

Welcome to the Department of Visual Studies! This student handbook is a guide to the policies and procedures of the Department of Visual Studies Art Program and will provide useful information regarding the four-year BFA and BA Art degrees. Please familiarize yourself with the contents of this handbook.

ADVISING/INFORMATION

The Department of Visual Studies Academic Advisor is **Kim James Yarwood** (yarwood@buffalo.edu). His office is located in 205 Center for the Arts and he can be reached by phone at 645-0537. He is available by appointment for Visual Studies majors and intended majors Tuesday through Thursday. Plan to meet with Mr. Yarwood at least once a year and again two semesters before you expect to graduate to insure that you are fulfilling course requirements. You must maintain a minimum GPA of 2.5 in Visual Studies courses and a minimum of 2.5 overall to graduate.

General Education Requirements

See the online Undergraduate Catalog and review your DARS report at the Student Response Center website (www.src.buffalo.edu).

Visual Studies Website

See the Department website (www.visualstudies.buffalo.edu) for complete information regarding courses, faculty, events, etc.

Grievance Procedure

See the Undergraduate Catalog. Within the Department of Visual Studies, problems should be resolved through the following chain of command: *Instructor* → *Concentration Director* → *Director of Undergraduate Studies* → *Chair of Department of Visual Studies*.

DEPARTMENT CHAIR AND STAFF

The Department office is located in 202 Center for the Arts. The phone number is 645-6878.

		Rm. / Phone #	
Chair	Millie Chen	202D / 645-0536	milchen@buffalo.edu
Dir. of Undergrad Studies	Tyrone Georgiou	229A / 645-0547	georgiou@buffalo.edu
Assistant to the Chair	Becky Koenig	131 / 645-0527	bkoenig@buffalo.edu
Academic Advisor	Kim James Yarwood	205 / 645-0537	yarwood@buffalo.edu
Photography Technician	Daniel Calleri	123 / 645-0525	dvc@buffalo.edu
EP/CD Technician	Domenic Licata	139 / 645-0531	djlicata@buffalo.edu

Printmaking Technician	Jeffery Sherven	B44 / 645-0556	jsherven@buffalo.edu
Sculpture Technician	Christopher Siano	B16 / 645-0550	siano@buffalo.edu
Media Resource Specialist	Joseph Easterly	508 Clemens/ 645-0557	jpe4@buffalo.edu
Office Manager	Deborah Swiatek	202C / 645-0535	dswiatek@buffalo.edu
Secretary	Kimberly Ferry	202 / 645-0533	kimferry@buffalo.edu

Faculty office numbers are posted in the glass case outside CFA 202. Office hours are posted on each faculty office door.

ACADEMIC REGULATIONS, REQUIREMENTS AND PROCEDURES:

The myub website (www.myub.buffalo.edu) will link you to the undergraduate catalog, course schedules, exam schedules, academic calendars, web registration, and other information about the University. To access this site, you will need your “UB IT” name and password which are accessible by swiping your UB ID card at UB Micro in The Commons.

The Student Response Center (src@buffalo.edu or 645-2450) will assist you with questions regarding your academic record (financial account, financial aid, academic policies, etc.).

Please be aware of the immunization requirement for meningitis. NYS law requires that students under 18 have parents complete a Meningitis Information Response Form. Students over 18 can complete the form themselves. This form can be accessed by logging onto www.student-affairs.buffalo.edu. Then go to Student Wellness Team → Health Services → Immunization and Health Form Requirement → Online Meningitis Information Response Form.

For all University policies and regulations pertaining to incoming freshmen and for requirements for Department of Visual Studies majors, see the online Undergraduate Catalog.

Attendance and Class Participation in Department of Visual Studies Courses

Regular attendance in all Visual Studies studio and academic classes is required. Visual Studies classes have a variety of components, and your ability to learn is directly related to your participation. In the class syllabus distributed in each course at the beginning of the semester, your instructor will specify participation requirements and indicate what portion of your grade is represented by class attendance. A course syllabus is the contract between instructor and student that specifies required activities, assignments and student participation in a course. Students must complete all course requirements, including proper attendance, to receive a passing grade for the course.

Course Materials and Lab Fees

Lab fees are a course requirement and are used by instructors in various ways (ie. purchase of individual art supplies, bulk purchases, purchase of shared items, purchase of visual aids and videos for class lectures, models, updated computer software, copy costs, etc.). A list of Lab fees

for each course can be found on our website at www.visualstudies.buffalo.edu. Fees are assessed in your second tuition bill which will be mailed out mid-September for Fall and late-January for Spring.

Please Note: After the final day of Drop/Add, you will be held responsible for any lab fees and subsequent late fees, *even if you resign the course*.

If your lab fees are waived (for example, if you are a student monitor), pick up a waiver form from the Department office, have it approved by a faculty member or technician and return it to Debbie Swiatek in CFA 202 for a credit on your student account. It is the student's responsibility to pursue a lab fee waiver.

Computers

Mac computers are the most desirable and useful equipment for Visual Studies majors. UB Micro (located at UB Commons) can assist with purchases. See the Department of Visual Studies website for suggested computer purchases:

www.visualstudies.buffalo.edu/resources/computerlabs/support/recommendations.html

Acceptance to the Department of Visual Studies Art Program and Concentrations

Freshmen accepted to the University who have indicated "Fine Art" or "Studio Art" as their intended major are block registered by the Academic Advisor into Fall freshmen Foundation courses on a first-come, first-served basis. Freshmen who have a 3.0 Visual Studies GPA by the mid-term of their second (Spring) semester are not required to have a portfolio review and are automatically accepted into the Department. Students who have a GPA below 3.0 *must* have a portfolio review/interview. This review takes place in March, and the student must pass in order to be accepted into the BFA or BA Art Degree Program.

Transfer students who are waived from the Foundation program must apply for Department admission and schedule a portfolio review in either March or October. All transfers are expected to have a slide, CD or actual portfolio to be reviewed prior to acceptance into the Visual Studies Art Programs. If students do not have a portfolio, they are advised to take Art courses open to non-majors and to use work from those courses for their portfolio.

Acceptance into the Department does not guarantee acceptance to Communication Design. A second portfolio review, which takes place in October or March, is required for acceptance into this concentration. See the bulletin boards outside CFA 205 for information. Prior to the Communication Design portfolio review, students must complete all freshman Foundation and sophomore Art Program requirements, as well as complete the following courses:

Typography	ART 221
Introduction to Digital Practices	ART 250

Currently enrolled UB students with a minimum GPA of 2.5 are eligible to apply to the Visual Studies Art BA or BFA program. Admission is by completion of three foundations courses and a minimum GPA of 3.0 or by portfolio review.

Course Requirements and Sequences for BFA and BA Degrees

See the Undergraduate Catalog for all Visual Studies BA and BFA degree requirements. The year in which you are accepted as a major into the Department determines the program course requirements that you must follow.

Declaring a Concentration for the BFA

Accepted Art students who wish to enter a BFA program must declare their intended concentration by the second semester of their sophomore year. You must see the Academic Advisor in CFA 205 to do this. *Please note that the Communication Design concentration requires prior acceptance through portfolio review.*

Four-year plans indicating the recommended course sequence for each program are available to students outside the Advisor's office, CFA 205. While there may be some exceptions, following the suggested schedule should permit you to complete all necessary requirements within four years. Please make an appointment with the Academic Advisor if you have any questions.

Double Majors/Joint Majors/Special Majors/Minors

See Undergraduate Catalog.

Academic Overrides

If an academic override is needed, you must see the Academic Advisor in CFA 205.

Force Registration – Foundations Courses

Freshmen accepted to the University who have indicated "Fine Art" or "Studio Art" as their intended major are block registered by the Academic Advisor into Fall freshmen Foundation courses (including VS 150) and required General Education courses on a first-come, first-served basis. Students enrolled in Fall Foundations courses are also force registered into the Spring Foundations courses. Check with the Academic Advisor or see the bulletin boards outside CFA 205 for details.

Registration for Courses

Register as soon as your "window" opens in order to get the courses you need. A minimum enrollment is required for all courses. Delayed registration may cause a class to be canceled due to a perceived under-enrollment. Seats may also be taken by non-majors.

Checkstops may prevent you from registering. Be sure to address all checkstops prior to your registration window opening.

Force Registration for Upper Level Courses

Some upper level courses in Communication Design are restricted to students accepted to these concentrations. Other upper level courses, such as internships, are available by force registration only. Obtain a force registration form in CFA 202, obtain the instructor's signature, and return the form to the Academic Advisor in CFA 205 during the force registration period. It is your responsibility to complete the registration process.

Art History Requirements for Art Program Majors

All BFA majors must take AHI 101 and AHI 102. You must also take an additional Art History elective at the 200+ level. Communication Design majors may substitute History of Visual Communications (ART 240) for the additional AHI elective.

BA majors must take AHI 101 and AHI 102. You must also take two additional Art History electives at the 200+ level. BA Communication Design majors may substitute History of Visual Communications (ART 240) for the second AHI elective.

Art History Minor

Art students who enjoy Art History are encouraged to become Art History minors. The acceptance criteria are completion of AHI 101 and completion of or registration in AHI 102. The requirements (18 credits) for the Art History minor are: Survey of Art History (AHI 101-102) and any four upper level courses. At least two of the courses must be taken in History of Architecture, Ancient Art, Medieval Art, Renaissance and Baroque Art, Islamic or Chinese Art, African or Native American Art.

Studio Art Electives

In addition to suggested courses within the Department of Visual Studies, there are courses in the Department of Media Study which may be taken as a studio art elective (e.g. Basic Video (DMS 103) or Basic Filmmaking (DMS 101)). Studio classes in the School of Architecture may also be used as a studio elective. If you are in the BA General Studio concentration and wish to take an elective from another department, please see the Department of Visual Studies Academic Advisor.

Studio Art Minor

The Studio Art minor is offered to Art History majors and other University students who are not majoring in Studio Art. The acceptance criterion is completion of VS 150: Art Theory, Aesthetics and Criticism. To receive a Studio Art minor, students must complete five studio art courses at the 200 and 300 levels; a minimum grade point average of 2.5 must be maintained for the total 18 credit hours. Courses may be selected from one or from a variety of studio concentration areas.

Course Substitutions

To request a substitution for a required course, complete a course substitution form, obtain the signature of your concentration director, and submit the form to the Academic Advisor for your file. If you are in the BA or BFA General Studio concentrations, the Concentration Head (Assistant Professor Joan Linder) must approve the form.

Independent Study Courses

See Undergraduate Catalog. Generally taken in the senior year, these are advanced, independent study courses which require force registration. Independent Study courses may be taken up to three times for credit. ART 499 (Independent Study) is only available as a means of completing a proposed independent studio project with your concentration professor.

Internships

Internships provide a special opportunity to gain on-the-job experience, to familiarize you with working conditions and expectations in the field, and to establish connections for potential employment. Two types of internship opportunities exist in the Department: 1 – 5 -credit courses and full-semester programs which take place in the junior or senior year.

The 1 – 5 -credit internship courses (ART 496) are in Studio Art, Museum, Communication Design and Photography. You may take up to two different internship courses.

A full-semester internship may be available in design and art studios in New York City or elsewhere for art majors with junior or senior standing. See your concentration director for further information. A Leave of Absence form must be signed by the Academic Advisor and submitted to the Office of Records and Registration before your departure.

Duplicate Credit Courses

Several courses in the Department of Visual Studies are repeatable for duplicate credit. These are courses in which the content varies each time they are offered. Duplicate credit courses are: ART 447, 448, 476, 496, 498, and 499; VS 200, 400 and 449. (VS 200 *must* be taken three times to fulfill BFA requirements.)

Important Note: Any course designated “repeatable for duplicate credit” ***cannot be repeated for a better grade*** (in which the repeated grade automatically replaces the first grade) because repeatable courses cover different course material each time they are taken.

Study Abroad

See Undergraduate Catalog. Art-oriented programs for the summer, semester or academic year are available. Consult with concentration faculty, the Academic Advisor or the Study Abroad Programs Office for recommendations. Study abroad opportunities should be planned in advance. Consult with department faculty in advance to determine if courses taken abroad will fulfill Department of Visual Studies requirements. All documentation will be kept with the Academic Advisor for future reference and advisement purposes. Interested students should make inquiries to the Study Abroad Advisor, Office of International Student and Scholar Services (210 Talbert Hall, 645-2258).

Summer Programs Abroad and In the United States

Studio art courses taken during the summer months at art schools and institutions other than UB may be used to fulfill studio credit requirements. This must be approved by the concentration director in advance. Please check UB TAURUS for a list of transfer courses which have already been articulated. Studio credit will not be given for any grade lower than a “B.” Information on summer programs in the US and abroad is available in the Department of Visual Studies office, on the Department bulletin boards and on the Study Abroad Programs website:

www.buffalo.edu/studyabroad/

Schedule Changes

When class schedule changes are necessary, information will be posted on the bulletin board outside CFA 205 and you will be notified by e-mail.

Health and Environmental Safety Lecture and Issues

This lecture is mandatory for all incoming students and pertains specifically to issues in studios and classrooms. It is scheduled early in the Fall, usually during VS 150, and is announced via bulletin boards and e-mail. If you are an intended major but are not enrolled in VS 150, please be sure to attend this required presentation. See the bulletin board outside of CFA 205 at the beginning of the Fall semester for information.

Instructors in your classes will advise you how to dispose of hazardous materials. Please carefully follow the indications for all materials after each class. Lavatory sinks *cannot* be used to clean brushes, etc. It is prohibited to spray fixatives or spray paint anywhere in the building *except* in CFA B37 or the spray booth in CFA 146A. In addition, only low odor solvents are permitted in CFA, and they may only be used in the designated painting and printmaking studios. Jeff Sherven (CFA B44) is the liaison to Environmental Health and Safety.

Student Art Work

All work must be removed from the Department of Visual Studies classrooms and hallways at the end of each semester. Please make arrangements with instructors to pick up your work; you will need it for portfolio reviews. Any work not picked up will be discarded.

Transfer Credit Evaluation

See Undergraduate Catalog. Only courses evaluated as equivalent to UB Visual Studies courses are transferable. See TAURUS, the Transfer Articulation System (<http://ub.transfer.org>). Accepted transfer credits (credits associated with a grade of “B” or higher) will be applied toward the Department’s degree requirements upon acceptance as a Visual Studies major.

University Grading Policies

See Undergraduate Catalog.

Visual Studies Art Program Grade Maintenance Policy

If you receive a failing grade in a required Visual Studies course, you *must* retake the course. See the Undergraduate Catalog for the repeat policy regarding grades. Visual Studies Art students must maintain a minimum GPA of 2.5 in their Art courses or they will be placed on Departmental probation and may be dismissed from the Department. If a dismissed student wishes to reenter the Department of Visual Studies as an Art major, they must be readmitted via portfolio review once the GPA is raised.

Graduation with Honors or Distinction

For Latin honors, see Undergraduate Catalog. Distinction in Visual Studies is given to students who maintain the following GPA in all Art courses and required Art History courses:

- 3.2 distinction
- 3.5 high distinction
- 3.7 highest distinction

Drop/Add Dates

See the Student Response Center website (www.src.buffalo.edu) for information.

Cancellation of Classes Due to Weather

Cancellation of classes due to weather is announced on the University radio station, WBFO (88.7 FM). For recorded information you may call 645-NEWS (6397).

Listserv - Email

The Department has instituted a listserv system, whereby important announcements and information (such as course and schedule changes, portfolio review dates, scholarship information, deadlines, etc.) will be e-mailed to all Visual Studies majors. It is essential that you link your UB e-mail to your personal e-mail (see <http://myub.buffalo.edu>) to implement this. Since important student information is dispersed through University e-mail, it is your responsibility to check your e-mail regularly.

Notices regarding schedule changes and pertinent Departmental information are also posted on the bulletin board outside CFA 205.

OUTSIDE THE CLASSROOM

Department Scholarships and Awards

The Department of Visual Studies offers a number of honors and monetary awards for students in the Art Program. For information on eligibility and application deadlines, see the Departmental website (visualstudies.buffalo.edu) and the board outside CFA 202.

Applications (available in CFA 202) are required for consideration for the following awards/scholarships:

Evelyn Rumsey Lord Scholarship

- competitive cash scholarship available to juniors for summer travel (either in the US or abroad) between junior and senior years
- scholarship recipient selected from Spring *Rumsey* exhibition
- must submit a faculty-approved travel proposal and demonstrate high quality of work
- must exhibit scholarship project work in Department of Visual Studies Gallery during next academic year

Sally Hoskins Potenza Award

- competitive cash scholarship available to juniors based on their talent and potential
- financial need is also considered
- award is credited toward tuition (or cash if tuition is waived)

Alan E. Cober Memorial Award for Drawing

- competitive scholarship offered every year in Spring

Allentown Village Society Scholarship

- competitive scholarship for sophomores in the Department of Visual Studies
- must be a graduate of an Erie County high school and reside in Erie County
- award is for purchase of art supplies

- faculty recommendations are required
- selection based on quality of work, academic excellence and financial need

Frances R. and Louis B. Morrison Memorial Scholarships

- based on proven financial need and potential in art
- awarded Fall and Spring semesters (dependent upon available funds)
- students are eligible for one award per year

The following scholarship recipients are selected by faculty; no application is required:

- Philip Elliott and Virginia Cuthbert Elliott Painting Scholarship – junior in Painting
- Dennis Domkowski Memorial Scholarship – junior in Communication Design
- Julius Bloom Memorial Scholarship – junior in Communication Design
- Eugene L. Gaier Award for Excellence in Printmaking
- Eugene L. Gaier Award for Drawing
- Carl E. and Virginia W. Sentz Memorial Award
- Townsend Photography Scholarship

Galleries

The Department of Visual Studies gallery is located in CFA B45. The exhibition schedule is posted on the Department website and in the glass case across from CFA 202. Opening receptions are held Thursday evenings from 5-7 pm. Gallery hours are Tues-Fri 10am – 6pm.

The UB Art Gallery (in the Center for the Arts) and the UB Anderson Gallery (at 1 Martha Jackson Place in Buffalo) host a series of exhibits and lectures to which students are invited and encouraged to attend.

Student Art Club

The Student Visual Arts Organization (SVAO) sponsors numerous activities, such as local trips, figure-drawing classes for minimum fee (no instructor), and special exhibits. Jeff Sherven (jsherven@buffalo.edu, CFA B44) is the advisor. See the bulletin board across from CFA 205 for details and meeting dates.

Exhibition Opportunities on Campus

Department of Visual Studies Gallery exhibitions regularly include student work (concentration exhibits and the Rumsey competition). In addition, the CFA atrium is available for exhibits with prior written approval from the Center's staff. Forms are available in the Department office and a faculty sponsor is required. The Student Visual Arts Organization often sponsors exhibits in this space. Contact Jeff Sherven (jsherven@buffalo.edu) for assistance.

Buffalo Art Community

Art majors are expected to regularly see local exhibitions, attend related lectures and become familiar with the regional galleries and museums. There are a number of off-campus galleries which exist throughout the region. Some hold members exhibitions in which all members can participate. The following is a partial list:

- Albright Knox Art Gallery, 1285 Elmwood Ave (Buffalo)
- Art Dialog Gallery, One Linwood Ave (Buffalo)

- Big Orbit Gallery, 30 Essex St. (Buffalo)
- Buffalo Arts Studio, Tri Main Building, Suite 500, 2495 Main St. (Buffalo)
- Burchfield Penney Art Center, Buffalo State College, 1300 Elmwood Ave (Buffalo)
- Carnegie Art Center, 240 Goundry (North Tonawanda)
- Castellani Art Museum, Niagara University (Niagara Falls)
- CEPA, 617 Main St. (Buffalo)
- Hallwalls Contemporary Art Center, 340 Delaware Ave (Buffalo)
- Impact Art Gallery, 2495 Main St. (Buffalo)
- Just Buffalo Literary Center, Tri Main Building (Buffalo)
- Squeaky Wheel, 175 Elmwood (Buffalo)\
- UB Anderson Gallery, 1 Martha Jackson Place (Buffalo)
- UB Art Gallery, 1st and 2nd floors, CFA
- UB Department of Visual Studies Gallery, CFA B45

Albright-Knox Student Passes

The Department of Visual Studies sells student passes for the Albright-Knox Art Gallery. This pass allows students to visit the Gallery as many times as they wish over the course of a semester for a one-time cost. The passes cost \$6.00 and are available for sale in the Department office (CFA 202) Mon-Fri from 9am-4pm. Students may pay by check or money order only.

Since many classes require Gallery visits for field trips or assignments, this pass will be economical for art students and will increase the convenience of going to the Gallery. You must have a student ID and be an Art or Art History student in the Department of Visual Studies to purchase a pass. The passes are good for one semester only and should be presented at the gallery along with your student ID.

Work-Study Opportunities

The Department of Visual Studies has a number of part-time positions available in the Department office, the Academic Advisor's office and the Gallery, as well as in the photography, computer and printmaking labs. If you have submitted your FAFSA and have been awarded a Federal Work Study Award, you will receive an award letter. To see what positions are available in the Department of Visual Studies and what further paperwork is needed, please visit the website: <http://www.src.buffalo.edu/financialaid/workstudy>.

DEPARTMENTAL FACILITIES AND POLICIES

Use of program labs and facilities is restricted to students registered for classes in that program. Outside of class hours, undergraduates are permitted in those studios evenings and weekends until 11 pm. Discuss lab usage outside of class time with your instructor. Many of the studios have entry codes or lock boxes for which you will need codes. There is no access to the photography, computer, sculpture and printmaking labs unless a monitor is on duty.

In certain situations, access to the photography, sculpture and printmaking facilities is made available to art majors not currently registered in a course in the specific concentration:

- The printmaking facilities may be used by members of ePIC who pay a usage fee (contact Jeff Sherven in CFA B44 or jsherven@buffalo.edu).
- The photography labs may be used by students who have already taken a photo course. You must pay a lab fee (see Daniel Calleri in CFA 123 or dvc@buffalo.edu).
- The sculpture facilities may be used only by students who have undergone special safety training (see Chris Siano in CFA B16) and who have paid the lab fee. If you plan to use these facilities for casting, you must register for ART 333.
- The computer Mac labs in CFA 140 and 136 are only to be used by students registered for a Communication Design or Emerging Practices course. Students must have a logon and password to access the departmental server and programs.

If you wish to use CFA space for a project, you must submit a project proposal to and obtain permission from Center for the Arts staff. Applications are available in CFA 202.

Lockers

Lockers are available on the first and second floors. You may obtain a locker by securing it with your own lock, completing a Locker Registration form and then returning the form to the Department office in CFA 202. If you put a lock on a locker without signing it out, the lock may be removed and the contents of the locker discarded.

Lockers are available to painting majors on the second floor, photo majors on the first floor (see Daniel Calleri, CFA 123), sculpture majors in the basement (see Chris Siano, CFA B16), and printmaking majors in the basement (see Jeff Sherven, CFA B44).

Lockers must be emptied out at the end of the Spring semester or re-registered for the summer (you will be required to re-register again in the Fall for the next academic year). If you have not emptied out or re-registered your locker by the deadline date (usually the first Monday after graduation), the lock will be removed and the locker contents will be discarded.

Art Resource Center (ARC) – CFA B41

The Department of Visual Studies currently operates a Resource Center located in CFA B41 for Visual Studies faculty and students. Students may purchase supplies which may not be easily obtained elsewhere or check out equipment that may be required for class projects, such as video and digital cameras. Hours of operation are M-F 8:45 am – 6:00 pm. Call 645-0555 to reserve equipment. A \$5.00/day late fee is assessed for overdue equipment. Only campus cash is accepted (no cash or checks).

Photocopying

The copy machine in the Department office is for staff and instructors only; students will be referred to “Making Copies” in the Commons or the photocopiers in the UB libraries.

Bulletin Boards

There are white tack boards on each of the three floors in the Department which are used by instructors to showcase student work from specific classes. The board next to the Academic Advisor’s office is reserved for advisement information. These boards are not to be used for general postings.

General postings are to be placed on the boards *across* from CFA 205. This space also includes information about study and work opportunities, as well as announcements regarding the Student Visual Arts Organization activities. All postings must be approved by the Department office and contain a buffalo.edu e-mail contact.

Boards in the different labs contain information about exhibition opportunities and summer programs. General community activities can be posted on the kiosks in the atrium. No announcements may be hung on walls or other non-specified areas in the Department or in the Center for the Arts.

Telephones

The phones in the Department of Visual Studies are not for student use. Public pay phones are located off the main CFA lobby near CFA 103. There are also on-campus phones in the basement near the vending area.

Repair and Maintenance

If you notice the need for repairs in department facilities, please notify your instructor, the technician or Department office staff in CFA 202 as soon as possible. Please provide the room number and the nature of the problem. If there is an emergency after 5:00 pm or on the weekend, please call Campus Police (645-2222).

Damage to University Property

Students are responsible for proper usage and maintenance of all department and university property available to them. If UB property has been damaged by you through misuse or negligence, you will be charged for the cost of restoring it to its proper condition.

EMERGENCIES

The red Emergency Phones are connected directly to Campus Police. Phones are located in the basement across from the restrooms, on the first floor in the photography area, and on the second floor across from CFA 213. Dial 645-2222 on any campus or cell phone to reach Campus Police.

Emergency First Aid

First-aid kits are available in the basement in sculpture and printmaking, on the first floor in the photography labs, and on the second floor in rooms 202, 203, 208 & 218.

Counseling Services

Counseling is available free to UB students. Contact Counseling Services (645-2720) for an appointment. The office in 120 Richmond Quad in the Ellicott Complex is open from 8:30 am to 5:00 pm for emergencies.

For other health issues, contact the Health Education and Human Services Division on the South campus (829-2584).

Personal Safety

The Anti-Rape Task Force, a student-run organization staffed by volunteers, provides escort services to the parking lot or other academic buildings. On the North campus, there is a walk station in front of the undergraduate Library in Capen Hall. Service is provided Sunday through Thursday from 8:00 pm to midnight. For aid, contact the Anti-Rape Task Force Office or Health Education and Human Services (829-2584) before 5:00 pm.

Report any suspicious persons or activities to Campus Police (645-2222) and to the Department of Visual Studies office (CFA 202).