

# WELCOME TO THE OFFICE OF ENGAGEMENT

FAQS,  
PARKING, AND MORE



# HELLO AND WELCOME FROM THE OFFICE OF ENGAGEMENT (OOE) AT THE ART ACADEMY OF CINCINNATI (AAC)!



We are so excited to welcome you to our Community Education program for adults, teens, and children. Enclosed is a packet of information about navigating the AAC and other important information you will find such as:

- **How to Check-in for a Class**
- **Parking Information**
- **Student Code of Conduct**
- **Frequently Asked Questions**
- **How to Contact our Office**

We hope you enjoy your class!

## THE OOE TEAM

**Tommy Ballard**  
*Associate Director of the Office of Engagement*

**Maddy McFadden**  
*Education Administrator*

**Linnea Gartin**  
*Director of the Office of Engagement*

## CHECKING IN TO THE AAC

The Art Academy of Cincinnati (AAC) is located at 1212 Jackson Street, Cincinnati, OH 45202 in Over-the-Rhine.

When arriving at the AAC building, please sign in with security at the front desk in the lobby. There is only one entrance to the school, and it is located on Jackson Street. By signing in you are ensuring that the security team knows you are in the building in case of an emergency.

You will find your classroom number on your receipt. For example, N404 is the Painting Studio, so you would press 4N on the elevator and follow the classroom numbers down the hall. The N is to indicate the North side of the building, while S indicates the South.

Please make sure you have checked the required supply list attached to your welcome email to be prepared for the first day of class. If you are having trouble acquiring supplies, please reach out to the OoE team.

When leaving the building, please make sure you sign out at the security desk.

## PARKING IN OVER-THE-RHINE (OTR)

If you have purchased a parking pass with your class, you will find it at the security desk in the lobby. Below are instructions on how to acquire your pass.

1. Please find a spot to park your car so you can head inside the AAC building.

a. The front of the building is a loading zone, so please feel free to put your hazard lights on and step inside the building to acquire your pass.

2. The security desk in the lobby will have your pass ready before class. Please tell them your name and they will give it to you.

3. Our parking lot is located directly East of the building on Walnut Street. You will find a sign that says "AAC Parking".

4. Place your pass on the dashboard so security knows you are allowed to park in the lot. Failure to place parking pass in a visible location on your dashboard may result in your vehicle being towed at the owner's expense.

Please note that your parking pass is only valid on the days that classes are held. If you are using your pass on other days, you will be towed.

## DIDN'T PURCHASE A PARKING PASS?

OTR has many different paid parking lots and garages to access. Reference the list below for lots/garages around AAC.

- **Gateway Garage on 12th Street**
- **3CDC Lot** directly across the street on Vine and 12th
- **The Mercer**, located on Vine Street
- Pay by the hour meters are located up and down Jackson Street

Please note that these are paid parking areas and you run the risk of being ticketed or towed if your time runs out.

# COMMUNITY EDUCATION CODE OF CONDUCT

**NOTE: if a student breaks any codes it will result in the immediate withdrawal of your class registration with no refund.**

Misconduct is defined by the Art Academy of Cincinnati as:

1. Violation of any written Art Academy Policy.
2. Violation of any applicable local, state, or federal law.
3. Sexual Misconduct: Actions that fall under the category of sexual misconduct include sexual assault; unwelcomed sexual advances; coercion for sexual favors; nonconsensual sexual touching or contact; domestic or dating violence; stalking; actions committed through exploitation of another's mental or physical condition, for example, impairment due to alcohol or drugs, of which the assailant was aware or should have been aware; sexual harassment; sex-based or gender based discrimination; or any other sexual activity without the consent of both of the parties.
4. Disruption of teaching, administration, or any authorized Art Academy function.
5. Behavior that injures or endangers the safety, health, or well-being of another person. This may include threats or implied threats of physical harm; actions or statements that demean, degrade, or disgrace another person; attempts to inflict mental or bodily harm upon oneself or another person(s).
6. Possession, distribution, or sale of alcohol or alcohol containers in unauthorized locations and during any events held on campus.
7. Unlawful use, administration, possession, manufacture, distribution, or sale of illegal drugs, medications (prescription based or over the counter), drug paraphernalia, or alcoholic beverages on campus. Additionally, no product or substance may be used in a manner that is unsafe or inconsistent with the product's stated guidelines for use or consumption.
8. Attempted or actual theft, damage, or vandalism to the property of others, or to Art Academy property or property under the control of the Art Academy.
9. Unauthorized entry into college facilities or unauthorized use of Art Academy property or the property of others. This includes unsupervised use of power tools and removal of any Art Academy property from campus.
10. Failure to comply with directions of officials of the Art Academy of Cincinnati acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Misuse of Art Academy computers and computer services such as the Internet in an illegal manner. This includes the use of email, social media, or other forms of electronic communication in a manner that is threatening, malicious, or invasive of the privacy of another person or persons.
12. Possession of any firearms, weapons, fireworks, explosives, ammunition, or abuse of flammable substances on Art Academy property or replicas of such items that may reasonably be mistaken for any items listed above. The Art Academy does not allow use of open flame on the premises, including but not limited to candles, incense, cigarettes, or cigars.
13. False report of an emergency, including tampering with fire safety equipment and causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe.
14. Use of spray paint, aerosols, or resins outside of a spray-booth.
15. Gambling for money or other items (or services) of value.
16. All hostile, threatening, or intimidating behavior that by its very nature would be interpreted by a reasonable person to threaten or endanger the health, safety, or wellbeing of any person is contradictory to the Art Academy of Cincinnati's Core Values and therefore is not acceptable. Examples of such behavior may include, but are not limited to:
  - A. An act(s) that alarms or seriously disrupts another person's ability to participate in any aspect of AAC life;
  - B. Communicating verbally either directly or indirectly through another party, by telephone, regular or electronic mail, voice mail, or any verbal, mechanical, electronic, or written 95 communication in a manner likely to cause or which causes injury, distress, or emotional or physical discomfort.
  - C. Any form of harassment, including sexual harassment or harassment based on perceived or actual identities.
17. Bias-Related Incidents: Any violation of the Code motivated by a consideration of race, sex, gender identity, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation may subject the student to the imposition of a sanction more severe than would be imposed in the absence of such motivation.
18. Violating the terms of any disciplinary sanction.
19. Failure to exercise reasonable care toward any person(s) or their/his/ her property.
20. Attempting to commit and/or complicity in any prohibited act(s) of the Code of Student Conduct.
21. Invasion of Privacy: The recording, filming, photographing, viewing, transmitting, or producing the image or voice of another person without their/his/her knowledge and expressed consent while in an environment that is considered private or where there is an expectation of privacy are actions that are strictly prohibited. In such circumstances, the use of undisclosed and/or hidden recording devices is prohibited, as is the storing, transmission, and/ or distribution of any recording (or recordings) that derive from such devices. This policy does not pertain to the recording of public events or discussions, or recordings made for law enforcement purposes.

# FREQUENTLY ASKED QUESTIONS (FAQ)

## 1. How do I access my Activenet account?

- A. Please visit the Community Education registration site and in the top right corner you will see a sign in button.
- B. If you can't remember your username or password, please email [commed@artacademy.edu](mailto:commed@artacademy.edu).

## 2. How do I purchase a parking pass?

- A. Once you have added your class to your cart, you will have the option to purchase a parking pass. The cost is \$5/class session.
- B. Classes that are held during the school week during the daytime at AAC are not eligible for parking passes as the BFA student lot is closed to the public.
- C. If you have already purchased your class and want to get a parking pass after payment, please email [commed@artacademy.edu](mailto:commed@artacademy.edu).

## 3. How will I know what supplies I need for class?

- A. A week before the class start date you will receive a "Welcome to the Office of Engagement!" email that includes this packet and your required supply list.
- B. Having trouble getting supplies? Please contact the OoE office with any questions

## 4. Where is the AAC located?

- A. The Art Academy of Cincinnati is located at 1212 Jackson Street, Cincinnati OH, 45202

## 5. Do you offer payment plans?

- A. The Office of Engagement does not have payment plans available.
- B. Scholarship forms for classes are available upon request. Scholarships are awarded based on the need and want of the student. Please acquire a form by emailing [commed@artacademy.edu](mailto:commed@artacademy.edu).

# OFFICE HOURS AND CONTACT INFORMATION

**Office Hours:** 9am-4pm, M-F, except major holidays

**Phone:** 513-562-8748

**Email:** [commed@artacademy.edu](mailto:commed@artacademy.edu)

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*Director of the Office of Engagement*  
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# REFUNDS & CLASS CANCELLATION

## Refund Policy

Refund request can be made by emailing [commed@artacademy.edu](mailto:commed@artacademy.edu) or calling 513-562-8748 on weekdays from 9 am to 5 pm.

If a student withdraws their enrollment at least 10 days before the first-class day, they will receive a full refund of the cost of tuition and parking fee. The Office of Engagement will not offer pro-rated refunds for missed days of class; it is up to the student to register around their schedule. If a student withdraws their enrollment within three days after the first session, they will receive a 50% refund of the class tuition and 50% of the cost of a parking pass. If a student withdraws four days or later after the first session, no refund is offered.

Camp Art Academy student withdraw must be done 30 days before the first session of class to receive a full refund; no refunds are offered otherwise.

Transferring a Camp Art Academy student's enrollment to a different week must be done 30 days before the first session of class and can only occur when there is space available in the chosen transfer week.

Future BFA students must withdraw their enrollment 30 days before the first day of the program to receive a full refund of tuition and residential fees. Future BFA students may withdraw their enrollment with a refund of 50% cost of tuition and 75% cost of residential fees if they make a refund request within four days after the first class session. If a student withdraws their enrollment five days or later after the first session no refund is offered.

## Course Cancellation Policy

If a course does not meet enrollment requirements, a two-week postponement is implemented to encourage further enrollment. If a student cannot make the postponed dates, they can choose to receive a full refund or transfer to another course.

If a course is canceled by the Office of Engagement due to low enrollment, students receive a full refund back to their original method of payment or to their student registration account - including tuition and other fees. Students also have the option to transfer their enrollment to another course that has open availability.

Class postponements and cancellations are made three business days in advance by email and a direct phone call to the student contact on their student registration account.

If a class session within a course is cancelled due to any reason, a remake date will be made. If the student is unable to make that remake date a pro-rated refund will be offered.