

Campus Guide: Burnaby Campus

Welcome to The Art Institute of Vancouver!

As a new student of The Art Institute of Vancouver, you are sure to have many questions about what services are available to you and how you can utilize them. This Campus Guide is intended as a supplement to your Academic Calendar. It covers information that is unique to the Burnaby Campus plus various services, policies and procedures that you need to know to get started. For complete details concerning policies, procedures and the resources available please refer to the Academic Calendar.

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The Climbing Wall at our Student Appreciation Day was a big hit!

The Art Institute of Vancouver reserves the right to change the policies contained within this campus guide from time to time. Notice is not required for a new policy to take effect, however The Art Institute of Vancouver will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration. This campus guide is not intended to create a contract between the student and The Art Institute of Vancouver.

Welcome to The Art Institute of Vancouver!

Campus Hours

See insert in Orientation Package for Campus Hours.

Winter 2007 Quarter Dates

- **1st Day of Instruction:** Tuesday, January 2, 2007
- **Last Day of Instruction:** Saturday, March 17, 2007
- **Quarter Break:** Sunday, March 18 to Sunday, April 1, 2007
- **First day of classes in Winter 07 quarter:** Monday, April 2, 2007

Statutory Holidays

- Monday, January 1, 2007

All buildings are closed on statutory holidays and re-open at 8:00am the day after the holiday. Please note that we follow British Columbia Student Loan policies with regards to rescheduling classes. A class will be rescheduled only if the same class on the same day/time has already had one cancellation.

Important Deadlines

Schedule & Course Section Changes

Section changes will be allowed from **noon, December 28, 2006 until 4:00 pm January 5, 2007.**

No changes will be accepted after **4:00 pm on January 5, 2007.**

Section change forms are available at the Registrar's Office on the 6th floor of 1090 W. Georgia Street. Students will be notified through the provided contact information as to whether your change was possible or not.

No class "hopping" is allowed as we must keep track of each student's attendance for their scheduled classes. For example, if you are scheduled for ASM200 Section B, you cannot attend Section C because you like that time slot better.

Withdrawal Deadline

- The deadline for withdrawing from a class without having the course appear on your transcript is **Friday January 5, 2007 .**
- The deadline for withdrawing from a class without having a grade appear on your transcript (W will appear and not factor in GPA calculation) is **March 3, 2007.**

NOTE: Withdrawing from a course may mean withdrawing from your program, which has financial implications as outlined in the PCITA (Private Career Training Institution's Agency of British Columbia, formerly PPSEC) directive within your Student Enrollment Agreement. This can include 'taking a break' from your studies. If you are making any change to your studies, you need to contact your Academic Director to discuss the implications which could include refunds or withdrawal penalties.

Services

Outlined below is a summary of several of the services offered at The Art Institute of Vancouver. Please check your Academic Calendar for additional information.

Academic Resource Centre (ARC)

Phone 604-298-5492 Extension 5263

Email aivbarc@aii.edu

The Library is located in the North Building and houses many resources including a wide range of books, CDs, Games, DVDs and VHS videos that will assist you in enriching your educational experience. In addition, the Library has quiet areas with three computers for study purposes. There is no charge for signing out material but there is a fine of \$1.00 per day for late returns.

Tutors are available to you in order to assist you in your studies. You can obtain a tutoring request form from your instructor or at the library. Tutoring is for students who are experiencing difficulty with the material even after seeking assistance from their instructor during instructed lab time. Tutoring is not available for students who choose not to attend classes. You will need your instructor's signature on the tutor request form. Please bring it to the library to book tutoring times. Appointments for PASE (Practical Audio Skills Examination) reviews are made only through email **aivbarc@aii.edu**

Administration Counter

The Administration Counter is located in the North Building right across from the Academic Resource Centre. Here you will find:

- 1) Student Accounting
- 2) Student Financial Services
- 3) Registrar's Office

1) Student Financial Services studentfinance@aii.edu

The Student Financial Services department will help guide you through the maze of financial options available to you. They will assist you in completing the various student aid forms, and put together a financial plan that's right for you. To make an appointment with SFS, visit the Administration Counter in the North Building.

2) Student Accounting studentaccounting@aii.edu

If you need to make a payment to the school, contact Student Accounting. They can be found at the Administration Counter in North Campus.

3) Registrar

If you have any questions or business pertaining to Transcripts, Schedule Change Forms, Course Challenges, confirmation of enrollment or matter of attendance you need to see the Registrar's office. Please visit the Administration Counter in the North Building.

Academic Advisor aivadvisor@aii.edu

Academic Advisors provide information on general education requirements, options, and goals, clarify policies and procedures, monitor academic progress, resolve any academic concerns, and direct students to other institutional resources as needed.

Student Affairs aivstudentaffairs@aii.edu, <http://studentaffairs.artschool.com>

Student Affairs coordinates events and activities that will enrich your experience at the school and also serves as a liaison to the various departments at the school so don't hesitate to contact us if you have any questions or suggestions. The Student Affairs office is located in E120 in the ETC Building.

Counseling Services counselor@aii.edu

All students have access to free counseling services provided by a trained clinical counselor. The counselor is available to students at all campus locations and provides services to students dealing with a variety of issues. Common areas of focus in counseling are: stress, anxiety, relationship issues, depression, anger management, time management, procrastination, sexual orientation and gender issues, balancing school/work/family demands and self-harming behaviors. To make an appointment, please contact the Reception desk at any campus or email the counselor directly at counselor@aii.edu.

Career Services careerservices@aii.edu

The Career Services office is staffed with Career Services Advisors who assist students, while enrolled and after graduation, in finding jobs appropriate to their needs. We encourage you to meet with your Advisor early into your education as they have a wealth of information that can keep you focused on your career goals.

The Career Services department is also home to the Student Employment Advisor, who works with current students to find part time work while they are attending the school. The Student Employment Advisor can also assist students with resume writing and interviewing etiquette. The Career Services office is located in the North Building.

If you have any questions for the Career Services department, email:

- Animation, Visual Effects – Yuko Shinyashiki <yshinyashiki@aii.edu>
- Game Programming, Game Art & Design – Natalie Murray <nmurray@aii.edu> and Paul Bharaj <pbharaj@aii.edu>
- Audio Production, Digital Film & Video – Stephen Hummel <shummel@aii.edu>
- Student Employment Advisor - Rachel Armstrong <rarmstrong@aii.edu>
- Or for general inquiries: <careerservices@aii.edu>

Lost & Found/Lockers

There is a Lost & Found at the ETC Campus Resource desk as well as the South Security desk. Please note that The Art Institute of Vancouver is not responsible for Lost and Found items left after 30 days. All Lost and Found items are disposed of during quarter breaks. Students are also expected to clean out lockers before quarter breaks as all lockers are cleaned out during the break. Any locks left on lockers during breaks will be removed.

Student Microwaves/Kettle/Vending Machines

There are two student microwaves and a kettle located next to the E-Café in the ETC building and one student microwave located in the Student Lounge in South Campus. There are also vending machines located in both ETC and the Student Lounge in South Campus. It is every student's responsibility to clean up after themselves and ensure these areas are kept clean and tidy. Please see the Food & Drink Policy for important related information.

Food & Drink Policy

No food is allowed in any classroom at anytime. No food or drinks are permitted in the recording studios at anytime. Water is allowed in all other classrooms in a twist-top or pop-up top plastic bottle. All other beverages must be in an approved container only.

Important Information

Rescheduled Classes

It is the intention of the school to NOT cancel classes. We make every effort to maintain your education schedule. Please understand that emergencies may occur and in these cases, classes may be cancelled or rescheduled. We follow The Art Institute's policy and provincial regulations so that a class will be rescheduled due to a statutory holiday only if the same class on the same day/time has already had one cancellation due to a statutory holiday. Therefore, in the Winter 2007 quarter, there will be no classes rescheduled due to statutory holidays.

Students are not phoned with regards to class cancellations. The Student Affairs website is completely up-to-date with class cancellation and class makeup information. Please check this website daily for updates: <http://studentaffairs.artschool.com> In addition, class cancellation information is posted on the bulletin board across from E109 in the ETC building.

Scheduling Week

In the 7th week of each quarter, students should be checking their school email accounts for the date that their schedule for the upcoming quarter will be available on their Ai online account (under Academic Services). This is an unofficial schedule and is subject to change. You will receive an official hard copy of your schedule immediately prior to the quarter. If you are thinking of making any changes (lightening your course load, withdrawing etc), you must see your Academic Director immediately.

Bag Policy

- Bags must be a reasonable size. For example, backpacking packs are not permitted. Do not exceed the size of 40L backpacks.
- Bags must be kept under desks. They are not permitted in the hallways, classroom aisles or doorways.
- Bags must be kept to a minimum; no more than two bags per student.
- The Art Institute of Vancouver reserves the right to search student bags at any time.

Student Volunteers and Clubs

The Art Institute of Vancouver encourages students to get involved in contributing to the development of the school culture. There are a number of clubs that you can be involved in and/or you can contribute ideas for new clubs. For more details see the Student Affairs Website <http://studentaffairs.artschool.com>

Student ID Card (Security Pass)

A Student ID Card will be needed to enter all student areas. Please wear your pass and picture ID in a manner that is visible while at school. Your School I.D is to be on you at all times to be presented when requested by Security and school staff. All I.Ds are issued per Quarter and must be renewed every Quarter. The Security and Safety Policy is outlined on page 29 of the Academic Calendar.

In the event that you forget or misplace your ID Card you need to obtain a temporary Day Pass from Campus Resources. You are allowed a maximum of three day passes per quarter, after which you will be required to purchase a new card for \$10.00 plus taxes. This applies to lost cards as well. You can pay for your new card at the Administration Counter located in North Building. Once you have paid your fee, you can use the receipt to pick up your new pass from Campus Resources, located in ETC.

Note: You will require your Student ID card to sign out library materials from the Academic Resource Centre or equipment from the Equipment Room. A day pass will not be accepted.

Security Contact Information

Emergency or Inquiries:

ETC Security: 604-298-5492-Ext. 5501
South Campus Security: 604-298-5492 Ext.5500

Student Number

Please take note of your five digit student number on your schedule. You will need to know this number for administrative purposes.

Fire and Safety

The Art Institute of Vancouver has several First Aid Attendants. Each campus building has a First Aid Station, with the exception of East Campus, which is equipped with a First Aid Kit and an Emergency Phone located next to Room A506. Should you need any assistance, please do not hesitate to contact Campus Resources or the Security desk located in each building.

In case of fire or emergency, the bells will sound and you will be instructed by the fire wardens of the necessary procedures. Please follow the instructions of the wardens. More detailed emergency procedures with proper fire routes can be found posted in each building throughout the campus.

General Conduct

- **Noise Level** – Noise level is to be kept at a minimum in group study areas and classrooms.
- **Cell Phones** – You are advised to switch off your cell phones in the classroom. All cell phone calls are to be taken **outside** of the study areas.
- **Headphones** – Headphones are to be used in all public study areas while listening to music.
- **Video Games** – Playing video games during class or class hours is unacceptable.
- **Offensive Material** – The Art Institute of Vancouver has a **zero tolerance** policy on offensive material (i.e. pornographic in nature). If material of this nature is found present on your computer, you will be removed from the program.

For complete details on general conduct, please review the full Student Conduct Policy found in your Academic Calendar.

Communication to Students

The Art Institute of Vancouver utilizes a number of systems to communicate important daily announcements to students.

Student Affairs Website <http://studentaffairs.artschool.com> – this is the main source of information for students and should be **checked daily**.

School Email Account –school email accounts are also used extensively to communicate with students and should be **checked daily**. To access your email, go to: <http://stu.aii.edu/> and log in using the username and password provided in your Online Services System (OLS) letter that you received along with your schedule.

Campus Resources Website <http://cr.artschool.com> – this is where you can manage your account plus technical notes are available.

Bulletin Boards – there are a number of bulletin boards throughout the campus that should be checked on a regular basis for important announcements.

Students can also post applicable information to the bulletin boards and/or Student Affairs Website (<http://studentaffairs.artschool.com>) . All postings must first be cleared by Student Affairs. If you want to post on the bulletin boards, you must have your posting approved by a Student Affairs representative in E120.

Technical Orientation – Campus Resources

Campus Resources Overview

Campus Resources provides a range of resources, including on-site equipment, equipment for loan, facilities, security, user accounts, and support services to assist with maintenance and care of such resources. Campus Resources is located at the front desk of the ETC & South Buildings.

Web: <http://cr.artschool.com>

Phone: 604-298-5492 Ext 5501

Campus Resources Website: Campus Resources utilizes a web-based interface that allows students and staff access to extended functionality and information. You can get to Campus Resources by entering <http://cr.artschool.com> or follow the link provided on your desktop and/or in the address bar of the web browser.

Campus Resources Website allows students to:

- Check H:Drive (mass storage) Quotas
- Perform Course, Facility and Instructor evaluations
- Change your password
- Submit an Action Request
- Link to the Student Affairs web site for up to date announcements, events, and contests

Use of all campus resources is governed by the policies & guidelines listed in this Campus Guide as well as those published in the Student Handbook. Take the time to read them over, as use of school resources in a manner that is not compliant with such policies & guidelines may result in disciplinary action including suspension or dismissal.

Internet Access & Appropriate Use

Internet access is provided at The Art Institute for the sole purpose of supporting the written curriculum. Students may access the Internet in the computer labs only for course-related work and in compliance with the guidelines set forth in this manual.

- Internet access in the computer labs is not to be used for chatting or recreational web surfing.
- Students may not use The Art Institute Internet to download software or to view or download pornography.
- All Internet access is subject to monitoring at any time.

Computer and Studio Lab Rules

In an effort to ensure the integrity of lab systems and equipment, to optimize student access and to maximize utilization and maintenance of computer resources we have developed the following rules. Failure to adhere to these rules may result in the suspension of computer lab access privileges and/or probation or other disciplinary action. Malicious or mischievous acts resulting in damage to equipment or software may result in permanent suspension from the school.

- No food is allowed in any of the labs at anytime. Drinks are allowed in labs in approved containers only. **No food or liquids are allowed in any recording facility at anytime.**
- Lab computers have standard configurations. No modifications to the DOS, Windows, or MAC environments are allowed.
- Loud, unruly or other behavior disruptive to other students in a lab is unacceptable and will not be tolerated.
- Students may not download or install software of any kind into any computer. This includes, but is not limited to fonts, software programs, plug-ins, file sharing applications, Internet browsers, and Instant Messenger and ICQ programs.
- Any attempt to copy software from any of the school computers, or by using school computers or other equipment may be an illegal act that violates copyright laws and will result in disciplinary

action. It is the responsibility of the user to understand and abide by relevant laws. Criminal prosecution may be pursued.

- Do not attempt to bypass the security arrangements in any computer or computer systems.
- Students must return any checked-out equipment in its original and working condition. Students will be charged for the cost of repair or replacement of any damaged or lost equipment.
- Hard drives in The Art Institute computers and servers provide temporary file storage (H:Drives) while working and are purged of user files on a quarterly basis - sometimes without notice. The Art Institute does not back up student storage (H:Drives). The student is responsible for maintaining a current backup of his or her files on removable media at all times.
- Please be careful as you put videotapes into the equipment decks. Use caution and check to be sure that there are no post-it notes or unsecured labels. Do not insert pencils, gum, etc. into the equipment.
- Use of any campus resources to perform any illegal activities is strictly prohibited.

Reporting Computer and/or Equipment Problems

If you are in class when you encounter either a software or equipment problem, you should first consult your Instructor. He or she may use the incident as an opportunity to offer tips or instruction explaining the probable causes and preventive measures you can implement. Should that fail, try rebooting your computer. This is safe to do.

If you require additional support during class or open lab time contact Campus Resources via the methods listed in the "Actions Request" section. Under no circumstances should you force the equipment or attempt to modify software programs.

Action Requests - How to help us help you

Technical Services, Security and Facilities rely on the community to report any concerns to Campus Resources. If you encounter a problem with a computer, a piece of equipment or any Facilities issues, please submit an Action Request. Include as much detail as possible in the report along with your user information.

The more detailed and accurate the information, the quicker we can resolve the issue. This helps us help you. Filling the request in online offers you advantages because you can check on the status of a report you've submitted. If you include an email address we can also notify you when the problem is resolved. This is also a preferred method for us as it allows better tracking of the faults and their resolutions. You can submit an Action Request a number of ways:

- Submit an Action Request online at <http://cr.artschool.com>
- Print Center in the ETC building room E114
- If the above solutions are not available, please visit Campus Resources located at the ETC Building front desk

Campus Resource Accounts/Passwords/Usernames

Students require a CR login account in order to function, communicate and work properly at the school. You will receive your login information during the Registration process which will provide you with your username and password and instructions on how to use this service. In some cases students may have to use a "temp" password until they receive their official login account information. This is usually due to late registration. If you are experiencing any problems with your username & password see Campus Resources.

Logging into a Windows PC workstation

1. Simultaneously press Ctrl-Alt-Del
2. Enter your username & password
3. Make sure that BURNABY is selected for the domain

Logging in and out of a Mac OSX workstation

All Mac stations except those in E106 require the following log-in/out procedure.

1. Enter your Username & Password (if there is no log-in screen, see step 5)
2. This will ask you if you would like to create a mobile account. Click "Create" and it will log you in and create a Home directory in /System/Users/username where "username" is replaced with your log in name.
3. This will also mount your H:Drive on the desktop and in the dock beside the trash can.
4. TIP-If you click and hold on the globe icon in the dock you can access files and folders on your H:Drive without opening a window. You can also use the globe icon to remount your H:Drive if you have ejected it but are still logged in.
5. To log out, press apple-shift-q or go to the apple menu in the top left corner and at the bottom of the list there is a log out user.

E104 requires "Mac" as the username and "password" for the password.

NOTE: Regardless of whether you are on a Mac or a Windows PC remember to log out after you are done. If you do not, you leave your data open for others to access your data.

Local Drives

Typical hard drive structure for a **Windows** workstation:

- C:\System Drive – This drive holds system files only
- D:\Data – This is where students can store their data while they are working in a class or lab. Remember, this is public shared storage for temporary use. To retain data you will need to copy it to private storage. D:Drives are deleted every Sunday, without warning, at 11:00pm.

Typical hard drive structure for a **Macintosh** workstation:

- System partition – This drive holds system files only
- Media Drive – This is where students can store their data while they are working in a class or lab. Remember, this is public shared storage for temporary use. To retain data you will need to copy it to private storage

Whether you are on a Windows or Mac workstation you may find that there are extra drives for storage but the principle remains the same. Local drives are only for temporary use.

Network Drives

Always move your working data from the network drive to a local media drive before beginning your session. Trying to work with data over the network is not supported.

H:Drive

- Your H:Drive is the central network storage space each student receives.
- Servers are purged every quarter and no data is retained
- The Art Institute of Vancouver does not perform backups. You are responsible for the integrity of your own data.
- Individuals are allocated a hard limit known as a quota based on the courses you take.

IMPORTANT! Never leave your H:Drive mounted and unattended. The Art Institute of Vancouver is not responsible for any lost data.

P: Drive

Instructors and technical staff can use this drive to share read only data with students.

Accessing your H and P drive on a Windows PC workstation

H drives and P drives are automatically mapped on a PC. Once you're logged in, double click My Computer to access you H:Drive and P:Drive.

Accessing your H:Drive on a Mac Workstation

Your H:Drive will mount automatically when logging into a Mac workstation using your username and password. When using "Mac" as your login (E104) you will need to follow the procedure below to mount your H:Drive.

Accessing your P:Drive, or shared Mac Media Drive on a MAC workstation (and your H:Drive in E104)

1. Click on the Go Menu > Connect to server
2. Click Browse button and double-click Local.
3. Scroll through the list of machines until you see Mydrive and/or the Station with the media drive you would like to connect to and double-click selection.
4. When connecting to Mydrive enter your username & password and click connect
5. Select P:Drive
6. When connecting to a shared Mac Media Drive choose 'Guest' instead of entering username & password and then click connect
7. The P:Drive and/or Media Drive will mount on your desktop
8. To disconnect any network drive, drag it to the Trash or right/click (or control/click) and select Eject, or simply log out of the workstation.

Email

- To access your email, go to: <http://stu.aii.edu/> and log in using the username and password provided in your Online Services System (OLS) letter that you received along with your schedule.
- Check your email often.

Printing, Photocopying and Scanning Services

Printing & photocopying for The Art Institute of Vancouver – Burnaby is based on an automated quota system. Depending on the program of study, students are allocated a dollar value for printing and photocopying. This includes both black and white printing and Colour printing.

Students can print and photocopy to networked printers freely until the print quota value is used up. Students may then purchase extra print credits from administration at the North Building. This system provides ease of use with no need to worry about having the correct change on hand.

Printers

There is a networked Black & White Printer located on the ETC Mezzanine as well as the Campus Resource desk in the South Building.

There is a Colour printer located in the print center in E114 in the ETC Building where you can pick up your print jobs.

Adding a Printer to a Windows PC

- Click Start
- Select 'Printer and Faxes'
- Double click 'Add Printer', this opens the add printer wizard
- Select 'Network Printer' and click next
- Select 'Find a printer in the directory' and click next
- Click 'Find now'
- Select CL4600 for colour or BW8150 for black & white.
- Click 'OK'

This will add the printer to your roaming profile and it will be available from any computer you log on to.

Adding a Windows Printer to a Mac

- Choose the 'Print Center' icon from the dock or /Applications/Utilities. It will tell you that you have no printers. Click 'Add', and choose 'Windows Printing'
- Select 'BURNABY' as the domain
- Scroll down and select 'DC2'

- Enter your username and password when prompted
- Choose the 'CL4600' for color printing or the 'BW8150' for black & white. Do NOT click 'Add' yet.
- In the Printer Model drop down menu (which will likely say 'Generic') choose 'HP' in the list of Printer makes.
- From the list of drivers that appear choose HP Colour Laserjet 4600 v3010.107 for the CL4600 Colour printer or HP Laserjet 8150 Series for the BW8150 black & white printer
- Now click "Add". This will add the printer to your profile for your current session only. The next time you login you will have to add the printer again.

NOTE: You can just use the Generic driver that is loaded by default when adding a printer but you will not have access to all of the printer's features.

Photocopying

You can make photocopies using one of the scanners located on the ETC Mezzanine. Follow the directions that are posted by the scanners or visit <http://cr.artschool.com> for documentation.

Scanners

As well as the scanners that are set up on the ETC Mezzanine for making photocopies there are various scanners available for general use in the labs during normal computer lab hours. Scanners are attached to specific computers with removable media drives and/or CD burners to allow students to save scans onto their personal disks or to their network drive.

Backing Up Your Data

There is no such thing as trouble-free computing. Sooner or later a disk will crash, an important file will become corrupted, be accidentally deleted or the disk will be lost. YOU are responsible for the security of your work. It is bad enough to lose a project. It is heartbreaking to have a disk crash completely with the only copies of your entire portfolio two weeks before graduation. It happens! The Art Institute of Vancouver is not, under any circumstance, liable for the loss of information, work, data of whatever kind whatsoever due to any equipment, software failure virus or computer "crash". Review the following:

- Your H:Drive offers a convenient place to store your files. The school does not back up the servers and offers no assurances against server failure or data loss
- Backing up your data is your responsibility. Firewire drives are the recommended backup device.
- There are also DVD/CD burners available on campus for your back up needs.
- You should back up important data at least every couple of days and crucial data more often. Backing data up to more than one location, (CD, Firewire drive, home computer), is highly recommended.

FireWire/USB Drives

Firewire/USB drives are recommended for back-up and data transfer. If you are planning on moving data between school and home, a Firewire/USB drive is ideal.

Equipment Room - Equipment Access & Usage

There are two Equipment Rooms available for students to access equipment at the Burnaby Campus. They are at the ETC Building (3054 Beta) and South Building (3248 Beta).

ETC Equipment Room

Phone 604-298-5492 Extension 5230

Email aivequipment@aii.edu

Hours Sunday to Saturday 8:00am to 8:00pm

Watch for variations in hours due to holidays (the school is closed on holidays).

South Building Equipment Room

Phone 604-298-5492 Extension 5500

Hours Open whenever the South Building is open. See Campus Hours for more details.

Booking Equipment

Students must display their current, valid Student ID to check out any equipment. **Day Passes will not be accepted.** Equipment that students may access is determined by the classes Students are taking.

Check out Procedures

- Students are required to inspect their equipment to ensure they have the correct components, that all components are present and not damaged for their shoot and that the equipment functions properly. Any missing or damaged components need to be noted and initialed on the sign-out sheet in the space provided. It is very important that students take the time to be thorough in their inspection and report any problems prior to departure as any significant loss or damage that is not noted on the sign-out sheet will not be disputable and the student will be responsible.
- Missing or damaged gear must be returned or replaced as soon as possible.
- Always review the sign-out/in form completely to ensure the accuracy of the equipment listed; time out/in and ensure you read the body of the contract as it is a legal document. Part C outlines your responsibilities/liabilities and penalties for violations;
- There will be fines for equipment returned late. Respect other students' equipment access privileges by returning equipment on time. If you find you are running late, please call the Equipment Room at 604-298-5492 Extension 5230 or ETC Security (if after Equipment Room hours) at Extension 5501 and let us know.
- You are allowed to check out equipment up to eight hours at a time. The Equipment Room must be notified if you wish to extend a sign-out period for more than 8 hours with exception of the 8-8 video program. There is no guarantee that such a request can be accommodated although our practice is to accommodate wherever and whenever possible, within reason.
- Equipment may not be kept overnight with exception of video equipment signed out under the 8-8 program. Under this program any video gear to be used between the hours of 8pm and 8pm must be signed out no later than 8 in the evening and returned at 8 in the morning. No earlier, no later.

Reservations

Most equipment can be reserved. You can reserve equipment:

- In person at the Equipment Room counter;
- By emailing aivequipment@aii.edu

Please allow 1 working day (24 hours) when reserving by email. An Equipment Room Attendant will reply to your email to confirm your reservation. Please note that the requested equipment may not always be available on the date and time requested, so it is recommended that you submit more than 1 time/day in order of preference with your request.

Reserved equipment will be held for 20 minutes past the reservation time after which the reservation will be considered abandoned unless you contact the equipment room by phone (604-298-5492 Extension 5230), at which point the reservation will be held for 30 minutes past the reservation time. If you are later than 15 minutes with no phone call or 30 minutes with a phone call the reserved equipment will be considered available to a new request. If you, for whatever reason, decide you aren't going to need the equipment you have reserved, please keep in mind someone else might. Please call, e-mail or stop by and let the Equipment Room Staff know you wish to cancel.

Safety

Read and familiarize yourself with all of the safety precautions listed in the manual for any piece of equipment you may be using. The Equipment Room has placed warning labels on key issues on or in most of its equipment kits. Please familiarize yourself with these as they are critical. If you are working with a piece of equipment you are not familiar with, please ask for assistance. The safer you shoot, the easier and more successful your shoot will be.

Keep in mind your surroundings at all times. Be aware of where you are shooting, the traffic and the people that are close to your set. **Remember - no footage that you can acquire is worth putting anyone's life at risk!**

Cameras are not allowed to hang out of windows in moving vehicles. The Art Institute cameras may not be used in any dangerous situation.

Use common sense when plugging any equipment into an outlet. If equipment sparks, buzzes, smokes or is unusual in any way, **do not touch it. You may get an electrical shock or be burned.** Get a broom handle or some other (dry) non-conductive item to pull the cord out.

Make sure equipment is off before plugging in. Check all cords for defects. **Do not** plug an instrument into an outlet that appears damaged. Please report The Art Institute location of the outlet to staff. Keep all electrical equipment dry and away from water (or rain) during use.

Lighting

When using the light kits, keep in mind the possible dangers involved with the use of high-powered lights. 1000 Watts is a large amount of power consumption. Breakers are commonly 15 amps and will trip to the off position when more than 1500 Watts is plugged into a single breaker. Portable generators probably do not have enough power to run the lights.

With power transfer, high heat is emitted from a light. This heat is hot enough to burn skin, clothes, carpet, plastic, paper, etc. **Do not position a light in close proximity to any flammable substance or fire sprinklers.** Production lights will melt plastic. In the case of fire sprinklers, a hot light positioned too close may set them off, thereby soaking the equipment and the room.

Never allow skin to make contact with Production Light Bulbs, even when it is turned off and cool. The oil that is deposited from human skin burns very hot as the lamp rises in temperature. This will cause the bulb to explode turning the glass shards into dangerous, high velocity projectiles.

No person using the equipment or facilities of The Art Institute of Vancouver may do so while under the influence of drugs and/or alcohol. If The Art Institute of Vancouver Staff have reasonable and probable grounds to believe that an individual is under the influence of drugs and/or alcohol, their session will be cancelled and they will be asked to return all equipment and leave the premises.

Penalties and Consequences

It is important that students and alumni adhere to the policies and guidelines set forth by The Art Institute of Vancouver in order to maintain trouble free operations. When you do not, there are penalties. These are some things that can result in penalties and consequences:

- If the equipment is checked out in your name YOU are responsible for it. You are responsible even if another student damages, steals, sells, loses, etc. the equipment, as long as the equipment was checked out in your name.
- If you do not have a current student photo ID or a valid Day Pass, you will not be able to use the labs and will be asked to leave.
- If you return any damaged equipment, you will be charged for the repairs.

- If you return the equipment late, you will be fined. If your fine is not paid immediately, your lab and equipment privileges will be suspended for the remainder of the quarter.
- If you do not return the equipment at all, you will no longer be able to use labs or book equipment. The matter will also be brought to the attention of the college president. Consequences may include, but are not limited to expulsion, liability for payment for the missing or damaged item and/or charges filed with the Burnaby RCMP.

Student Parking Guide

The Art Institute of Vancouver has both an on-campus and off-campus student parking pool. In order to park in either parking pool, students must display a valid student parking pass that is visible to anyone patrolling the lots. You can get a parking pass at the Bookstore at ETC with a **\$10.00 cash refundable deposit**. Please note that a parking pass does **not** guarantee you a parking stall. The parking pass is intended to ensure that only students are parking in the student parking stalls. The student parking pass is **only** valid in the student parking pools.

On-Campus Student Parking Pool

The on-campus parking is located at the ETC & South Buildings. The South Building parking stalls are marked 'Ai Student Parking Only' or similar wording. For the ETC Building, stalls that are not labeled for instructor parking are available for students to park in.

Parking in a stall not designated as valid student parking (staff, instructor, visitor or other companies) with or without a student parking pass will result in being ticketed and/or towed. Do NOT park in the IMPARK lot that is next to ETC unless you have a monthly or hourly parking pass.

Off-Campus Student Parking Pool – 3550 Wayburne Drive

See page 17-18 for details.

Other Parking Options

Whenever possible, we encourage the use of alternative transportation. Bus & Skytrain schedules can be found on the Translink website at www.translink.bc.ca. There are some motorcycle and bicycle parking spots available on campus as well. However, if you need to drive and you don't fare well in the parking lottery, here are some suggestions:

Street Parking (Metered and Non-metered) – There is metered street parking on Beta and Wayburne @ \$1.00/1 hour, \$2.00/2 hours, \$3.00/10 hours. Meters are in effect 9:00am to 6:00pm Monday to Friday, except holidays. If you park far enough from the school, you may be able to find non-metered parking but take note of any signs indicating restricted parking (i.e. residents only). There is also some unmetered parking available on Woodsworth, which is just past the off-campus parking lot.

IMPARK/Metro Lots – There are a few IMPARK lots close by the school. You can access some of them from Wayburne Drive (north of Canada Way). The one next to the ETC Building (Lot #1077) has 8 hourly stalls (#1-8) and the rates are \$1.00/hr (or portion) with a maximum of 3 hours. The Impark lot right next to the IBM building (Lot #1355) has hourly parking at \$1.00/hr (or portion) or \$5.00 for the day (6:00am – 6:00pm). There is also an IMPARK lot by BCIT (Lot #928) that offers parking at \$3.00 per day. You can access this lot by going south on Beta Ave.

The Metro Lot by the East Building offers hourly parking at \$2.00/hr or \$6.00/day (6am – 6pm).

Off-Campus Student Parking Pool

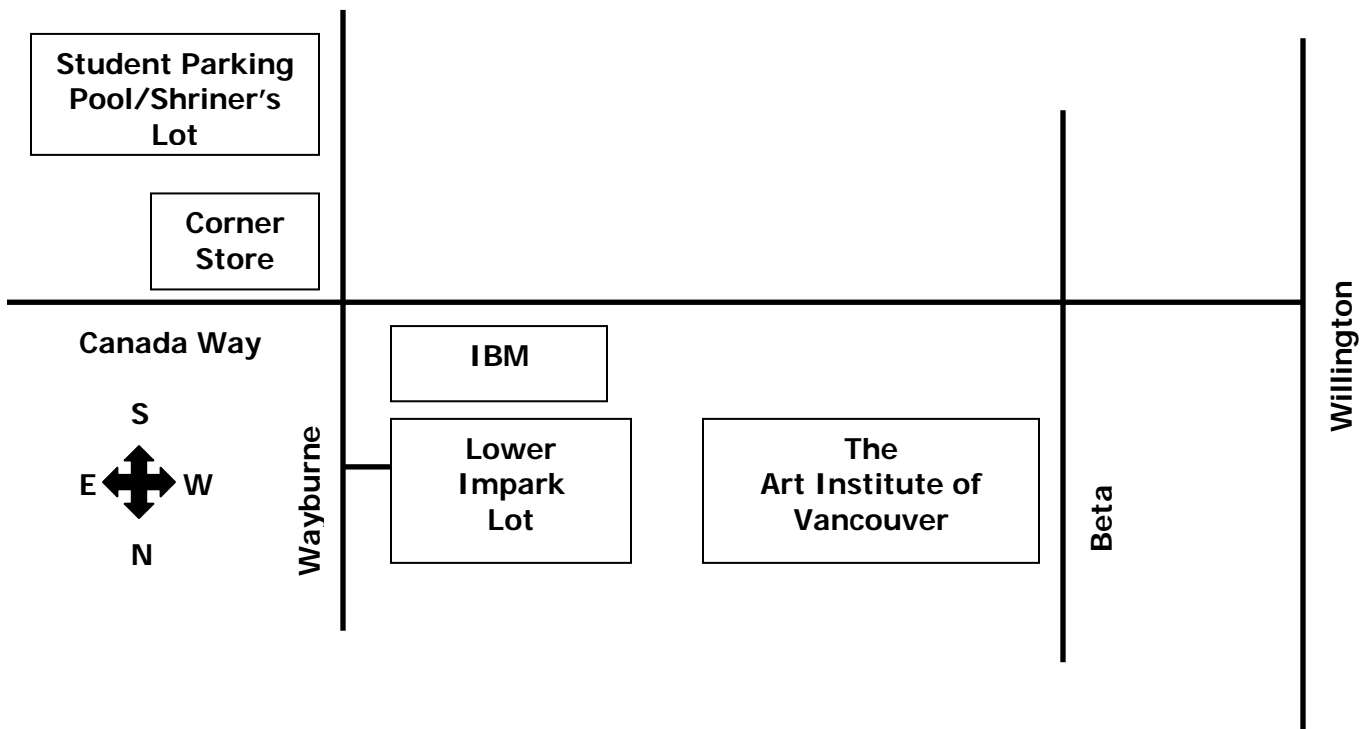
As well as the parking offered to students in front of the ETC and South Buildings, there is also a student parking pool at **3550 Wayburne** at the Gizeh Shriner's lot. The lot is approximately a block South of Canada Way on the east side of Wayburne Drive. Please use the parking map on the following page to ensure that you are parking in the correct stalls. **Park only in stalls 19-46 or you will risk being towed.**

Remember that you must display a student parking pass in order to avoid being ticketed or towed. This holds true for both the off-campus parking pool and the student parking in front of ETC and South Buildings. There is a grace period until Friday, October 6 when students can park in student parking stalls without a student parking pass. However, starting Monday, October 9, 2006, you must display a student parking pass in order to avoid being ticketed or towed. This is for both the on and off-campus parking pools as well as the parking in front of ETC and South Buildings.

Take care when walking to and from the off-campus parking pool as there are no sidewalks on the south side of Canada Way on route to and from the Shriner's parking lot. To get to the campus, you can either walk down Wayburne, cross Canada Way and cut through the Impark parking lot to the ETC or East building, or you can walk down Wayburne to Canada Way and then head left to Beta and make a right on Beta which will get you to the North and South Buildings.

How to get to the Shriners Lot

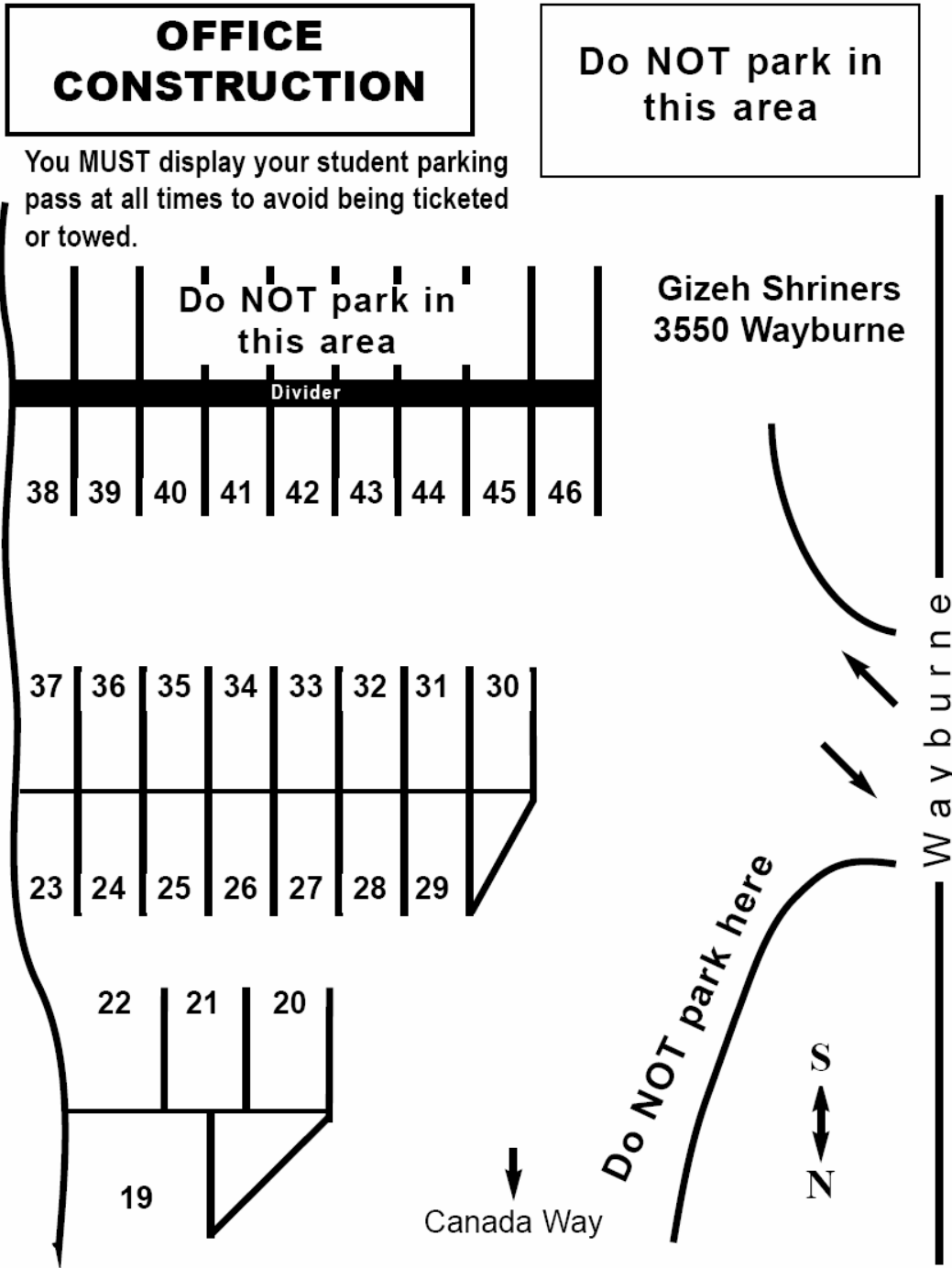
If you are traveling west on Canada Way (coming from the direction of New Westminster), make a left on Wayburne. If you are traveling east on Canada Way (coming from the direction of Vancouver), make a right on Wayburne. The Shriner's Lot is approximately one block up from Canada Way on the east side of Wayburne Drive.



Shriners Lot: 3550 Wayburne

Please note:

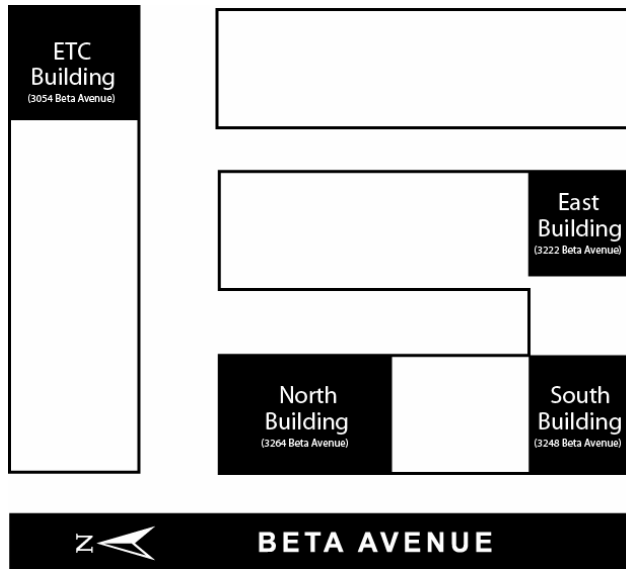
1. Student parking is in spaces 19 – 37 only! The numbers painted on the stalls are faded so you will need to use this map as a reference when parking in the Shriners lot.
2. Student parking pass must be displayed to avoid being towed.



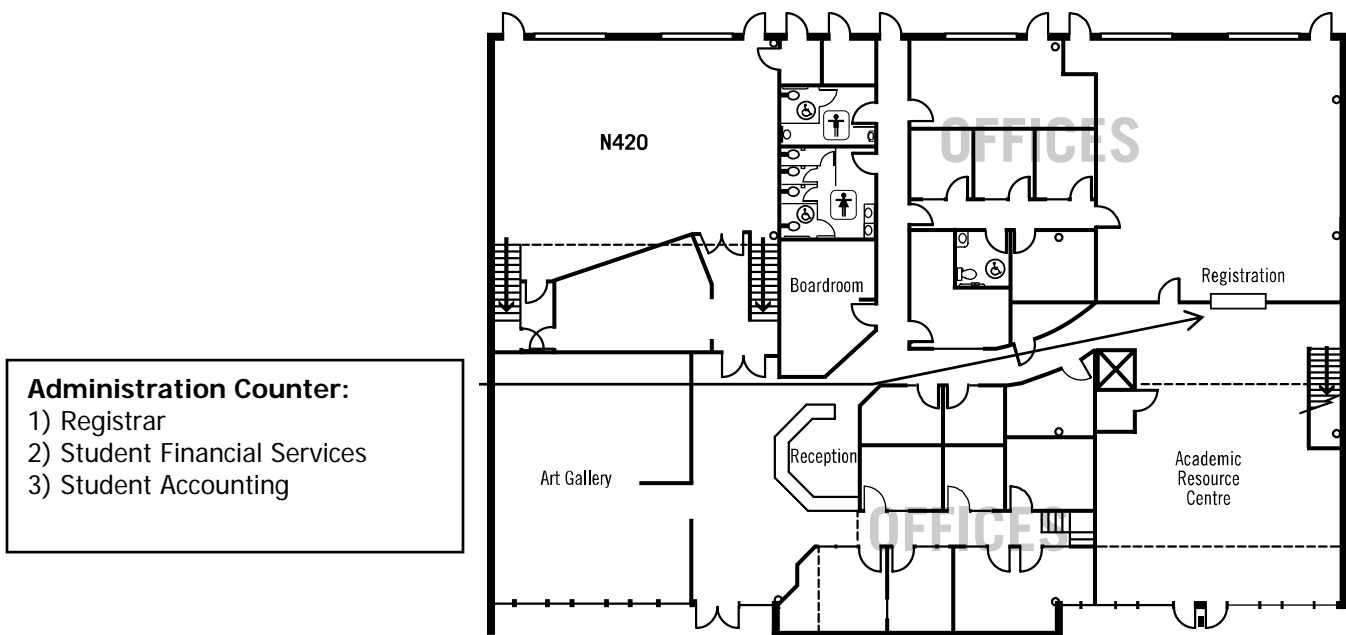
Campus Maps

The Art Institute of Vancouver uses four buildings at its Burnaby location: North, East, South and ETC (Entertainment Technology Centre).

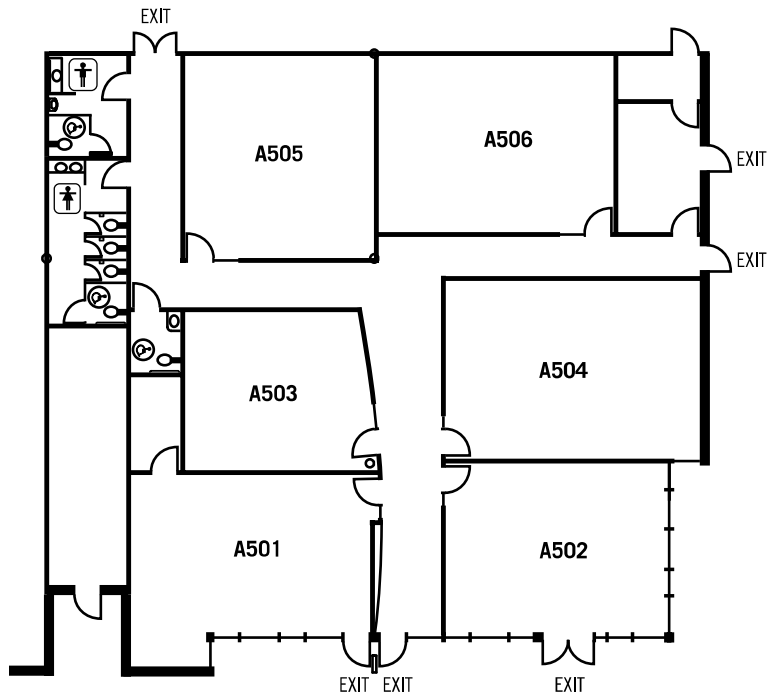
Building Layout: Burnaby



North Campus

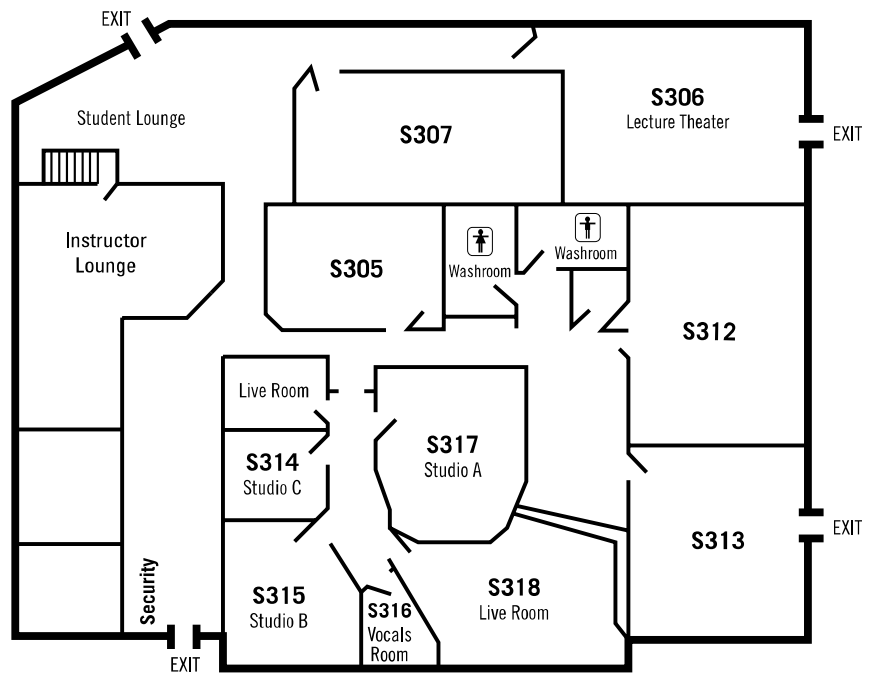


East Campus

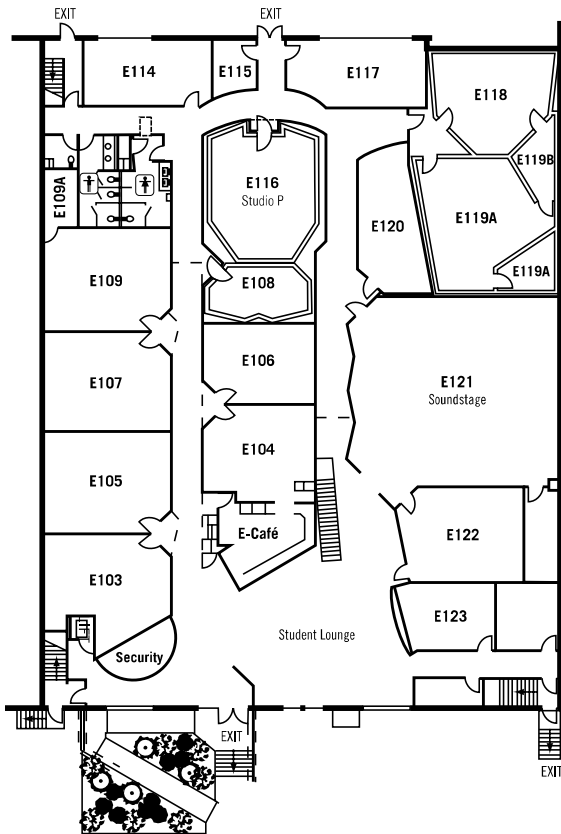


NOTE: In East Campus, room numbers begin with the letter "A"

South Campus



ETC Campus - Main Floor



NOTE: In ETC, room numbers begin with the letter "E"

ETC Campus - Second Floor

