (per approval of instructor and Graduate Director) Please note only one course outside of Mason Gross can be taken for credit each Academic Year.

Visiting Artists Course

Our Visiting Artist Series is organized and selected by graduate students. Each semester, approximately 10 artists, curators, writers, and critics are invited for studio visits with graduate students and an evening public lecture. For a complete list of Visiting Arts from 2012-present, click [here](#). First Year students are required to register for a 4 credit course entitled Visiting Artists (081:521-522) each semester. There are three separate activities involved in this course for first-year students: 1) Weekly visiting artist lectures and studio visits 2) Two First Year Reviews, one in the Fall semester and one in the Spring semester and 3) All graduate meetings with the Graduate Director.

Graduate Seminar

The Graduate Seminar is a core course in the MFA Graduate Program. Graduate students are expected to enroll in at least two out of the approximately six seminars offered. Each seminar focuses on issues, topics, and practices in contemporary art in relationship to students' ongoing studio work. They introduce students to new ideas, concepts, and methodologies for creatively and experimentally working and thinking together and independently as artists who are part of a larger critical field. The seminars encourage and challenge students to experiment, expand, and deepen their ideas, to engage in productive dialogue and debate about artwork—their own and others—and to learn new approaches and concepts as they develop and deepen their own art practice. Seminars may include group and individual critique, specific projects, readings, discussions, presentations, field trips, and workshops. Seminar participants are expected to work independently and to participate fully in the seminar. Most full-time Art & Design Faculty teach one graduate seminar a year.

Visiting Artist Lectures and Studio Visits

There are weekly presentations and studio visits with artists and critics, usually on Wednesday evenings, occasionally on Fridays. The selection of visitors is determined by graduate students, and coordinated by two Visiting Artist Coordinators, Co-Ad (co-adjunct) positions held by one First Year and one Second Year graduate student.

Teaching Mentorships

Teaching Mentorship is one-semester mentorship between a MFA graduate student and an Art & Design faculty member or Part-Time Lecturer in an undergraduate BFA course. In the mentorship, the student attends class, observes and assists in teaching and classroom management, provides instructional support, and is introduced to the department and area protocols and procedures, and curriculum. Mentees may be asked to lead critiques, do technical demonstrations, and give class lectures under instructors' supervision. Upon successful completion of the mentorship, graduate students become eligible to teach.

Independent Research Projects

In Independent Research Projects students work one on one with an Art & Design faculty member. To initiate an Independent Research Project, the student must submit a proposal to the faculty member describing a project they would like to work on and a meeting schedule. The faculty member and the Graduate Director must approve the proposal. Independent Studies may be pursued after a student has already worked with a faculty member, when a student was not able to register for a Faculty's seminar, or during a semester that the faculty member is not teaching a graduate seminar. Independent Research Projects can be pursued after the completion of the student's first semester.

First Year Reviews

Towards the end of the first and second semesters, faculty committees meet with each graduate student for a 40 minute review. During the review, the faculty evaluate the student's work and progress in the Program. In preparation for the review, students are required to complete a one-page artist statement before the review, which is submitted to the faculty reviewers. In the statement and during the review, students are expected to articulate and defend their artistic strategies and intentions.

Fall Review

The Fall review takes place during the First Year Graduate Student Exhibition at the Mason Gross Galleries at the Civic Square Building. The review serves to better acquaint the graduate faculty with the first year students, and for faculty to evaluate the work the student has done since entering the program, with a focus on the work in the exhibition. It is recommended that students arrange studio visits with members of their committee before the review takes place.

Spring Review

During the Spring review, which takes place in each student's studio, faculty will assess the work assembled by the graduate student and determine whether the student is qualified to advance in the Program. Following the review, the Graduate Director provides a written letter to each student informing them of their status in the Program.

Passing both reviews is a requirement for successfully completing 08:081:521-522 Visiting Artists. An unsatisfactory review may result in a re-review, possible probation, and may lead to a dismissal from the University. Student will be advised in writing as to why they have been put on artistic probation, what needs to be done to correct it, and the deadline to remedy the situation. In the case of artistic dismissal,

the student may appeal to the Dean. Not passing a review may result in the withdrawal of funding or a part-time lecturer position. The review assessment is independent of the student's grades in classes.

Thesis and Exhibition

Second Year students are required to register for a two-semester sequence that includes Thesis (08:081:703) in the Fall semester and Exhibition (08:081:704) in the Spring semester. The sequence is a 4 credit per-semester course. Enrolled students are required to register for the Thesis Seminar in the Fall semester which meets weekly and is led by the Graduate Director. Additionally, students are expected to meet with each of their Thesis Advisory Committee members at least three times over the Fall semester to have check ins regarding the development of their Thesis Exhibition. In the Spring Semester, Exhibition is driven independently by the graduate student who should be scheduling visits with their Thesis Advisory Committee to critique their thesis exhibition and develop their Thesis Exhibition one-pager as well as their expanded Thesis Statement.

Thesis Advisory Committee

In October of the Fall semester, Second Year students recruit three faculty members to serve on their Thesis Advisory Committee, asking one of the three to chair the committee. The chair is the "point person" for the committee and communicates with the students and faculty over any concerns, issues, or problems regarding the student's thesis. This committee will oversee the student's thesis, providing feedback and support as the student develops artwork leading to the thesis exhibition and group exhibition in New York. They will also oversee and advise on the student's Thesis Statement. It is the student's responsibility to schedule regular studio visits throughout the two semesters with all committee members, to view and discuss work-in-progress and the thesis statement.

Thesis Exhibition

In the Spring semester, students are required to exhibit their work in a thesis exhibition at the Mason Gross Galleries. This exhibition is a culminating presentation of the student's artistic pursuit of two years of study in the program. Students are strongly encouraged to arrange meetings with other faculty not on their thesis or review committee to view and critique their work. In addition, the Department provides \$2,000 dollars for the class to invite visiting critics to review the show.

MFA Final Review

Taking place after the completion of the MFA Thesis Exhibitions, the Final Review is a 60-minute defense of the student's work during which the student will present a 20-30 minute prepared presentation followed by 30 minutes of discussion and faculty feedback. The review is composed of three faculty members, one of whom is on the student's Thesis Committee. The prepared presentation should address the student's creative and intellectual trajectory over the course of the program, addressing and contextualizing the student's full body of work created during their time in the Graduate Program including their Thesis Exhibition.

Thesis Statement

A three- to five-page paper (no more than 2500 words) that is an expansion of the Artist Statement presented for the MFA Final Review. The Thesis Statement is a text about the student's work, approach, ideas, and historical and contemporary context in which the student situates their art work and production. The Statement should not be viewed as an art work in itself, but rather one that situates the student's ongoing body of work in an intellectual, critical, aesthetic, and social context. Students should take into consideration feedback from the Thesis Committee as well as their Thesis Reviewers. Students may consider this text as a template for future grant applications, fellowship proposals, and exhibition catalogues.

Thesis and Exhibition are pass/fail courses. Passing this course and graduation are contingent upon the successful and timely completion of the written thesis statement as well as the thesis exhibition, and requires the approval of all three members of the thesis/exhibition advisory committee.

Rutgers in NY

The Department sponsors a group exhibition of the graduating MFA class at a venue in New York City in April and/or May of the Spring semester following the thesis exhibition. The students in the class are responsible for organizing and curating the exhibition as a cohesive group show, designing promotional materials, checklists, exhibition map and exhibition publication as well as planning their reception with the support of the Graduate Program Coordinator and the Graduate Director. The Department provides a \$15,000 budget. \$10,000 should be used to book a venue that will host the exhibition for a minimum of two weeks and three weekends. During the Fall semester, the class decides on and books the NYC venue, taking into consideration access to public transportation. The remaining \$5,000 is for promotional materials, an exhibition catalogue and a reception. If costs exceed \$15,000, the class is responsible for covering the difference, using auction or other raised funds.

Transfer of Graduate Credits

Transfer of graduate credits from another program cannot be considered until the student has completed 12 credits (typically one semester) in the Mason Gross graduate program. Transfer of credit forms are available in the Art & Design office. Any courses requested for transfer credit must first be evaluated and approved by the Graduate Director and MGSA Dean of Students.

Extra Graduation Credits

Graduate students who have deficiencies in an academic area may be required to pursue extra graduation credits to eliminate the deficiency. For example, entering students with a lack of knowledge about contemporary art maybe asked to take a remedial course. This requirement will be disclosed by the faculty through the Graduate Director and included in the student's file.

Continuation Beyond Normal Two Years

In the special case of a student working full time at outside employment, or otherwise having difficulty fulfilling degree requirements within two years, they may apply to the Graduate Director for a third year in which to complete the requirements. In some circumstances the Director or the faculty may recommend that a student continue beyond the second year. A studio is not provided in the third year.

If the graduate thesis is the only requirement left unfulfilled, and will be completed by October of the following academic year, the student need not register for a third year. However, if the thesis will not be completed until the end of the Fall semester, the student must register for "Matriculation Continued." Maintaining "Matriculation Continued" status until all requirements are completed is important to avoid problems of re-admission. The time limit for completing the degree is four years from the start time of matriculation.

Undergraduate/Graduate Mentorship Program

The Mentorship Program aims to foster dialogue and artistic guidance by pairing MFA students with BFA thesis students for the duration of an academic year. Graduate students provide feedback, insight, and support to an undergraduate student as they develop their thesis artwork, while exposing them to diverse models of studio practice, engagement, and perspectives. The role of mentor likewise expands and deepens the teaching experience for graduate students. There is no credit for the mentorship, and it is not a requirement to graduate. However, participation is expected, as the exchange is considered to be an important part of the curriculum and experience of the MFA Program.

STUDENT GOVERNMENT

Graduate Student Department Representative

This position is held for two years and is elected by each graduate student class at the beginning of their first academic year. The Graduate Student Rep acts as spokesperson for their class and as a conduit between administration and graduate students. They bring concerns and issues from the students to the Graduate Director and Department Chair. The Reps are expected to attend monthly meetings with the Department Chair and Graduate Director where they should plan to present concerns and issues their class may have.

Graduate Student Association (GSA) Representative

This position is held for two years and is elected by each graduate student class at the beginning of their first academic year. The GSA Rep acts as a spokesperson for the MFA in Visual Arts graduate students on the University level. They are expected to attend monthly meetings with student reps from other Departments and schools across the University. They are responsible for advocating for GSA funding that can be used for visiting critics, special events, projects and etc. Additionally, they are responsible for informing their peers of any University news, policies, events that may impact or be of significance to them.

Graduate Treasurer

This position is held for two years and is elected by each graduate student class at the beginning of their first academic year. The Graduate Treasurer is responsible for maintaining funds raised through student auctions and other fundraising events. They establish a checking account for making deposits and withdrawals for student activities, collect checks and cash from Auction Coordinators, track all expenses, and communicate updated balances to their classmates.

Auction Coordinators

Auction Coordinators may rotate among different pairs of graduate students for each exhibition opening. The Auction Coordinators organize student auctions of student artwork to coincide with Mason Gross Gallery openings in order to raise money for various expenditures, such as the Rutgers in NY exhibition and visiting critics. The Auction Coordinators cocreate bidding sheets at auctions, collect and install artwork made by grads, and collect payments from winning buyers, which they turn over to the Graduate Treasurer for depositing, and deinstall auctions. They communicate all logistics to their classmates, and may propose and initiate new fundraising ideas.

BUILDING SECURITY AND INSURANCE

Because of the danger of theft or assault, no exterior doors in buildings on any campus can be left propped open. If you see an exterior door that is propped open, please close it. If a studio door is left open, it is at the student's own risk.

Studio and Art Insurance

Art work and possessions used in studios and galleries are not covered by Rutgers University insurance. It is strongly recommended that students obtain their own insurance to cover personal belongings brought to campus. <https://riskmanagement.rutgers.edu/student-information>

DEPARTMENT FACILITIES AND SUPPORT

Department Office (CSB 124)

Hours are 8:30 a.m. to 5:00 p.m. (848) 932-5211

Swipe Access

Gaining access to Department Buildings after business hours (8:30 am to 5:00 pm Monday-Friday) requires obtaining after-hours card access permission.

This is granted by the Art & Design Department Administrator, Carol Monroe (CSB 130A).

Mailboxes and Package Deliveries -- CSB 123

Graduate students' mailboxes are located in Room 123, Civic Square Building (CSB 123). These are accessible at all times, but they are not secured spaces. Pertinent notices and paychecks are often deposited in the boxes.

Small packages and supplies can be shipped to the Department of Art & Design. A Department staff member will notify you via email when the package arrives. Please be prompt in your pickup.

Address packages:

[Student's Name]
Department of Art & Design / Rutgers
33 Livingston Ave, Room 124
New Brunswick, NJ 08901

Notary Public (CSB 130A)

For document notarization, please see Department Administrator, Carol Monroe, who is a Notary Public. Additionally, Lisa Passalacqua in the Mason Gross Dean's office (CSB 133) is also a Notary.

Student Lounge (CSB 345)

Communal space shared by grads and undergrads. Students are responsible for cleaning this room.

Meditation Room (CSB 222)

EMERGENCY

Rutgers University police

From a university phone, obtain an outside line (dial 8) and then 9-1-1, and from a cellular phone, dial 732-932-7111 for any on-campus emergencies. These may include air- or heating problems, and any other problems that may arise when the department office is closed. Police will contact appropriate emergency professionals, including Medical and Fire. It is recommended that your cellphone be programmed with the RU police department.

EMPLOYMENT OPPORTUNITIES

Teaching Appointments

The Department offers students an opportunity to teach undergraduate classes as Part-Time Lecturers. Several factors determine the assignments: the general accomplishment, previous experience and relevant skills of the graduate student, and the needs of the Department. The salary for the 2019-2020 academic year is \$6,904 per class. Students who wish to be considered for teaching are required to first work with a faculty member in an undergraduate course for one or two semesters under the supervision of a faculty member. This teaching mentorship, counts as a for-credit course.

Department Jobs

The Department provides a selection of paid positions (Co-Adjuncts or Co-Ads) to support faculty, shops, classes and facilities within the Department. Positions are based on previous work experience, are per semester only, and are not guaranteed to all students. The salary for the 2019-2020 academic year is \$2,000 per semester.

University Student Employment Resources

Federal Work Study Program (FWSP) and the Job Locator and Development Program (JLDP) are two employment programs administered by the Financial Aid Office. Only students who are financially eligible

according to federal and university policies are offered employment through the Federal Work Study program. Notification of FWSP funds is included in the Financial Aid Offer letter with instructions in the award letter guide. The JLDP is available to all registered university students to assist in finding off-campus, part-time or seasonal employment, and there is no financial aid requirement to participate in this program. The Student Employment Office is located at 620 George Street, New Brunswick. Their website is <http://studentwork.rutgers.edu> and their telephone number is 848-932-8817.

Office of Career Exploration and Success (CES)

CES is committed to assisting master's and doctoral students with preparing for productive and meaningful careers. We recognize there are needs specific to graduate students and we provide individual advising, workshops, and resources designed to meet those needs.

106 Somerset Street, 4th Floor on the College Avenue Campus

<http://careers.rutgers.edu/home.cfm>

EXHIBITION SPACES

Galleries

The Mason Gross Galleries is located on the main floor of the Civic Square Building and is the venue for all Department art exhibitions including the MFA First Year Review Exhibition and MFA Thesis Exhibitions. Exhibitions are organized in collaboration with the Gallery Coordinator. Additional opportunities to exhibit in the Galleries occur during the Welcome Back Show and the co-curate shows. If there is an interest in activating the gallery for evening or alternative programming contact the Gallery Coordinator.

CSB 110 and CSB 119

CSB 110 and 119 act as classrooms during the week but they can be reserved for screening, lectures, installations, critiques through the Graduate Program Coordinator or Undergraduate Administrative Assistant.

Graduate Project Spaces (CSB 227) (LAB 121)

CSB 227 and LAB 121 are dedicated project spaces for graduate students, and can be reserved on a weekly basis to use as a gallery or extra working space. The CSB sign-up can be done through the Graduate Coordinator. LAB Sign up is on Project Space door. After de-installation, students are expected to repair any holes or damage to the space and repaint walls.

CSB and LAB

Students are permitted to install artwork in the hallways, public spaces and designated walls and studios within CSB and LAB with Departmental approval. For site-installation request forms, see Graduate Program Coordinator.

Crit Room / Screening Room (CSB 327)

The crit room can be reserved through the Graduate Program Coordinator.

Performance / Installation Room (CSB 418)

CSB 418 acts as a room for classes and individual students who are pursuing performance based works to have a room to rehearse and perform in. Reservations are by the day or hour and go through the Graduate Program Coordinator.

Lockbox code: 7812

Additional opportunities for exhibiting exist across the Rutgers campus and off-site at local businesses. If you are interested in loaning works please contact Cassandra Oliveras-Moreno, Administrator, Communications & Collaborations.

FUNDING AND FINANCIAL SERVICES

Fellowships

All incoming MFA in Visual Arts graduate students will receive fellowships equivalent to full out-of-state tuition in the first year. In the second year of the MFA program, domestic students will receive full in-state tuition. International students will continue to receive full out-of-state tuition in their second year. If eligible, all students are encouraged to apply for in-state residency as soon as possible through the Rutgers Graduate Registrar. In-state residency is never guaranteed and is based on criteria determined by the Rutgers University Graduate Registrar. Below are current criteria. We highly recommend that students get in contact with the Registrar to clarify criteria for residency as early as possible.

New Jersey Residency

If you want to apply for residency

- You must be domiciled within the state of New Jersey for at least one year immediately prior to enrollment.
- Students domiciled within the state of NJ for less than 12 months prior to initial enrollment are presumed to NOT be domiciled in NJ for tuition purposes.
- Domicile is defined as the place where a person has his or her true, fixed, permanent home and principal establishment, and to which, whenever he or she is absent, he or she has the intention of returning. On campus housing is not a domicile which will qualify students for residency.

Please be aware that:

- Residence established solely for the purpose of attending Rutgers University does not constitute domicile for tuition purposes.
- Living on campus, in campus housing, (including apartments) is not considered a permanent domicile therefore students who are living in campus housing (as their only residence in the state) will likely NOT QUALIFY for NJ residency.

Evidence will be required to qualify for in-state tuition rates. Such evidence will include:

- A completed Residency Analysis Form
- A certified NJ resident income tax return from the year prior to the student's enrollment
- A copy of a NJ driver's license or non-driver's ID, a NJ motor vehicle registration, and a copy of a lease or deed to a NJ home

Ways to demonstrate a student's and/or family's residency in the State of New Jersey include, but are not limited to:

- the permanent address is within the State of New Jersey,
- confirmation of residency by university through review of student records,
- the filing of a New Jersey Resident Income Tax Return,
- the possession of a valid NJ driver license and vehicle registration,
- the student has not taken a leave of absence nor had terms of non-attendance during which the student was absent from the state.

- the student does not pay out-of-state tuition fees and is not receiving a grant or scholarship from a state other than NJ.

**Dependent students are presumed to be domiciled in the state in which their parent(s) or U.S. court appointed legal guardian(s) is domiciled. The New Jersey Administrative Code 9A:9-2.6 defines what qualifies a student as dependent versus independent for tuition assessment and financial aid.

Requests for a change in residency status must be submitted prior to the start of the semester for which the changed status is sought.

Incoming students who do not automatically meet the qualifications for in-state tuition rates and wish to qualify for in-state rates must complete the residency analysis form and provide all supporting documents to the appropriate admissions office.

Cashier's Office (Office of Student Accounts)

620 George St. on the College Avenue Campus in Records Hall.

This office assists students with term bill payments and inquiries, financial holds, refunds and RU Express. <https://studentabc.rutgers.edu> / 848-932-2254

Financial Aid

620 George St. on the College Avenue Campus in Records Hall.

The general telephone number is 848-932-7057.

<https://financialaid.rutgers.edu/information-for-graduate-professional-students/>

Federal school code is 002629.

Contact person: Carolann Pierre, Director of Financial Aid

848-932-2630

carolann.pierre@ofa.rutgers.edu

MGSA Dean Grants

The Dean's Office sets aside funds each year for students to embark on residencies, special projects and travel. Applications can be picked up from the Graduate Program Coordinator and submitted to the Assistant to the Dean, Carol Goldberg (CSB 133).

Student Auctions

For exhibitions that feature graduate students' work within the Mason Gross Galleries, students are permitted to hold auctions during opening receptions in CSB 110 to raise funds for such purposes as late night crits, parties or the hiring of outside critics. Gallery Coordinator can provide blank auction forms. Prices are cheap, and starts at roughly 5 dollars. The Class Treasurer usually creates a Venmo account to hold funds.

GRADUATE STUDENT RESOURCES

Graduate Student Association

The Graduate Student Association (GSA) sponsors a variety of social and cultural activities for graduate students, and represents their interests to the university. There is money available from the

Graduate Student Association for new student orientation and various other programming. The GSA representatives (one first year student and one second year student) are the liaison for obtaining these funds.

Graduate Teaching

The University's TA website has resources that may help to prepare you for teaching while at Mason Gross. <http://tap.rutgers.edu>

Instructor Handbook

Prior to teaching an undergraduate course, please review the Art& Design Instructor Handbook. You can pick up a copy in the Department Office from the Undergraduate Advisor or the Undergraduate Administrative Assistant.

HEALTH AND WELLNESS

Rutgers Recreation Facilities

Students have access to all University Gym and Recreation centers and classes with Student ID.

<http://recreation.rutgers.edu/>

Health Services

<http://health.rutgers.edu>

Three health facilities serve the New Brunswick campus:

Busch-Livingston Health Center / 110 Hospital Road

Hurtado Health Center / 11 Bishop Place, College Avenue Campus / 848-932-7402

Cook Douglass Health Center / 61 Dudley Road / 848-932-7402

Student Health Insurance

Rutgers University policy requires comprehensive health insurance coverage for all University students who are registered full time and enrolled in a degree program. Students can use an existing health insurance plan, or enroll in the university-sponsored student health insurance plan. Full-time students who do not have health insurance must select one through University Health Plans:

https://www.universityhealthplans.com/letters/letter.cgi?group_id=269.

Those already covered by a health insurance plan do not need to purchase additional insurance through Rutgers, but must verify coverage by showing proof of insurance and waive the student insurance plan. Waiver or enrollment is done on a per semester basis.

CAPS Counseling

Counseling, Alcohol and Other /Drug Assistance Program and Psychiatric Services (CAPS) is the comprehensive mental health resource center for the campus community. New Brunswick locations include: Main Office at 17 Senior Street on College Avenue Campus and 61 Nichol Avenue at Cook/Douglass Campus. Call 848-932-7884 for appointments.

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/>.

Resources for Transgender Students

<http://socialjustice.rutgers.edu/trans-ru/>

Provided by The Center for Social Justice Education and LGBT Communities, this page is dedicated to providing resources to transgender, gender-nonconforming and gender-questioning students, faculty and staff at Rutgers University.

17 Barlett Street on the College Avenue Campus

848-445-4141 / sje@echo.rutgers.edu

Student Food Pantry

The Rutgers Student Food Pantry is dedicated to helping all Rutgers students in need. No appointment is necessary, all you need to do is bring your RUID and fill out a brief identification form once you are on the premises. <http://ruoffcampus.rutgers.edu/food/>

Hours of Operation: Monday 9AM-4PM, Tuesday 9AM-4PM, Wednesday 9AM-4PM, Thursday 9AM-4PM, Friday 9AM-4PM

39 Union Street, New Brunswick, NJ

848-932-5500

Office of Disability Services

The Office of Disability Services is dedicated to the philosophy that all Rutgers University students are assured equal opportunity, access and participation in the University's courses, programs, activities, services and facilities. We recognize that diverse abilities are a source of strength, empowerment, and enrichment for the entire university community and we are committed to the elimination of physical, instructional, and attitudinal barriers by promoting awareness and understanding throughout the university community.

Lucy Stone Hall, Suite A145 on Livingston Campus

54 Joyce Kilmer Avenue, Piscataway, NJ

848.445.6800 / dsoffice@echo.rutgers.edu

<https://ods.rutgers.edu/>

UNIVERSITY IDENTIFICATION

My Rutgers Portal

The go to dashboard website that offers a wealth of resources to help you navigate through Rutgers. Providing access to student accounts, academic calendars, course registration and scheduling, events and programs across campus and more. <https://my.rutgers.edu/>

NetID

All faculty, staff, students and guests are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID.

<https://netid.rutgers.edu/activateNetId.htm>

ID Card

Incoming graduate students can get the Graduate Student ID Card if they are registered for classes. Students must present a valid, government-issued form of photo ID such as a driver's license or passport as well as a photo for ID card. The photo is to be uploaded online.

For more information visit: <http://iam-ipo.rutgers.edu/locations.php>

Rutgers Email Address

Upon enrolling, a Rutgers email address is created for you with your NetID. If you do not want to regularly check your Rutgers email address, make sure to set up message forwarding to your primary email address. Additional questions regarding email set up and NetIDs can be answered by the Office of Information Technology (OIT): <https://oit.rutgers.edu>. Call 973-353-5083 or email help@oit.rutgers.edu

INTERNATIONAL STUDENTS

Rutgers Global

is office provides help with visa status, employment, English language groups, individual counseling regarding immigration, health, financial concerns and other related issues for international students. Specific workshops are required in order to work on campus while studying in the U.S., and the Center holds these at the beginning of Fall semester.

180 College Avenue on College Avenue Campus

<https://global.rutgers.edu/> / 848-932-7015

LEGAL SERVICES

Office of Student Legal Services

The Office of Student Legal Services provides legal assistance and representation to eligible university students, and holds community outreach seminars and workshops. Appointments can be made at 848-932-4529 for a free legal consultation. <http://rusls.rutgers.edu/>

UNIVERSITY LIBRARIES AND MUSEUMS

Alexander Library

169 College Avenue, is the main university library. <https://www.libraries.rutgers.edu/>

Art Library

Voorhees Hall at 71 Hamilton Street on the College Avenue Campus, is a non-circulating library. Access to ARTstor and other portals is available through the Art Library Research Guide:

<http://libguides.rutgers.edu/artlibrary>.

Art Librarian, Megan Lotts, megan.lotts@rutgers.edu holds weekly office hours in the lobby of the Civic Square Building.

Media Center Services

Mabel Smith Douglass Library

8 Chapel Drive at Douglass Campus, maintains a collection of visual resources.

Zimmerli Art Museum

71 Hamilton Street on the College Avenue Campus

The Zimmerli Museum holds notable collections in American twentieth-century works on paper, French nineteenth century prints, and Russian and Soviet nonconformist art, among others. The curators will pull works from the collection for student research. <http://www.zimmerlimuseum.rutgers.edu>

MEDIA AND TECHNOLOGY RESOURCES**Wifi Access**

Each of the studios at the Civic Square Building has a dedicated ethernet port set to DHCP.

There is also wireless access throughout CSB and LAB. To connect to the wireless service, please see this site: <https://ruwireless.rutgers.edu>

If you configure your device for “RU Wireless Secure”, your device will automatically connect at almost every Rutgers building.

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/>

<https://it.rutgers.edu/linkedin-learning/knowledgebase/logging-into-linkedin-learning/>

Graduate Only Computer Lab (338) / Lockbox code: 3210

Two desktop computer stations

Communal Computer Labs (CSB 224, 225, 226, 229), (LAB 124)

You have two separate computer accounts and logins: one for Rutgers and one for Art & Design.

You can log in to computers campus-wide, at campus libraries and student centers, using your Rutgers NETID. You will have access to online resources and local printers and services.

Within CSB computer labs, log in to your Art & Design account. You will have 50GB of storage, printing capabilities, web publishing capabilities, cloud file sharing, and remote file access. The CSB computer labs have Macs with Adobe software, as well as scanners, small format laser printers and wide-format inkjet printers. Any commercially available inkjet printer compatible media can be used for printing. For assistance, see Tony Masso.

To get started with your Department Account, use your last name as your user name and your RUID number as your password. You will be prompted to pick a new password at first login. Students can open an account in the Department computer labs on the second and third floors at CSB and at LAB. Computers are also available for student use at the various campus libraries and student centers.

Art & Design Computer Help

See <http://art.rutgers.edu> where you'll find "Computer Help" in the right-hand column. If you need further help, visit Grey Blake's office CSB 231H weekdays from 9am-5pm or email him at greyory.blake@rutgers.edu

Art & Design Adobe Creative Suite (CSB + LAB)

We have recently updated all of our computer labs to the Adobe Creative Cloud. In order to access the full Adobe Suite, you will need to create a free Adobe ID. When you first launch an Adobe application, click "Get an Adobe ID" in the Adobe ID pop-up. Use your NetID email and fill out any other relevant information, and click "Sign Up." Once created, this same ID can be used to log into any Creative Cloud program on any lab computer.

Hard Drive Storage Space

See Computer Labs above. You have an Art & Design server account with 50GB of storage.

Media Equipment Room (CSB 219)

All Art & Design students may borrow production and presentation equipment from the Equipment Cage in CSB 219. Production equipment (cameras, lighting, audio recorders) and presentation equipment (projectors, monitors, speakers and media players) can be signed out for 2-day intervals.

Equipment can be renewed, prior to its return date/time, by contacting the Media Specialist, Damian Catera, at catera@mgsa.rutgers.edu or coming to the equipment office CSB 221A. Equipment must be returned to Media Cage for renewal. Equipment can be reserved up to 2 weeks before its signout date. If equipment is needed for a longer duration in order to prepare for an exhibit, a longer signout period may be arranged with the Media Specialist. Late returns of equipment incur a fine of \$10 per day for each piece of equipment. Students are responsible for the replacement of lost, stolen or damaged equipment.

Media Workstations (CSB 231P and 231C)

Two media workstations are in CSB 231P and have current Adobe CC. Another workstation is in CSB 231C and has Adobe CS6, ProTools, and Final Cut X and is setup for real-time 5.1 mixing.

Art & Design Printing

Inkjet and laser printers are available for use on the 2nd floor of CSB and in the computer lab at LAB. See the list of printers, capabilities and cost here:

<https://art.rutgers.edu/where-to-print/>

Print Credits

Students are given \$15 in print credits at the start of the semester.

Once your Art & Design print credits reach \$0, your RU Express card balance will automatically be charged for the overages.

To avoid any issues with printing, please verify your Print Credits and RU Express balance by logging into the papercut portal with your netid (<https://artprint.rutgers.edu:9192/user>)

You can transfer money into your RU Express account via credit card (Visa or Mastercard) at any time by accessing the RUExpress portal: <http://food.rutgers.edu/ru-express/>

For more information on print credits, costs and how to manage your account, please visit:

<https://art.rutgers.edu/print-credits/>

Printers (CSB 228)

24 and 44 inch wide printers

UNIVERSITY POLICIES

EPA Regulations

Use of studios is contingent upon complying with the EPA regulations and guidelines for safe and environmentally responsible use of art materials. The guidelines are available to students in printed form in each department area and as part of the introductory lecture in studio courses where appropriate. Each year, graduate students are required to complete online a Rutgers University Environmental Health and Safety Training on Art Safety at <https://myrehs.rutgers.edu/> prior to moving into their studios. You will need your NetID for this.

Second year students are required to update art safety skills at the Rutgers University Art Safety Training available at the same link. Failure to comply will result in revocation of studio privileges.

Clean up procedures include disposing of mineral spirits in the five-gallon drum located in the Paint Clean-up Room on the 4th floor. All excess paint and paint cans are placed in the same room, and must not be thrown in trash cans or dumpsters.

New Brunswick Alcohol Policy

All graduate students must familiarize themselves with the MGSA Alcohol Regulations. Any party or event held on University property at which alcoholic beverages are served must be registered at least two weeks prior to the event in the Dean's Office. The Department Office will request a written acknowledgment of receipt of the Alcohol Policy in the first semester. If an alcoholic beverage is to be served at a reception, the person holding the reception must submit a document signed by a faculty member giving the time and location of the reception. Most receptions are scheduled from 5:00pm to 9:00pm. The host of the event must ask the bartender to stop serving alcohol one-half hour before the scheduled end of the reception. For alcoholic beverages to be served, there must be an insured bartender present for the duration of the event. Students will be required to show ID when requested by the bartender. Food must be available in sufficient quantities.

Ethical Sexual Conduct

Mason Gross School of the Arts is committed to creating a safe learning environment for everyone, and forbids sexual relations between students and teachers. Any preexisting relationship between an undergraduate student enrolled in a class taught by a graduate student or assigned to work with a graduate mentor must be reported to the Graduate Chair immediately by the graduate student. At that point, either the graduate or undergraduate student will be reassigned to a different class or paired with a different graduate mentor.

The required online module "Not Anymore" is a primer in the laws that guide conduct at Rutgers. The University requires this module to be completed by September 1 each year. All graduate students must complete the module before they are given a teaching contract. Additionally, students will not be allowed

to register for Spring classes if this module is not completed by the deadline. The module can be found at <http://nso.rutgers.edu/education/>

Students can learn about their rights and responsibilities at:

<http://compliance.rutgers.edu/title-ix/about-title-ix>

Office of Employment Equity

<http://uhr.rutgers.edu/oeo>

REGISTRAR

Graduate Registrar

<http://nbregistrar.rutgers.edu>

Records Hall, 620 George Street, Suite 140 on College Avenue Campus (while ASB Building is under construction)

Assists with registration transactions, transcripts, changes in name or residency, in-state residency.

General contact: gradreg@registrar.rutgers.edu / 848-445-2757

RESIDENCY AND HOUSING

Off-Campus Housing

<http://ruoffcampus.rutgers.edu> is the website for Off-Campus Living and Community Partnerships, which provides an online rental listing directory of rental properties submitted by local, private landlords and apartment complexes. It is located at 39 Union St. on the College Avenue Campus. Contact information includes 848-932-5500 or 732-445-2412 (FAX), and <http://ruoffcampus.rutgers.edu/contact-us/>

Networking with other MFA graduate students can be helpful in locating housing. You can also find listings on Central New Jersey Craigslist <https://cnj.craigslist.org/search/apa> Listings in New Brunswick, & Highland Park are closest to campus.

On-Campus Housing

<http://ruoncampus.rutgers.edu>

For on-campus housing general questions, disability access compliance and special accommodations call 848-932-4371 or email: resident@rutgers.edu

Most single graduate students reside in traditional residence halls and apartments on Busch (848-445-2561), Cook/Douglass (848-932-9363) Campuses, and some live in the Livingston Apartments (848-445-6728) on the Livingston Campus. Graduate family housing units, which are two bedroom apartments, are located on the Busch Campus.

NJ Residency

The status of residency for tuition purposes is determined by the registrar of the respective college.

Requests for a change of status must be submitted to the registrar. Completion of a NJ Residency Analysis form is required. <http://nbregistrar.rutgers.edu/forms/ResidencyPolicy.pdf> is the website to find the NJ Residency Policy, and the NJ Residence Analysis Form is located at the Registrar's website:

<http://nbregistrar.rutgers.edu/forms/ResidencyAppl.pdf>

The official Rutgers Residency Policy

(<https://nbregistrar.rutgers.edu/forms/ResidencyPolicy.pdf>)

Sets a clear expectation in the first sentence of its residency classification. I am copying the entire paragraph below for greater context:

"A. CLASSIFICATION:

A student shall be classified as a "resident" for tuition purposes upon admission to a public institution of higher education in the State of New Jersey **if the student has been domiciled within the State of New Jersey for at least one year immediately prior to enrollment.**

Students who are classified as dependent students are presumed to share the domicile of his or her parent(s) or legal guardian. Persons who have been residents in this state for more than 12 months prior to initial enrollment are presumed to be domiciliaries of New Jersey for tuition purposes. In those cases in which a dependent student with an out-of-state parent or legal guardian has resided in New Jersey for 12 consecutive months prior to initial enrollment, the student may petition on his/her own to establish domicile in the state.

Persons who have been domiciled within this State for less than 12 months prior to initial enrollment are presumed to be non-domiciliaries for tuition purposes. Persons presumed to be non-domiciled or persons who are presumed to be domiciled but whose domiciliary status is challenged by the institution must prove their domicile according to the following regulations."

As we are all aware, some students do get in-state residency in their first year. Some already had NJ residency, some were only required to provide documents that could be obtained quickly such as a NJ driver's license etc.

This year there have been questions regarding what appear to be changes to the residency protocol from within the Registrar's office. It has been brought to the department's attention that unlike in previous years, many graduate students are being asked to provide an official New Jersey Resident Tax Return, a document that is impossible to get if they have recently moved to the state.

I spoke with a representative from the registrar's office and was told that the requirement of a Tax Return is part of the official policy for a long time, and they have actively mandated proof of this document from their office for the last 3 years. He said that there has been no change in policy or approach from their end.

Referring to the Rutgers Residency Policy offers the following in terms of documentation for residency status:

(Under section B. "**DOMICILE**")

"In determining whether domiciliary status has been shown, mere physical presence and declaration of intent to remain in the State may not be sufficient. To assist in determining whether a person is a New Jersey domiciliary, the primary evidence is, but is not limited to, a notarized affidavit setting forth domicile and a State Certified copy of a New Jersey Resident Income Tax Return or in the case of a dependent student, a State Certified Copy of

his/her parent(s') or a U.S. Court Appointed (prior to the student attaining age 18) legal guardian(s') New Jersey Resident Income Tax Return. The following additional items should be submitted: New Jersey voter registration materials; a New Jersey driver's license (or non-driver's I.D.); New Jersey motor vehicle registration; a long-term apartment/house lease or a house/condo deed; presence of spouse and children in New Jersey; the location of a local New Jersey bank(s); and copies of recent monthly bills (charge card, phone, etc.) addressed to the claimant(s). In unusual circumstances, if primary evidence is not available, the institution may make a determination of New Jersey domicile based exclusively on supplementary evidence; however, supplementary evidence may be deemed insufficient to justify a determination of domiciliary status.

And later on:

"The University reserves the right to request a student to have the Internal Revenue Service and/or New Jersey Division of Taxation forward certified tax records to the appropriate University office for review."

While their policy on paper has remained the same, it remains unclear *when* their mandated approach is actually applied, and *how comprehensively*.

Our department has always assumed that in-state residency status is difficult to obtain. The MFA class of 2018 had only 2 people receive residency their first year, to give an example.

It appears that the class of 2020 actually saw an increase in their residency approvals. This may also be one of the entirely understandable reasons that there was an expectation set among the graduate cohort this round that it was much easier to get state residency?

As the grads are aware, the OFF THE (GRAD HAND) BOOK (an internally produced handbook from grads to grads) shares protocols and tips for how to be considered for residency with less than a year. I think this handbook needs to be amended noting that the proof of Tax Returns are now being asked of many if not all applicants.

Additionally, last year's MFA handbook stated the following: *"If possible, all students are urged to obtain in-state residency as soon as possible (see Graduate Registrar)."* I think we need to adjust this and give more context in the next version, setting far lower expectations on the possibility of residency.

In the end, it seems we are still not left with an entirely clear picture regarding residency, in terms of being able to say with certainty what will or will not be applied in the verification process. I think this remains something that requires the setting of clear and appropriate expectations.

Moving forward, what is clear, is that the department, and the current MFA students need to underscore to any future prospective students that obtaining Jersey Residency in the first year is very difficult and can never be something to financially count on.

UNIVERSITY SERVICES

Office Closings and Class Cancellations

When inclement weather or other special circumstances occur, the University Operating Status Page is posted on the New Brunswick/Piscataway website, <http://newbrunswick.rutgers.edu> for information on office closings, class cancellations, bus schedules, parking lot availability, and dining hall and recreation/student center hours. Other sources for closings and cancellations include: WCTC-1450AM and NEWS 12 CABLE TV. A “delayed opening” for the New Brunswick/Piscataway campuses means a 9:50am opening. An “early closing” means no classes held after 4:10pm.

SHOPS AND FACILITIES

Green Room (CSB 422)

CSB 422 is available for green-screen shoots, and can be reserved through Damian Catera, Media Specialist.

Slop Sinks (CSB 424) (CSB 304)

Printmaking Resources

For Printmaking facilities permissions and access contact:

Printmaking Faculty, Barb Madsen madsen.orange@gmail.com / CSB 236 or Didier William dueyart@gmail.com or Master Printer, Randy Hemminghaus at tobyern@mgsa.rutgers.edu.

Spray Booth (CSB 211A)

Print Darkroom/Exposure Unit (CSB 209)

Etching/Lithography/Relief (CSB 202)

Letterpress and Artists' Books (CSB 205)

Silkscreen (CSB 202 and 207)

Rutgers Makerspace

This is located on the Livingston Campus, and free to use.

35 Berrue Cir, Piscataway Township, NJ 08854

Phone: 848-445-8599

<https://makerspace.rutgers.edu/>

Photography Resources

Photo facilities consist of analog equipment on the third floor and digital equipment on the second floor. The third floor has two large B&W darkrooms (there is one darkroom with sixteen workstations, most of the enlargers are able to print up to medium format, with one 8x10 enlarger; the other darkroom has twenty enlarger workstations able to print up to 4x5 negatives). The facility also includes workrooms for special and alternative processes, and accompanying dry work areas for print finishing.

The second floor digital facility consists of a digital INPUT/ OUTPUT room, which works in conjunction with the computer lab in room 229. The computer lab consists of 16 IMAC computer workstations and eight Epson perfection 750 flatbed scanners. The Photo INPUT/OUTPUT room is outfitted with an Imacon scanner, which allows for high quality negative scans, an Epson 0700 perfection flatbed scanner, and an Epson 10000XL perfection flatbed scanner.

Digital Output equipment consists of wide-format inkjet printers; 2 Epson Stylus Pro 7900 ink jet printers and 1 Epson Stylus Pro 9900 ink jet printer.

Advanced Darkroom (CSB 335G)

Lighting Room (CSB 335D)

This is an equipped studio for documenting work and photo shoots, and open to all students. It contains a seamless backdrop support, assorted paper backdrops, a set of Lowel hot lights, and a set of cool fluorescent lights. It is used primarily for portraits and documenting work (painting, drawings, etc.) Sign-up is on the door. If door locked, see Graduate Program Coordinator or Tony Masso.

Wood Shops & Metal Shops + Ceramics

The Civic Square Building has a fully equipped wood shop. The Livingston Art Building (LAB) has both a wood shop and a metal shop and ceramics studio. Access to these facilities is granted upon documented completion of tool use and safety instructions given by the Sculpture Tech at LAB or the Wood Shop Manager at CSB. The student must also read and sign the Shop Access Contract. The student must abide by all shop health and safety regulations. Graduate Students have 24 hour access to all facilities once they have been trained by the site supervisors.

STUDIO

Studio and Studio Regulations

Individual studio space is issued to students at Civic Square Building (CSB) or Livingston Art Building (LAB) based upon discipline. Incoming students may move into their studios beginning July 29th.

Students are responsible for providing paint, spackle, rollers for studio move out. After students have completed their EPA online safety training and the studio contract, studio keys will be issued. First year students will not have after-hours building access until ID cards are issued and activated. Studios may be locked with University locks only.

Use of studios is contingent upon complying with the EPA regulations and guidelines for safe and environmentally responsible use of art materials. The guidelines are available to students in printed and digital form in each department area and as part of the introductory lecture in studio courses where appropriate. All Graduate Students (new and returning) are required to complete online a Rutgers University Environmental Health and Safety Training on Art Safety at <https://myrehs.rutgers.edu/> by the start of semester.

Periodically and without prior notice, the Rutgers University Emergency Services Fire Safety Bureau inspects the building and, if necessary, will issue warnings and then fines if violations are found. This is a University regulation enforced by that bureau, which also imposes other conditions upon students' use of

their studios. All students must comply with the University's fire regulation code. Do not use hallways for storage of artwork. Hallways must have total egress at all times. Caution should be used with all flammable materials. Hot pots are illegal, as are hot plates, toaster ovens, microwaves, and extension cords. Power strips are allowed. Shelves cannot be constructed above the door and must be 18" from ceiling height, enabling sprinkler head water to flow to the floor. Large construction must meet other fire code restrictions.

The Fire and Safety Bureau regularly exercises its right of access to the studios, and violations of the Fire Code may cause the student to lose his or her studio privileges. In consideration of students in classes or in studios, no loud music should be audible outside of your studio. **Studios should not be used as a permanent place of residence.** No bedding is permitted. Smoking is not allowed in the studios. Curtains or any other materials are not allowed to hang from studio doorways.

Second year graduate students must vacate their studios by May 31st. In order to get the studio deposit fee refunded the studio must be spackled, repainted from floor to ceiling and cleaned out. It should be broom swept and repainted with white, flat latex paint only, no spot painting. All garbage and possessions must be removed from the studio and disposed of properly. Dumpsters are provided at the rear of the building for this purpose. The Graduate Coordinator will inspect the studios at CSB and the Sculpture Coordinator will inspect the studios at LAB to insure they are clean and properly repainted and ready to be assigned. Storage of materials and personal property cannot be granted to anyone beyond the period of full matriculation. All studio/ miscellaneous keys must be returned to the Department Office by May 31st.

TRANSPORTATION

Rutgers Campus Bus

Free to all, this bus gets you to all the New Brunswick Campuses--this is the public means of getting between CSB and LAB. Schedule of buses: <http://rudots.rutgers.edu/campusbuses.shtml> or download the Rutgers app to have the schedule on your phone: <http://oss.rutgers.edu/mobile/>

Cars

Grads with cars tend to offer up carpooling to and from NYC, to run errands and to get between CSB and LAB. There are also cabs, Uber and Lyft.

Parking

Parking across New Brunswick is a challenge, as there is a limited amount of parking decks and available student permits and parking spots. There is street parking around CSB as well as university parking spaces next to CSB and LAB; both require permits with limited spaces for students. Information about the various types of permits can be found on the Department of Transportation Services website: <http://rudots.rutgers.edu/studentpark.shtml>. Additional support can be provided by Department Administrator.

Night Commuter Parking Permit

- Cost \$165.00 annually, \$111.00 after January 1. (Price includes State Sales Tax)
- Parking permit will expire August 31st
- A half-year parking permit is not issued during the Fall Semester
- Students can park at CSB after 4pm

Temporary Parking Permit

- A Temporary Parking Permit is issued to a student who does not need to have a vehicle on campus but, due to special circumstances, requires the use of one
- No more than three Temporary Parking Permits will be issued per semester
- Valid for 1 to 5 days
- Cost \$5.00 per day (need to be purchased in person at the Rutgers transportation office on 55 Paul Robeson Blvd)

Reading Day Parking Permit

- A Reading Day Parking Permit is a temporary permit issued to a resident that is not eligible to have a vehicle on campus but, due to end of semester circumstances, requires the use of one
- Valid for generally two weeks, from beginning to end of exam period
- Cost \$25.00

To NYC By Train

New Jersey Transit / New Brunswick Station

Located at the intersection of French and Albany Street

Round trip tickets are \$28 dollars

http://www.njtransit.com/sf/sf_servlet.srv?hdnPageAction=TrainTo

Discounted monthly passes for students:

http://www.njtransit.com/ti/ti_servlet.srv?hdnPageAction=StudentPassTo

To NYC By Bus

Coach USA

Students can purchase bus tickets from the Student Activities Office located within the Student Activities Center (Lower Level, 613 George Street on the College Ave Campus)

<http://sabo.rutgers.edu/services/bus-tickets/>

\$17.00 round-trip (as of July 6, 2015), payable by cash, Visa, Mastercard, American Express and Knight Express

Pick Up / Drop Off: Albany St., across from New Brunswick Railroad Station

Pick Up / Drop Off: New York's Port Authority, 42nd St.

Bus schedule can be found here: <http://bit.ly/2pRI3W3>

Department of Art & Design Communication Chain of Command (Grad)

EXTERNAL: Offices located in the Mason Gross Dean's Office (33 Livingston Ave, New Brunswick, NJ)

<p>Mason Gross Interim Dean Gerry Beegan</p> <p>For matters related to the administrative leadership of the school, managing its resources, setting the standards for its programs</p>	
<p>Mason Gross Dean of Students Mandy Feiler</p> <p>For matters related to student affairs and academic issues for both undergraduate and graduate students</p>	<p>Mason Gross Associate Dean TBA</p> <p>For matters related to personnel, facilities, planning and support services. She works with the Dean, department chairs, and university central administration</p>

INTERNAL: Offices located in the Department of Art & Design's Office (33 Livingston Ave, Room 124)

<p>Department of Art & Design Interim Chair Marc Handelman</p> <p>For matters related to the administrative leadership of the Department, managing its resources, setting the standards for its programs</p>		
<p>Visual Arts Graduate Director Natalie Bookchin</p> <p>For all matters related to the MFA Visual Arts Program</p>	<p>Department Administrator Carol Monroe</p> <p>For all matters concerning HR, contracts, building swipe access, facilities issues</p>	<p>Undergraduate Director Julie Langsam</p> <p>Undergraduate Program Advisor Amee Pollack</p> <p>Undergraduate Administrative Assistant Rose Flores Te Nyenhuis</p> <p>For all matters related to Undergraduate students whether that is being a PTL teaching them or peer-to-peer interactions</p>
<p>Graduate Program Coordinator and Gallery Coordinator Bomi Kim</p> <p>Day-to-day point of contact regarding the Graduate Program and Graduate student well being All matters related to the Mason Gross Galleries</p>		
<p>Graduate Students</p>		

2019-2020 GRADUATE CALENDAR (Dates and Times Subject to Change)

FALL 2019

Mason Gross School and MFA in Visual Arts Graduate Student Orientation

Friday, August 30
Mortensen Hall/ Douglass Campus

Fall semester begins

Tuesday, September 3

Graduate Student / Faculty Meet and Greet

Wednesday, September 4, 4 - 5 pm, CSB 110

Last Day of Add/Drop Period

Monday, September 16

MFA Open House and Studios

Saturday, November 2, 1pm - 6pm

MFA First Year Exhibition

Install: Monday, November 11 – Thursday, November 14

On View: Friday, November 15 – Friday, December 6

Reception: Thursday, November 14, 6-9pm

De-Install: Saturday, December 7 –Tuesday, December 10

First Year Exhibition One-Page Statement Due

Monday, November 18 by 5pm

First Year Exhibition Faculty Review

Friday, November 22 10am - 3pm

THANKSGIVING RECESS

Thursday, November 28 - Sunday, December 1

Last Day of Classes

Wednesday, December 11

Final Exam Period

Monday, December 16 - Monday, December 23

WINTER RECESS

Monday, December 23 - Monday, January 20

SPRING 2020

Spring semester begins

Tuesday, January 22

MFA Thesis Exhibition I

Install: Tuesday, January 21 – Sunday, January 26

On View: Monday, January 27 – Thursday, February 13

Reception: Thursday, January 30, 6-9pm

De-Install: Friday, February 14 – Sunday, February 16

Last Day of Add/Drop Period

Tuesday, February 4

MFA Thesis Exhibition II

Install: Monday, February 17 – Thursday, February 20

On View: Friday, February 21 – Tuesday, March 10

Reception: Thursday, February 20, 6 – 9pm

De-Install: Wednesday, March 11 – Friday, March 13

MFA Interview Day

Friday, February 28

Second Year MFAs

Artist Statement Due

Monday, March 9 by 5pm

MFA Thesis Reviews

Friday, March 13 10am - 5pm

SPRING RECESS

Saturday, March 14 - Sunday, March 22

Thesis Statement First Drafts due to Committees

Thursday, March 26

First Year Studio Review

Friday, April 17 10am - 3pm

Thesis Statement Second Drafts due to Committees

Monday, April 13

Final Thesis Statement Due

Monday, May 4

Last Day of Classes

Monday, May 4

Final Exam Period

Thursday, May 7 - Wednesday, May 13

Rutgers in New York MFA Exhibition TBD

Install: Sunday, April 5 - Thursday, April 9

On View: Friday, April 10 - Saturday, April 25

Reception: Saturday, April 11 (Time TBA)

Deinstall: Sunday, April 26 - Tuesday, April 28

Mason Gross School of the Arts**Commencement**

Thursday, May 14 (Time TBA)

Rutgers University Wide Commencement

Sunday, May 17 (Time TBA)

Second Year Studio Move Out

Sunday, May 31

ART & DESIGN DEPARTMENT EVENTS

FALL 2019

Visiting Artist Lecture Series

Wednesdays, 6:30 – 8:30pm

What Use Are Flowers?

Voorhees Mall

On View: through Tues, October 1

Welcome Back Show

On View: September 3 – 18

Reception: Wed September 4 5 – 8pm

the co-cureate shows

On View: September 25 – October 11

Reception: Thurs September 26, 6 – 9pm

Undergraduate Annual Open Exhibition

On View: October 21 – November 6

Reception: Thurs October 24, 6 – 9pm

MFA Visual Arts First Year Exhibition

On View: November 15 – December 6

Reception: Thurs November 14, 6 – 9pm

Visiting Artist Lecture Series

Wednesdays, 6:30 – 8:30pm

MFA Thesis Exhibition I

On View: January 27 – Thurs, February 13

Reception: Thurs January 30 6 – 9pm

MFA Thesis Exhibition II

On View: February 21 – March 10

Reception: Thurs February 20 6 – 9pm

BFA Thesis Show 1 (Design)

On View: March 23 - April 3

Reception: Thurs March 26 6 – 9pm

BFA Thesis Show 2 (Fine Art)

On View: April 9 – April 21

Reception: Thurs April 9 6-9pm

BFA Thesis Show 3 (Fine Art)

On View: April 27 – May 8

Reception: Thurs April 30 6-9pm

Mason Gross Presents

TBA, in honor of Diane Neumaier

**Mason Gross School of the Arts
Commencement**

Thurs May 14 (Time TBA)

Rutgers University Wide Commencement

Sun May 17 (Time TBA)

Second Year Studio Move Out

Sunday, May 31