



CERTIFICATE PROGRAM FREQUENTLY ASKED QUESTIONS

1. Occasionally, core class requirements will be waived. To appeal for a waiver, applicants should make their case in writing to the SSAC president. A portfolio review may be required. The Chair of each department will decide which, if any, departmental requirements might be waived.
2. Class attendance is very important. Students will be required to attend at least 90% of class sessions.
3. *Basic Design (2-D)* and *Basic Design (3-D)* will be offered once a year. *Basic Drawing and Learning to See Creatively* is offered every term. *Professionalism and Presentation* will be offered once a year (Spring) and *Contemporary Art History Survey* will be offered once a year (Fall)
4. The Director of Public Programs will serve as the Certificate Program Administrator. She will accept applications, orchestrate portfolio reviews, and will keep all student records and class syllabi on file.
5. Certificate students will be allowed to pre-register to ensure that the classes that they need to fulfill requirements are available (no bumping of previously registered students will be allowed, however).
6. Applications will be accepted at any time, but requests for waivers will be considered only twice a year, in February and July. The fee is \$50.
7. All existing registration policies apply equally to the Certificate Program.
8. Non-required classes may be taken by Certificate Program students, but may not apply toward certificate credit. Please check with the appropriate Department Chair.
9. Scholarship and work-study requests will be considered along with all others and will not receive priority.
10. The Certificate Program is open to students age 16 and above. Ages 16 – 18 must have written departmental and parental approval.
11. The final project will be determined in consultation with the department chair in the department of your concentration
12. The final portfolio review will be conducted by department chairs and other selected individuals. Portfolio reviews occur once a year.
13. The title “resident artist” is for professional purposes only and does not imply special privileges at the SSAC.
14. The SSAC reserves the right to terminate the relationship with any Certificate Program participant who does not live up to the expectations of the program.