CONGRATULATIONS!
GET READY TO
BE INSPIRED

2015 Undergraduate Enrollment Guide
As a multiplayer game hero in the well-designed game called Otis, I heeded the call to action and was transformed, totally leveled up, 1-upped.

—Lexi Vay ’12, Game Designer at Disney
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## CONTACT

### ADMISSIONS
9045 Lincoln Boulevard, Los Angeles, CA 90045  
(310) 665-6820  
(800) 527-OTIS (6847)  
Fax (310) 665-6821  
admissions@otis.edu

### FINANCIAL AID
(310) 665-6880 | Fax (310) 665-6884  
otisaid@otis.edu  
www.otis.edu/finaid

### STUDENT ACCOUNTS
(310) 846-5736 | Fax (310) 665-6990  
studentaccounts@otis.edu

### STUDENT AFFAIRS
(310) 665-6960  
student@otis.edu

### STUDENT RESOURCES CENTER
(310) 846-2554  
src@otis.edu

### HOUSING AND RESIDENCE LIFE
(310) 846-2648  
studenthousing@otis.edu

### CENTER FOR CREATIVE PROFESSIONS
(424) 207-2490  
ccp@otis.edu

### STUDENT ACTIVITIES
(310) 846-2595  
mluna@otis.edu

### STUDENT COUNSELING SERVICES
(310) 665-6968  
flbarnes@otis.edu

### CENTER FOR INTERNATIONAL EDUCATION
(310) 665-6994  
international@otis.edu

### REGISTRATION AND RECORDS
(310) 665-6950  
registration@otis.edu
WELCOME TO
THE CREATIVE CAPITAL
OF THE 21ST CENTURY
I love L.A.’s diversity. There is never a dull moment. The city provided me with immense inspiration.

—Laura Ogle ’12, Fashion Design
Otis planted the seed that art is everything—it’s the integration of visuals. Innovation is always driven by the idea.

—Jim Rygiel ’81, three-time Oscar winner
Participating in J Brand sketch reviews made me aware that Otis thoroughly prepared me to be selective and discerning, both in defending my ideas and in collaborating with others to improve the team’s designs.

—Arthur Thammavong, Fashion Design senior
Otis opened doors for me. I went to a school with a great reputation. When I meet young artists from Otis, I feel like they’re in my tribe.

—Chevon Hicks ’95, Founder of Heavenspot
ART IS EVERYTHING

DESIGN IS EVERYWHERE
NEW STUDENT CHECKLIST

What’s next?
This timeline will help you make a smooth transition to Otis.

2015

JANUARY

JANUARY 1
The Free Application for Federal Student Aid (FAFSA) becomes available for the 2015-16 academic year at www.fafsa.gov

We encourage you to complete the form before March.

MARCH

BY MARCH 2
Complete the financial aid process.

California residents should file the Cal Grant GPA Verification Form and the FAFSA by March 2.

APRIL

APRIL 11
SAVE THE DATE!
Join us for the New Student Reception.
Come visit Otis for a taste of what it’s like to be a student. Tour our facilities, meet our diverse students and world-class faculty, and join us for a fun hands-on project. In the evening, celebrate the opening of Dusk to Dusk: Unsettled, Unraveled, Unreal; an exhibition at Otis’ Ben Maltz Gallery.
RSVP at www.otis.edu/reception.

APRIL 3–4
APRIL 10–11
APRIL 17–18
Overnight Owl Program
Stay the night in a resident hall and discover what Otis Residential Life is all about!
Email studenthousing@otis.edu to sign up. Details and schedule on PAGE 18.
AS SOON AS POSSIBLE

SIGN UP FOR YOUR REGISTRATION AND ADVISEMENT SESSION:

JULY 10 OR AUGUST 25

Meet with faculty for individual advising and guidance, and select the courses you’ll take in fall. Email admissions@otis.edu to sign up for your Registration session.

SIGN UP FOR YOUR ENGLISH PLACEMENT ASSESSMENT.

DATES THROUGHOUT THE SUMMER

The EPA places you in the appropriate level of English courses at Otis. Mandatory prior to Registration. Email admissions@otis.edu to sign up for your English Placement Assessment.

MAY

BY MAY 1

Submit the Intention to Register Form and nonrefundable tuition deposit of $250 (see the packet). The deposit will be credited to your tuition account.

BY MAY 1

Claim your space in student housing in the Playa del Oro apartment complex, within one block of the Goldsmith campus. Students share luxury furnished two-bedroom apartments (PAGE 14).

BY MAY 1

(or as soon as possible)

International Students:
Submit documentation for the I-20 (PAGE 38), the first step in obtaining an F-1 visa.

JUNE

BY JUNE 15

Fall housing payment due for new students. Please contact Housing and Residence Life for specifics.

BY JUNE 15

Tuition balance due
Complete the financial aid process and pay any remaining balances (PAGE 29). Visit www.otis.edu/finances for payment options and information. Then, log on to www.otis.edu/selfservice using your Otis ID and PIN to get started.

BY JUNE 29

Apply for the Honors Program (PAGE 40).

AUGUST

AUGUST 23

New student housing move-in
Check-in, Playa del Oro Coffee Lounge

AUGUST 24-28

New Student Orientation
O Week 2015 (PAGE 44)

BY AUGUST 25

Submit immunization records for MMR and TB before the start of classes (PAGE 43).

BY AUGUST 25

Submit final transcripts. Official, final documents showing graduation from high school and/or completion of all coursework in progress are required before the start of classes.

AUGUST 25

Mandatory student housing meeting for all residential students.

AUGUST 31

Classes Start
THE OTIS EXPERIENCE

Otis prepares diverse students of art and design to enrich our world through their creativity, their skill, and their vision.

Since 1918, Otis has trained artists and designers who are in the vanguard of Southern California’s cultural and entrepreneurial life. From Mattel to Pixar to the Museum of Modern Art in New York, Otis graduates have made an individual, positive, and lasting mark on the world.

LOS ANGELES HAS IT ALL—DIVERSITY, INDUSTRY, AND CULTURE.

It’s known as the creative capital of the 21st century. L.A. is where the modern world was imagined and continues to be reinvented. The five-acre Goldsmith Campus is located on L.A.’s Westside near the beach. Fashion Design is downtown, in the heart of the fashion district. The graduate studios are on the creative corridor in nearby Culver City and in the 18th Street Arts Center in Santa Monica.

EDUCATIONAL PHILOSOPHY

Otis prepares students to imagine the new, create real-world solutions, and connect to professional opportunities around the globe.

Otis is a private, nonprofit (501c3) institution accredited by the Western Association of Schools and Colleges (WASC) and the National Association of Schools of Art and Design (NASAD). Member, Association of Independent Colleges of Art and Design (AICAD).

Statement of Nondiscrimination

Otis does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, handicap, or age. Otis seeks compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended, which respectively prohibit such forms of discrimination.

The following personnel have been designated to handle inquiries regarding Otis’ nondiscrimination policies:

- Carol Branch, Ph.D., Director, Student Resources Center, and Title IX Coordinator: (310) 846-2554

Correspondence may be addressed to the above personnel at Otis College of Art and Design, 9045 Lincoln Blvd, Los Angeles, CA 90045.
**ACADEMIC LIFE: UNDERGRADUATE STUDY**

Otis’ interdisciplinary curriculum combines longtime strengths in fine arts and design with new technologies and emerging disciplines.

For undergraduates, the first year of study is known as Foundation Year, during which students learn fundamental and transferable skills in the visual arts and critical thinking.

In the sophomore year, students pursue a major and begin their exploration of a specific art and design field. They advance their work and professional preparation through a careful sequence of courses and educational experiences. The major is enriched by opportunities for internships and travel study.

Eligible undergraduates may choose to complement, diversify, or extend their studies by pursuing an academic or studio minor.

**ACADEMIC MENTORING**

Each student meets approximately once a semester with an Academic Mentor, who provides advising about individual educational and career path issues.

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Art History  
Book Arts  
Community Arts Engagement*  
Contemporary Clay  
Creative Writing  
Digital Media  
Graphic Design  
Illustration  
Interior Design  
Landscape Design  
Painting  
Photography  
Printmaking  
Product Design  
Sculpture/New Genres  
Sustainability  
Teacher Credential Preparation* |
| **FOUNDATION** | **COMMUNICATION ARTS** | Advertising Design  
Graphic Design  
Illustration  
Animation  
Game & Entertainment Design  
Motion Design  
Costume Design  
Creative Writing |
| **LIBERAL ARTS AND SCIENCES** | **DIGITAL MEDIA** | Animation  
Game & Entertainment Design  
Motion Design  |
| | **FINE ARTS** | Animation  
Game & Entertainment Design  
Motion Design  |
| | **PRODUCT DESIGN** | Animation  
Game & Entertainment Design  
Motion Design  |
| | **TOY DESIGN** | Animation  
Game & Entertainment Design  
Motion Design  |

* This minor is offered through the Artists, Community, and Teaching (ACT) Program. ACT prepares students to become socially engaged artists/designers and educators in diverse communities and contexts.
ACADEMIC LIFE: GRADUATE STUDY

Otis’ graduate programs provide rigorous, practice-based studies with distinguished faculty. The interdisciplinary approach develops artistic vision and encourages students to find themselves as emerging professionals within the regional, national, and international scenes of art, design, and creative writing. Interested students are given additional preparation to make their way in professions that increasingly involve teaching or affiliation with cultural institutions.

The proximity of art museums, galleries, and studios allows students to experience some of the most significant work currently being made. Students’ developing practices are enriched by visiting artists and writers who give guest lectures, studio visits, and readings.

MFA PROGRAMS

FINE ARTS
GRAPHIC DESIGN
PUBLIC PRACTICE
WRITING (FULL-TIME AND PART-TIME)
The Office of Student Affairs supports holistic student development, engagement, and co-curricular learning through experiences that complement and enhance the artistic mission of Otis. Student reflection, self-discovery, and personal and career development are emphasized. Through events and activities, the office builds Otis’ vibrant community.

WHO IS STUDENT AFFAIRS?

Laura S. Kiralla, Ed.D.
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mluna@otis.edu

Morgan Brown, M.Ed.
Coordinator, Residence Life and Housing
(310) 846-2648
mbrown@otis.edu

WELCOME TO THE OWL FAMILY

The Otis Owl was adopted as Otis’ official mascot in spring 2012. This new mascot embodies the spirit and wisdom of the student community. We welcome you into the Owl family and look forward to building our college traditions and future with you!
Otis’ Office of Housing and Residence Life is committed to the personal and academic success of resident students and Residence Life staff.

Our goal at Otis is to:

- Help to provide well-maintained, healthy, and secure conditions for living and studying;
- Understand residents and provide them with opportunities to understand each other;
- Treat residents and staff with dignity and respect for individual differences;
- Teach residents about individual responsibility, community membership, and accountability to both self and others; and
- Create groups that support living cooperatively, interacting civilly, and learning actively, both inside and outside the classroom, and provide helpful and timely assistance while teaching self-responsibility.

Going away to college promotes academic, personal, and social growth. Otis is a place of self-discovery where students belong to a community that supports diversity, individuality, and creativity. Where students live is critical to the quality of their college experience.

In our Housing and Residence Life Program, you will grow and develop in a diverse community of artists and designers, realize your full potential, and make friends that will last a lifetime. You will participate in seminars, workshops, and events, and receive guidance and support from on-site Residence Life staff.
LOCATION
Housing is located in luxury apartment buildings adjacent to the Otis campus. Please contact the Office of Housing and Residence Life for more information.

SECURING HOUSING
After you have been admitted to Otis, complete and submit your housing application (included in the forms packet) and a security/damage deposit of U.S. $550.00. You will be contacted if you have secured a space in the Housing Program.

Space in the Housing Program is limited. The priority deadline is May 1, 2015, so please be sure to return your application as early as possible. Priority will be given to students currently residing in countries outside the U.S., out-of-state students, and those living in Northern California. Space will be filled on a first-come, first-served basis. You forfeit your deposit if you are offered a space and decline it. Deposits will be returned to those students who are not offered a space.

Deposit
You must post a U.S. $550.00 Security/Damage Deposit in order to secure a space. This deposit will be refunded if the unit is damage-free and clean at check-out.

If there is damage and/or repair required, or cleanup necessary, your deposit will be applied to cover these costs. If the appliances or carpet need replacing, your deposit will be forfeited. If the charges for damages exceed the amount of the deposit, you will be liable for the difference and will be charged accordingly. Any mid-semester or mid-year move-out from the Housing Program results in an automatic forfeiture of the Security/Damage Deposit and all payments made.

THE UNITS
Each unit accommodates four residents with two bedrooms (two people per bedroom) and two baths.

Furniture
Your unit is fully furnished with a living room sofa, chair, table, lamp, TV stand, dining table with chairs, and a chest, two night stands, and two twin beds in each bedroom.

Amenities
- Paid utilities (electric, gas, water, trash, basic cable, and broadband Internet)
- Modern kitchens with built-in appliances
- Resident-controlled entry and access
- Spacious closets
- Balcony or Patio
- Access to pool and Jacuzzi
- Personal washer and dryer
- Access to the fitness center
- Shared double parking space

COST
The 2015–16 academic year housing fee will be announced when available, usually by mid-March. Please contact Housing and Residence Life for specifics.

PAYMENT DEADLINE FOR FALL 2015 TERM: JUNE 15, 2015

MOVE-IN DAY
AUGUST 23, 2015

MOVE-OUT DAY
MAY 11, 2016
PAYMENT

Send the housing deposit separately from the tuition deposit. You must pay housing fees prior to the beginning of the semester.

ABOUT THE PROGRAM

Holiday Breaks and Vacations
The Housing Program remains open throughout the entire academic year, including holidays, breaks, and vacations except for winter break (page 46).

Resident Assistants
Each resident will have access to our talented staff of live-in Resident Assistants (RAs), who maintain a safe and healthy living environment and build a strong community.

Programs & Activities
A unique aspect of the Housing Program is participating in activities and programs in your living community. Resident Assistants provide an array of social, educational, cultural, and community service activities and programs. Each event provides valuable learning opportunities, while developing a sense of community.

Communal Living
You will be assigned to a unit based on similarities on the roommate questionnaire. You and your roommates coordinate cleaning, grocery buying/sharing, decorating, carpooling, and the frequency of guests. Your experience strengthens life skills such as adaptation, transition, and compromise. In addition to the housing community, students are also a part of the larger Playa Del Oro community, therefore are expected to maintain the highest level of conduct. Failure to comply with all Otis and Playa del Oro regulations will result in removal from the Housing Program, without compensation or refund.
OVERNIGHT OWL PROGRAM*

Looking to visit the Otis campus?
Searching for a place to stay during your trip?

CHOOSE FROM THREE OPTIONS

Week 1
**FRIDAY, APRIL 3–SATURDAY, APRIL 4, 2014**

Week 2
**FRIDAY, APRIL 10–SATURDAY, APRIL 11, 2014**

Week 3
**FRIDAY, APRIL 17–SATURDAY, APRIL 18, 2014**

*Please note that space for this program is highly limited, and priority will be given to out-of-state / out-of-country students.

Want a sneak peek into the real lives of first-year Otis students?

Stay the night in the beautiful Playa del Oro apartments and discover what Otis residential life is all about. Seize this amazing opportunity to converse with current Otis housing residents, partake in fun programs and events, and experience life as an Otis Owl.

For more information, contact the Office of Housing and Residence Life at (310) 846-2648 or e-mail us at studenthousing@otis.edu
Obtaining appropriate housing is an important part of your transition. We offer services to help students who do not want, or do not qualify for, campus housing with their search. Included in this brochure are FAQs and resources for housing close to the main campus.

Q. What if I need short-term housing?
A. Many students reside in temporary housing before committing to a lease so that they can search for a comfortable environment. The Custom Hotel (adjacent to the Goldsmith Campus) offers a student rate, subject to availability. Please identify yourself as an Otis student.
(310) 645-0400
www.customhotel.com

Q. How can I find out about roommates and apartments?
A. The Office of Housing and Residence Life offers classified ads which list roommates and available housing options at: www.otis.edu/housing-residence-life. Local apartment agencies are also available for housing/roommate searches for a small fee. More information can be found by contacting the Office of Housing and Residence Life.

Q. What is the typical price for apartments?
A. Monthly rates vary depending on the area and type.
   - Average monthly prices are as follows:
     - Bachelor: $700
     - Single: $850
     - One-Bedroom Apartment: $1,300
     - Two-Bedroom Apartment: $2,200

RENTAL WEBSITES

The following databases contain a variety of rental vacancy information.

www.latimes.com
Los Angeles Times newspaper

www.apartments.com

www.rentals.com

www.recycler.com
Database of more than 150,000 ads. Ads on this site are renewed weekly.

losangeles.craigslist.org
A resource for finding rental property and items for sale in Los Angeles and the Westside.

www.dailybreeze.com
Search the classifieds of the local Daily Breeze newspaper.

www.infospace.com
Look at apartments in the Classifieds.

www.theargonautnewspaper.com
Community newspaper listing apartments close to campus.

www.westsiderentals.com
The premier apartment rental service in Los Angeles and Orange County.
<table>
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<tr>
<th>Apartment Name</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Phone</th>
<th>Address 3</th>
<th>Phone</th>
<th>Distance from Campus</th>
</tr>
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<tr>
<td>Archstone Marina del Rey</td>
<td>4157 Via Marina</td>
<td>Marina del Rey, CA 90292</td>
<td>(310) 822-3439</td>
<td>1–2 Bed, 1–2 Bath</td>
<td>794–1,309 sq. ft.</td>
<td>3.59 miles</td>
</tr>
<tr>
<td>Archstone Playa del Rey</td>
<td>8700 Pershing Dr</td>
<td>Playa del Rey, CA 90293</td>
<td>(310) 301-6120</td>
<td>1–2 Bed, 1–2 Bath</td>
<td>718–1,213 sq. ft.</td>
<td>1.75 miles</td>
</tr>
<tr>
<td>Archstone Santa Monica</td>
<td>425 Broadway</td>
<td>Santa Monica, CA 90401</td>
<td>(310) 943-7213</td>
<td>Studio–1 Bed, 1 Bath</td>
<td>433–612 sq. ft.</td>
<td>10.88 miles</td>
</tr>
<tr>
<td>Belle Fontaine</td>
<td>4077 Glencoe Ave</td>
<td>Marina del Rey, CA 90292</td>
<td>(866) 830-5644</td>
<td>1–3 Bed, 1–2 Bath</td>
<td>603–1,431 sq. ft.</td>
<td>3.0 miles</td>
</tr>
<tr>
<td>Marina Pointe</td>
<td>13603 Marina Pointe Dr</td>
<td>Marina del Rey, CA 90292</td>
<td>(310) 822-6807</td>
<td>Studio–2 Bed, 1–2 Bath</td>
<td>360–1,260 sq. ft.</td>
<td>2.5 miles</td>
</tr>
<tr>
<td>The Tides &amp; Waters Edge</td>
<td>4500 Via Marina</td>
<td>Marina del Rey, CA 90292</td>
<td>(888) 301-7441</td>
<td>1–3 Bed, 1–3 Bath</td>
<td>495–1,433 sq. ft.</td>
<td>4.26 miles</td>
</tr>
<tr>
<td>Ocean Palms Apartments</td>
<td>950 4th St</td>
<td>Santa Monica, CA 90403</td>
<td>(310) 434-9964</td>
<td>1 Bed, 1 Bath</td>
<td>826–1,075 sq. ft.</td>
<td>7.3 miles</td>
</tr>
<tr>
<td>Palm Royale Apts.</td>
<td>3420 Sepulveda Blvd</td>
<td>West Los Angeles, CA 90034</td>
<td>(310) 390–7600</td>
<td>Studio–2 Bed, 1–2 Bath</td>
<td>750–1,100 sq. ft.</td>
<td>6.13 miles</td>
</tr>
<tr>
<td>Parkwest Apartments</td>
<td>9400 La Tijera Blvd</td>
<td>Los Angeles, CA 90045</td>
<td>(310) 568–9400</td>
<td>Studio–2 Bed, 1–2 Bath</td>
<td>Across the street from campus</td>
<td>2.6 miles</td>
</tr>
<tr>
<td>Mirabella Apartment Homes</td>
<td>13701 Marina Pointe Dr</td>
<td>Marina del Rey, CA 90292</td>
<td>(866) 665-5238</td>
<td>1–3 Bed, 1–2 Bath</td>
<td>630–1,650 sq. ft.</td>
<td>2.6 miles</td>
</tr>
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The CCP helps students and alumni develop lifelong skills for professional development by working with local, national, and international employers to cultivate internship and job opportunities.

**Job Board**
The online job board lists more than 8,000 available internships, freelance jobs, part-time and full time opportunities. You can search for jobs targeted to your academic major, upload your resumé for employer review and hire, and receive e-mails about programs and events on campus.

**Services**
Assistance obtaining on campus employment, one-on-one career counseling, resume and cover letter review, career assessments to help define your skills, interests, and values, major exploration, informational interviews, job and internship search, portfolio/reel reviews, mock interviewing, networking, and graduate school preparation.

**Contact:**
Center for Creative Professions  
www.otis.edu/careers  
ccp@otis.edu  
(424) 207-2490

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We are committed to your wellness! You are automatically enrolled in the following:

**Accident Insurance**
Any accident or injury that occurs while enrolled may be covered through the student accident plan.

**Travel Insurance**
If you choose to study abroad, you will be covered by travel insurance to ensure your safety and well-being.

**Student Health Insurance**
All students are automatically enrolled in the Otis Student Health Insurance Program (SHIP).

During designated waiver periods each semester, you may waive out of the Otis Health Insurance plan. The health insurance waiver dates for Fall 2015 students are as follows:

**Waiver Dates – Fall 2015**
Open: May 15, 2015  
Close: September 8, 2015

**Dates of Coverage – Fall 2015**

For details on student health insurance, visit www.otis.edu/health-insurance.
STUDENT RESOURCES CENTER (SRC)

The SRC offers Academic Support in the form of peer tutoring in English, Art History, and Math/Logic. Our trained tutors are graduate and undergraduate students who have been recommended for their position by Otis faculty members. If you desire assistance writing a paper, preparing for an exam, or understanding course readings, visit a member of our academic support team.

Many students struggle to adjust to the demands of life at college. The SRC can help you become a more independent learner. We will show you strategies that will start you on your way to academic success.

Some of the available learning resources include the following:
- Characteristics of Learners
- Note Taking
- Study Skills Self-Check
- Concentration
- Proofreading
- Test Taking Strategies
- Managing Your Time
- Remembering
- Tips for the First-Year Student
- Academic Dismissal

Contact:
Carol D. Branch, Ph.D.
Director, Student Resources Center, and Title IX Coordinator
(310) 846-2554
cbranch@otis.edu

FIRST YEAR EXPERIENCE

The First Year Experience Program helps you successfully transition into the Otis community by enhancing your engagement, connecting curricular and co-curricular programs, introducing you to available resources, and fostering lifelong learning.

www.otis.edu/new-students-first-year-experience

PEER MENTOR PROGRAM

Part of the Otis First Year Experience is our Peer Mentor Program. Upon acceptance, you will select a sophomore, junior, or senior Otis student who will assist you in navigating your first year.

Questions about the Peer Mentoring Program?
Contact Mike Luna, M.S.
Director of Student Activities
(310) 846-2595
activities@otis.edu

YOU @ OTIS
DISABILITY SERVICES

Students with Disabilities Services, or SDS, facilitates the provision of reasonable accommodations for students based on supporting documentation.

Students with Disabilities Services is dedicated to maintaining an environment that guarantees all students with disabilities the best access possible to the College’s educational programs, activities, and facilities.

Our goal is to enable students to fully participate in all academic, cultural, and social aspects of the Otis experience.

Contact:
Carol Branch, Ph.D.
Director, Student Resources Center and Title IX Coordinator
(310) 846-2554
cbranch@otis.edu

STUDENT COUNSELING SERVICES

Student Counseling Services provides counseling services, training opportunities, mental health outreach, and co-curricular activities designed to enhance students’ academic and artistic lives.

Counseling services include
Counseling
Awareness Events
Group Counseling
Referrals
Screenings, Assessments, and Testing

Contact:
Fred Barnes, Ph.D.
Director, Student Counseling Services
(310) 665-6968
flbarnes@otis.edu
Order books and supplies after you complete the registration process.

**BOOKS**

Purchase your textbooks and course readers online.

Find out what textbooks to order by reviewing the estimated price list available online at: [www.otis.edu/estimated-price-lists](http://www.otis.edu/estimated-price-lists)

Be aware that you will need your schedule, which means you cannot order books or readers until after you complete the registration process. **If a course is not listed, then you will not have to purchase texts or readers for that course.** If a course has “ALL” next to it, then students in all sections for that course need to purchase materials.

**Course readers are purchased through University Readers.**

**Students are free choose their textbook vendor.** A list of recommended textbook providers is listed online at: [www.otis.edu/books-readers](http://www.otis.edu/books-readers)

Make sure you check the FAQ section for procedures on how to order your course materials, as well as the Estimated Price List section for a breakdown of costs for your class materials.


For Foundation, call (310) 665-6900

For Liberal Arts and Sciences course materials, call (424) 207-2528 or e-mail las@otis.edu

For questions about studio course materials, contact your studio department.

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**ART SUPPLIES**

For Foundation (first year) studio classes, download the New Student Guide and Supplies List at [www.otis.edu/foundation/new-student-guide-pdf](http://www.otis.edu/foundation/new-student-guide-pdf)

**First-week supplies**

Ask the Foundation faculty when you are being advised at New Student Registration.

**Art supplies for sophomores and second-semester sophomores**

Ask your studio faculty at Registration.
FINANCIAL AID

Questions about financial aid? Contact the Otis Financial Aid Office
(310) 665-6880 (310) 665-6884 Fax otisaid@otis.edu www.otis.edu/finaid

Otis begins awarding aid in early March.

If you are a U.S. citizen or permanent resident, one way to handle the direct costs of tuition and fees is through financial aid.

To be considered for merit-based Otis grants or need-based financial aid (scholarships, grants, loans, and work study jobs), you must have completed a FAFSA (Free Application for Federal Student Aid) www.fafsa.gov

SCHOOL CODE: 001251

U.S. CITIZENS/ PERMANENT RESIDENTS

STEP 1
File your FAFSA
www.fafsa.gov
School Code: 001251

STEP 2
Once you have filed your FAFSA form, Otis’ Financial Aid Office will download your SAR (Student Aid Report) from the Federal website and will generate your award within four weeks. You will be notified that you have been awarded aid by e-mail. Log into Self Service using your ID and PIN to access that award. Your ID and PIN are located on the back cover of this booklet, or may be emailed directly to you.

STEP 3
The Financial Aid Office may contact you if verification is required. In some cases, you might be required to send additional documents to verify your financial information.

STEP 4
Log into www.otis.edu/selfservice using your Otis ID and PIN. Accept your aid and visit your tuition statement to view your tuition balance. You must indicate that you “accept” aid for it to be deducted from tuition due.
Self Service is an online account specific to each student. It contains your award overview, missing documentation, and a way to accept or decline your financial aid. It also offers services from the Registration and Student Accounts Offices. See www.otis.edu/selfservice

**Logging in to Self Service for New Students**

**Step 1**
Select “Enter Secure Area” and login with your User ID and pin (hint: capital X on the User ID)

**Step 2**
Select the “Financial Aid” tab

**Step 3**
Select “Award”

**Step 4**
Select “Award by Aid Year”

**Step 5**
Select the appropriate aid year

**Step 6**
Select “Accept Award Offer” tab

If there is nothing listed under this tab, then additional documents are needed, or your aid is still in process.
Financial Aid funds will be credited to your account at the start of each semester. Funds are disbursed 50% for the first semester and 50% for the second semester as mandated by the Federal government.

Funds in excess of tuition and fees will be refunded to you (or your parent, in the case of a PLUS Loan unless otherwise indicated).

**RECEIVING FINANCIAL AID**

**IF YOU’RE ACCEPTING LOANS:**

**STEP 1**
Log on with your PIN at [www.studentloans.gov](http://www.studentloans.gov)

**STEP 2**
Complete Master Promissory Note

**STEP 3**
Complete Loan Entrance Counseling

**IF YOU ARE THE RECIPIENT OF A CAL GRANT B:**

**STEP 1**
Go to [www.otis.edu/flnaid](http://www.otis.edu/flnaid)
“Forms and Publications”

**STEP 2**
Complete and submit the Cal Grant B Subsistence Form to the Financial Aid Office

**IF YOUR PARENT IS ACCEPTING A PLUS LOAN:**

**STEP 1**
Log on with your PIN at [www.studentloans.gov](http://www.studentloans.gov)

**STEP 2**
Complete Credit Approval
Sign in and click on “Request a Direct PLUS Loan”

**STEP 3**
Complete Master Promissory Note for PLUS loan.
Before accepting your aid award offer, you should consider the various types of aid that are available to you and what this can mean for you and your family. See [www.otis.edu/finaid](http://www.otis.edu/finaid) and click “types of aid.”

### PLUS LOANS

PLUS loans are available to parents of undergraduate students and to students enrolling in a graduate degree program. They are based on credit so the applicant will need to have good credit and be approved. PLUS loans have a higher interest rate than subsidized and unsubsidized loans, and you must request a deferment if you’d like to begin repayment after graduation. Please note, however, that interest will keep accruing on a PLUS loan while you’re not making payments, and the interest starts as soon as the funds are disbursed to the College. PLUS loans can be used to pay off your tuition balance and for education-related expenses such as housing, books and supplies, and so on.

### PRIVATE EDUCATIONAL LOANS

Private educational loans are also available but are not listed on your award offer. These loans are based on credit. If your credit is not good enough you’ll need a co-signer. Various banks offer private educational loans, and their terms vary. You can borrow a private loan to pay for your tuition balance and receive additional funds for other education-related expenses such as housing, books and supplies, and so on. For more information about private loans, go to [www.otis.edu/financial-aid-office/private-loans](http://www.otis.edu/financial-aid-office/private-loans).

### SCHOLARSHIPS AND GRANTS

Scholarships and grants are aid that does not need to be repaid. This is the best type of aid to receive and it’s often referred to as “free money.” You’ll definitely want to accept any scholarships and grants that are offered.

### SUBSIDIZED AND UNSUBSIDIZED LOANS

Loans do need to be repaid and have different terms depending on the loan. For example, subsidized loans do not accrue interest while you’re in school, but unsubsidized loans do. For unsubsidized loans the principal amount that you borrowed will increase over time as the interest accrues. This means you’ll owe more than you borrowed once you’re in repayment.

### FEDERAL WORK-STUDY

If you are offered Federal work-study, understand that these funds will not lower your tuition cost. You earn these funds as you work and receive payment when you submit your hours like in any other job. Work-study jobs are not guaranteed. They are first-come, first-served. Please contact the Financial Aid Office for information on how to obtain a work-study job.
TUITION PAYMENT OPTIONS AND POLICIES

2015–16 Tuition will be announced in March 2015

For the most current costs, see www.otis.edu/tuition-fees

Questions?
Contact the Student Accounts Office
(310) 846-5736
studentaccounts@otis.edu

TUITION STATEMENTS

Find out how much you owe
On Otis Self Service, view your tuition statement. This statement calculates tuition and fees, and subtracts financial aid or payments you have made to tell you how much you owe or if you are owed a refund. Domestic students can access their balance if they pay each semester or their monthly payments if they opt to use the payment plan. International students can access their balance for each semester minus any scholarships they have been awarded.

TUITION BALANCE

To Calculate Your Balance Due

<table>
<thead>
<tr>
<th>Direct Costs (Tuition and Fees)</th>
<th>Financial Aid/ Payments Made</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(minus)</td>
<td>= (equals)</td>
</tr>
</tbody>
</table>

View your current balance at www.otis.edu/selfservice
READING YOUR TUITION STATEMENT

You can see your balance due by logging into Self Service at www.otis.edu/selfservice.
Follow the path to the tuition statement.

Questions?
Contact the Student Accounts Office
(310) 846-5736
studentaccounts@otis.edu

NOTE

If you have not paid a tuition deposit, you must deposit before you can pay tuition. The deposit will be deducted from your balance due.

The statement reflects your direct costs, payments, accepted financial aid, and balance due, or credit balance to be disbursed. For help on how to read and understand your Tuition Statement, please contact the Student Accounts Office.

**TUITION PAYMENT**

**TUITION DEADLINES**

- For Spring Semester: DECEMBER 15
- For Summer Semester: MAY 15
- For Fall Semester: JUNE 15

**TUITION STATEMENTS**

For the most up-to-date tuition information, please see your tuition statement at Otis Self Service, or contact the Student Accounts staff at (310) 846-5736 or studentaccounts@otis.edu.

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**RECEIVING eDISBURSEMENTS**

**WHAT IS AN eDISBURSEMENT?**

If you have a credit balance (when aid or payments posted to your account exceed the total of tuition and fees), you are eligible for eDisbursement. Funds are posted to your account according to when they are received. To find out if you will receive an eDisbursement, please refer to your Tuition Statement.

**HOW DO I GET MY eDISBURSEMENT?**

**STEP 1**

Make sure that your financial aid file is complete and you have completed all the necessary steps to obtain a loan. You can visit the Financial Aid Office or call or e-mail to verify this.

**STEP 2**

Make sure that your mailing address is up to date before you register (this ensures that your MyOneMoney card is mailed to the correct address). Once you receive your card, login to MyOneMoney.com and follow the instruction to create your account and select your preference.

**WHEN WILL I GET MY eDISBURSEMENT?**

In most cases, you will receive your eDisbursement during the first week of class. When your account has come to a credit balance, the Student Accounts Office prompts the Business Office to process your eDisbursement. Our third party vendor then disburses the funds according to your preference (mailed check, direct deposit [ACH], or loaded onto the vendors check/debit card).

You must be at a credit balance to receive an eDisbursement.

*Parents who would like to have their PLUS loan disbursements sent to the student must indicate so when completing the “request for a Direct PLUS Loan” online. Contact Financial Aid with questions about PLUS loans.*

**WHAT IF I NEED EMERGENCY FUNDS?**

**Can I get my eDisbursement sooner?**

No. We process eDisbursements as quickly as possible. Most often refunds are delayed because the necessary paper work was not completed on time. Plan ahead of time to cover the expenses that occur in the first several weeks of school. If absolutely necessary, you can ask Student Affairs office about an emergency loan.

**WHAT CAN DELAY MY eDISBURSEMENT?**

An incorrect address on file with the Registration office or an incomplete financial aid process could delay your eDisbursement.
You can pay tuition each semester or use the monthly payment plan.

A: PAY THE BALANCE EACH SEMESTER

1. Wire Transfer See page 33 for details.

2. Write a check for your balance and send it to the Business Office
   - Checks are payable to Otis College of Art and Design
   - Include your Otis ID number on the check
   - Mail payment to:
     Business Office, Otis College of Art and Design
     9045 Lincoln Blvd, Los Angeles, CA 90045

3. Use Otis’ Online Payment System
   Pay your balance by using a credit or debit card, or by Electronic Check (ACH) using Otis’ Online Payment System.

B: USE THE MONTHLY PAYMENT PLAN

INTERNATIONAL STUDENTS MUST PAY THE BALANCE DUE EACH SEMESTER AND ARE NOT ELIGIBLE FOR THE PAYMENT PLAN.

Spread your payments throughout the semester, with a 7, 6 or 5 month plan for fall; 5 month plan for spring; or a 3 month plan for summer. (U.S. Citizens and Permanent Residents Only)

The TuitionPay Plan, administered by HigherOne, is an interest-free monthly payment plan. Rather than paying your full tuition balance at the start of each semester, you make monthly payments that are spread over the semester. There is an enrollment fee of $40 included in your first payment.

Enroll online at tuitionpay.higherone.com/TuitionPay/Welcome.aspx?otis

To enroll in the Monthly Payment Plan, login to Otis Self Service and follow this path: select the “Student Records” tab --> “Student Account/Payments/Charges/History” --> “Installment Payment Plans” --> enter your term balance due and follow the prompts to complete your enrollment. Once the payment is made, the account is activated. Payments are due on the first of the month.

How do I use online payment?

Log on to Self Service with your ID and PIN (on the back cover of this publication).

Once logged in, click “Student Records” and choose “Student Account/Payments/Charges/History.” You will be directed to the Otis Online Payment System. You can view your account or make a payment. Payments made using this system are applied to the semester balance and are not applied to the monthly payment plan.

Who can apply for the TuitionPay plan?

All U.S. citizens and Permanent Residents who have received their green card may use the plan.

What forms of payment does the TuitionPay plan accept?

Checks, made out to Bank of America, or money orders. Automatic deductions from checking and savings accounts are available. Credit card payments can be used, but additional fees will be charged. Credit card payments must be called in for processing.

Calculating Your Payments

To calculate your semester balance, see your tuition statement. The plan may be used to pay full tuition costs or the adjusted balance after loans and other financial aid.
TUITION REFUND POLICY

In order to be eligible for tuition refund consideration, you must officially withdraw by completing and submitting a Change of Status form (available from the Office of Registration and Records), with required signatures, to the Office of Registration and Records. The official date of withdrawal used in calculating tuition refunds is your last date of attendance as determined by the Registrar. Tuition refunds are distributed according to eligibility categories and dates published each year in The Hoot (course catalog). Students dismissed from Otis for disciplinary reasons forfeit the right to claim refunds of tuition and fees.

WIRE TRANSFERS

**Wire transfers should be made through the following:**
**City National Bank**
606 South Olive St
Los Angeles, CA 90014
**Bank Account Name:**
Otis Art Institute, D.B.A.
Otis College of Art & Design
**Bank Account:** #016–427799
ABA #122016066
**Swift Code:** CINAUS6L
Telex #:CINAUSLA 825717

Please include the student’s name and Otis ID number.

RETURNED ITEMS

The fee for a check returned unpaid by the bank is $50.00. All returned checks/e-checks must be replaced with cash, cashier’s check, money order, wire transfer, or credit card within five (5) business days.

If a check/e-check is returned, your check/e-check writing privileges will be terminated for one calendar year. All further transactions must be in the form of cash, cashier’s check, money order, wire transfer, or credit card online.

CREDIT CARD PAYMENTS

Credit card payments will incur a 2.75% fee, electronic checks (ACH) are FREE. You cannot pay using a credit card in person; all credit card payments are processed online in Otis Self Service through the Online Payment System.

DELINQUENT ACCOUNTS

Delinquent accounts are referred to an outside collection agency.

REGISTRATION

All previous semesters’ account balances must be at a zero balance in order for you to register for the upcoming semester.

Grade reports and/or academic transcripts will not be released if there is an outstanding balance on your account.

Fall tuition and fees are due June 15, regardless of when you register for classes.

WIRE TRANSFERS

Wire transfers should be made through the following:
**City National Bank**
606 South Olive St
Los Angeles, CA 90014
**Bank Account Name:**
Otis Art Institute, D.B.A.
Otis College of Art & Design
**Bank Account:** #016–427799
ABA #122016066
**Swift Code:** CINAUS6L
Telex #:CINAUSLA 825717

Please include the student’s name and Otis ID number.
INTERNATIONAL STUDENTS
IMPORTANT INFORMATION

Questions about being an international student?
Visit the Center for International Education at
www.otis.edu/international-students

APPLYING FOR AN F-1 VISA

Contact your local U.S. Consulate or Embassy to inquire about the visa procedures for your country. A list of Consulates and embassies can be found at usEmbassy.state.gov

Upon receipt of your Form I-20, make an appointment for a visa interview as instructed by the U.S. Embassy or Consulate.

Complete the required visa application forms.

Pay the visa application fee as described by your local U.S. Embassy or Consulate.

Pay the SEVIS I-901 Fee. If you are applying for initial attendance at Otis College, to change your status or filing for reinstatement, you must pay the $200 SEVIS processing fee. This fee must be paid such that your payment is processed no later than three business days in advance of your visa interview appointment. You can submit this form and pay this fee electronically at www.fmjfee.com with a credit card.

CANADIAN CITIZENS

Canadian citizens do not need a visa, but simply present the I-20, SEVIS fee receipt, financial documentation, and proof of admission to Otis College of Art and Design to the immigration officer at the U.S. port of entry. A passport may be required depending on your method of travel. For more information, visit the U.S. Department of State’s travel pages.

IMPORTANT DATES

AUGUST 24, 2015
Arrive in the United States
No later than Monday August 24, 2015

SUNDAY AUGUST 23
Housing Move-In Date if you have secured Otis Student Housing

MONDAY AUGUST 31
Classes Begin

Otis College of Art and Design is proud that 20% of our students are International Students. We want to make sure that you have a good transition to college and know how Otis supports you.
ARRIVAL INFORMATION

TIMING OF ARRIVAL
As soon as your visa has been approved, you should book your flight ticket to arrive at the Los Angeles International Airport. For the Fall 2015 semester, new students should schedule flights to arrive no later than Monday August 24. If you arrive after Monday August 24 you will miss registration and other crucial International Student orientation requirements.

AIRPORT GROUND TRANSPORTATION
If you are arriving at Los Angeles International Airport (LAX), there are several shuttle and shared-ride vans available to get you to your destination. These include, though are not limited to: Super Shuttle and Prime Time Shuttle. You can ask where and when to board a shuttle van by using the courtesy phones available near baggage claim. The cost of a shuttle from LAX to Los Angeles is approximately $15–$35, in some cases more, including a recommended tip for the driver. An alternative to shared shuttles and vans are taxis.

CAMPUS HOUSING
Once your visa is approved and your flight is booked, apply for off campus housing. Choose from a variety and apartments. Housing applications are accepted on a first-come, first-served basis. Learn more about housing by visiting www.otis.edu/housing-residence-life

HOMESTAY
This option offers you the opportunity to live with an American family. Learn firsthand what family life in the United States is like. Homestay is a great way to make friends and improve English skills. Every homestay is different—some families have children and others do not, some families provide the student with a room and home-cooked meals, and others provide the room only.

HOMESTAY PROVIDERS
Global Students Services
www.global-student-service.com/homestayforstudents

Universal Student Housing
www.usaish.com

CHECK-IN WITH OTIS

Upon your arrival in Los Angeles, F-1 regulations require that you report to campus. To meet this requirement, you must be prepared to follow the instructions on your Registration Date of August 25, 2014:

New Arrivals from Outside the U.S.

STEP 1
Check-in at your assigned Registration time

STEP 2
Bring and submit a photocopy of your signed I-20, F-1 Visa, Passport, and Print-out of your I-94

STEP 3
Report your U.S. Address to the Registration Office by completing form AR11. This action must be completed within 10 days of your arrival.

New Arrivals from Inside the U.S.

STEP 1
Obtain your new form I-20 from Otis College of Art and Design

STEP 2
Sign your name on page 1, line 11 on your new I-20

STEP 3
Bring and submit a photocopy of you signed I-20, F-1 Visa, Passport, and Print-out of your I-94 to the Registration Office

STEP 4
Report your U.S. Address to the Registration Office by completing form AR11. This action must be completed within 10 days of your arrival.
Q: HOW DO I KNOW IF I AM AN INTERNATIONAL STUDENT?

You are considered an “international” or “nonimmigrant” applicant if you need a visa to reside and study in the United States. If you are a U.S. citizen or permanent resident you will not be considered an international applicant even if you currently reside outside of the U.S.

Q: WHAT IS A VISA?

A visa represents permission from the Department of State for the bearer to enter the United States in a particular visa category. Those who wish to come to the U.S. as students or scholars, and have been issued the Form SEVIS I-20 by an educational institution or sponsor, are eligible for the F-1 visa. Once a visa is issued, it appears in one page of the passport, it is machine readable, and many times includes a photo of the bearer. The visa has a period of validity that the bearer should be aware of and indicates the number of times that it can be used, either “multiple” (M) or a limited number such as “1” or “2.”

There are two categories of U.S. visas: immigrant and nonimmigrant. Immigrant visas are for people who intend to live permanently in the U.S. Nonimmigrant visas are for people with permanent residence outside the U.S. but who wish to be in the U.S. on a temporary basis—for tourism, medical treatment, business, temporary work, or study. More information on student visas can be found at travel.state.gov/content/travel/english.html

Q: HOW DO I GET A VISA AND HOW EARLY SHOULD I APPLY FOR ONE?

Since visa requirements and processing times are not the same in every country, you should contact the U.S. Embassy in your home country.

The following link will help you find the closest Embassy or Consulate to you: usembassy.state.gov (If you do not reside in your home country at the moment, you can still apply for an American Visa at the nearest American Embassy or Consulate.)

You may apply for your F-1 student visa up to 120 days before your program start date.

Q: WHAT IS AN I-20 FORM?

The I-20 is a very important document. You must have a valid and active I-20 while you are in the U.S. as an F-1 student. This form allows you to apply for a visa and to enter and re-enter the U.S. It also shows what, where, and when you are studying, and it must be current at all times. Otis is required to report any changes you make to your study program, your name, or your address to the U.S. Department of Homeland Security through the Student and Exchange Visitor Information System (SEVIS). The I-20 is one of your most important immigration documents while in the U.S. and is updated every semester.

Information on student visas can be found at www.travel.state.gov/visa
Q: AFTER OTIS HAS RECEIVED ALL MY APPLICATION DOCUMENTS, WHEN WILL I RECEIVE MY I-20 FORM?

We will send you your I-20 form from Otis via DHL once we’ve received all the required documents. If you have a current I-20, we will issue your new I-20 after your SEVIS record is transferred to our institution.

Q: CAN I THROW AWAY MY I-20 FROM MY FORMER SCHOOL?

No, don’t throw away any of your I-20s. You have to keep all I-20s from every school you have attended as a permanent record of your immigration status in the U.S. Sometimes, the U.S. Citizenship and Immigration Services will ask you to show your old I-20, so please staple all I-20s together and keep them with your passport.

Q: WHEN SHOULD I ARRIVE IN LOS ANGELES?

You can enter no sooner than 30 days prior to the start of the term, and we recommend arriving no less than one week prior to the start of school in order to take your placement exam and register for the start of classes. You are required to arrive in the United States NO LATER THAN Monday August 24, 2015.

Q: WHAT HAPPENS IF MY F-1 VISA EXPIRES WHILE I’M STILL STUDYING IN THE U.S.?

The visa stamp in your passport is an “entry permit” only, so you need not be concerned if it expires once you have already entered the U.S. If you plan to travel out of the U.S. and re-enter, however, you will need to go to the U.S. Consulate (preferably in your home country) and apply for a new F-1 visa. You will need to provide proof of sufficient funding to cover your tuition and living expenses and a signed SEVIS I-20 showing that you have maintained your F-1 status. An official transcript and proof of your close ties to your home country are also recommended. The U.S. Embassy is not obliged to issue you a new visa.
INTERNATIONAL STUDENT VERIFICATION

OBTAINING YOUR I-20 DOCUMENT

Whether you are currently in the U.S., or have never even visited, one of the most important parts of your college experience as an International Student is obtaining the correct visa and maintaining your status. Now that you have been admitted, verifying your status and obtaining your I-20 from Otis should be one of your first priorities.

The application form is in the accompanying packet.

F-1 VISA STUDENTS

United States federal law requires verification that F-1 Visa international students have sufficient financial resources to pay all educational and living expenses while attending Otis College of Art and Design.

F-1 Visa students are not permitted to work while in the United States unless they have been authorized to do so. Any unauthorized employment by an F-1 Visa student constitutes a failure to maintain status.

THE I-20 DOCUMENT (FOR ISSUANCE OF THE F-1 STUDENT VISA) CANNOT BE ISSUED UNTIL YOU HAVE DONE THE FOLLOWING:

1. Have been accepted to Otis’ BFA or MFA program.

2. Submit the Statement of Intention to Register Form and the nonrefundable tuition deposit of U.S. $250.

3. Complete all five sections (A–D) of the International Student Verification Form included in your acceptance packet. You must sign this form. Your sponsor (if applicable) must either sign this form or submit a letter of sponsorship.

4. Submit a copy of the identification page of your passport. Your passport must be current and valid; if you have an extension, please provide us with a copy of the extension page. If you are currently in the U.S., you must also submit a copy of your current visa, I-94 card (front and back side), and your current I-20.

5. Submit an official bank statement verifying funds of AT LEAST U.S. $56,000 for BFA students and $57,000 for MFA students. You may submit more than one bank statement. We collect financial information that indicates funds to complete one academic year at Otis. All statements must be original documents, not faxes or photocopies.

6. If you are currently enrolled at another institution within the U.S., you must verify that you are eligible to transfer, and have your home school transfer your SEVIS record to Otis. PART C1 of Otis’ International Student Verification Form must be filled out by both you AND your home school. Your SEVIS record must be released after you complete your coursework at your home school, but BEFORE you register for courses at Otis.

7. If you are bringing a dependent (for example, spouse or child) to the U.S., you must verify additional funds of $10,000 per dependent. For example, if your spouse will be accompanying you, you must verify funds of at least U.S. $66,000 (BFA) or $67,000 (MFA). If your spouse and child will be accompanying you, you must verify funds of at least U.S. $76,000 (BFA) or $77,000 (MFA).
**For detailed information about the SEVIS I-901 form and fee, please visit the SEVP website** [www.ice.gov/sevis/i901/faq4.htm](http://www.ice.gov/sevis/i901/faq4.htm)

**SEVIS I-901**

The SEVIS fee (U.S. $200) is required by the U.S. Department of Homeland Security for all international students issued an initial I-20 on or after October 27, 2008. A continuing student or exchange visitor who received a Form I-20 or DS-2019 dated prior to September 1, 2004, and has not completed their schooling or exchange visitor program, and has maintained status does not need to pay the SEVIS I-901 fee.

You will need to fill out the Form I-901 with information from your Form I-20 and pay the required fee. The I-901 form and SEVIS fee can be paid online or by sending a paper version.

- Completing the form online will help ensure that you provide all the information in the correct format. This also helps speed processing. Complete the Form I-901 at [www.fmjfee.com](http://www.fmjfee.com)
- Download and print the PDF version of the Form I-901 at [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901). If you do not have Internet access, please contact us for a copy of the form. Forms are not available at a U.S. Consulate or Embassy.

**I-901 FEE PAYMENT**

You can pay your fee by credit or debit card if you are submitting your form online. If you pay by credit or debit card, print out a receipt if you need one immediately. Otherwise, a receipt will be sent by mail.

You can pay by international money order or check drawn on a financial institution in the U.S. and payable in U.S. currency. Checks are accepted subject to collection. If the bank on which it is drawn does not honor the check, you will be charged a $35 fee.

To pay by Western Union Quick Pay, contact your local Western Union office. Western Union can collect the SEVIS I-901 fee in local currency along with the required I-901 form data and will electronically transmit the payment. Your Western Union receipt will serve as immediate proof-of-payment for a visa interview. Further instructions and a sample of a Western Union form can be found at [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901)

We recommend that you carefully read the instructions for this payment option, and bring a printed copy of the instructions and sample form with you to the Western Union agent to ensure correct processing of your payment.

After receiving your I-20, it is recommended that you pay the SEVIS fee no later than three business days before your visa interview. Mailed payments must be sent in a manner that assures arrival at the address listed on the I-901 at least three business days before your visa interview.

Please note that the SEVIS fee is nonrefundable. If you have any further questions, please check [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901)

**PREPARE AND BRING THE FOLLOWING TO YOUR VISA INTERVIEW**

- A passport valid for at least six months
- SEVIS Fee Receipt
- Form I-20 (sign the form under Item 11)
- Otis College admission letter
- Application Packet: Bring all original documents. Be sure to include proof of secondary education completion or equivalent
- Completed visa application forms
- Two photographs in the prescribed format specified at [www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html](http://www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)
- A receipt for the visa application fee
- A receipt for the SEVIS fee
- Financial evidence that shows you have sufficient funds to cover your tuition and living expenses for the first year of your studies. This evidence may be your personal funds or funds given to you by a sponsor or family members.
- Any supplemental information that proves you intend to return to your home country upon finishing your educational program in the U.S. This may include proof of property, family, or other ties to your community.
Established in 1995, the Honors Program invites 15–17 students each year to take their Liberal Arts and Sciences coursework at an accelerated pace and in an academically challenging environment. A special application for admission to the program is required.

Successful completion of the Honors Program is noted on the transcript and is especially advantageous for students who are looking ahead to graduate school.

HONORS PROGRAM FACT SHEET

- The Honors Program is a unique component of the curriculum offering an opportunity for qualified students to take some of their Liberal Studies coursework in an accelerated and more academically challenging environment.
- The program accepts 15–17 Foundation students based on GPA, SAT scores, an application, and writing sample. Transfer students are not eligible.
- In place of the mainstream English, Art History, and Cultural Studies classes, Honors students take a year-long, Interdisciplinary course that is thematic and team-taught.
- Students who opt for the Honors track enter all majors, but as a group they share some common characteristics. They are critical thinkers who enjoy reading, writing, and vigorous discussion. They are self-motivated, willing to engage in outside research, and self-confident about taking a stand on intellectual issues.
- If you enjoy challenging classes with lively debate and are looking for an opportunity to continue that experience, then you should consider applying for the Honors Program.
- Successful completion of the Honors Program will be noted on your transcript and is advantageous for those who are looking ahead to graduate school. Otis Honors students have been very successful in both studio and Liberal Studies work, and have distinguished themselves as graduates.
TRANSFER CREDIT

The Admissions Office will send you a transfer evaluation that indicates the number of transfer credits Otis has accepted.

The studio units transferred will define your actual class level as follows:

- **Foundation** (first year) students have completed 0–29 semester units.
- **Sophomores** have completed 30–62 semester units.
- **Juniors** have completed 63–68 semester units.

CHOOSING A MAJOR

CHOOSING YOUR MAJOR AFTER FOUNDATION

Some major programs may have limited space available and may require a portfolio review and minimum GPA for acceptance. We encourage you to consider more than one possible major. If you have questions, contact the Admissions Office.

PRIORITY DATES FOR REGISTRATION

After your first term, you will register online (after advising by faculty), and your registration time slot will be prioritized based on your actual class level—the number of units you have completed. Priority starts with seniors and ends with Foundation students. It is important to make up any deficiencies in your actual class level in order to be given first choice of courses when you register for future terms. You will be able to register for core requirements, regardless of the unit requirement listed here.

COURSEWORK DEFICIENCIES—CHECK YOUR TRANSFER EVALUATION

The studio curriculum and your portfolio define the level at which you are admitted. In some cases, students may be deficient in General Education or specific studio coursework. The transfer evaluation will include a list of courses in which you are deficient from the Foundation (and/or sophomore) curriculum. If you enter with deficiencies, you may not graduate with your class. Many students opt to complete additional coursework prior to enrolling. Please contact the Admissions Office to see which courses at your current college may fulfill these requirements.
ENGLISH PLACEMENT ASSESSMENT (EPA)

Questions?
Contact Admissions at admissionsoperations@otis.edu

To determine placement in the appropriate level of English, you will take the EPA during Registration. This assessment allows the College to evaluate your proficiency and put you in a course in which you will be confident and comfortable with the expectations.

ASSESSMENT DATES FOR FALL 2015

9–11:30 AM

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IMMUNIZATIONS

IMMUNIZATION FORMS MUST BE SUBMITTED BEFORE THE START OF CLASSES.

If you submit the Exemption Affidavit Regarding Immunizations, you must still submit a record of a recent Tuberculosis (TB) screening.

Immunization Form and Waiver Affidavit forms are in the accompanying packet.

To enroll at Otis, you must submit a record of Measles, Mumps, and Rubella (MMR) immunizations and a recent TB screening. The forms in the packet will help you fulfill this important requirement. All immunization forms must be received by Otis before the start of classes.

How to fulfill this requirement:

- Ask your doctor to fill out and sign/date Sections A and B of the Immunization Record form. It’s ready to submit to Otis.
- Fill out the top of the Immunization Record Form and attach a copy of your personal immunization record which shows the dates you received the two doses of the MMR vaccine and your recent TB screening. Submit the white Otis form and attached copy pages.

If your immunization record is incomplete:

Perhaps you have your MMR record but no recent TB record, or you have a recent TB but no MMR. You should visit your doctor or health clinic and have the required vaccinations or screening. The doctor will fill out and sign/date the white Otis form and you’ll be ready to submit.

MMR immunization exemption form:

You may claim an exemption from the MMR immunization for medical, religious, or philosophical reasons. Fill out and sign the Exemption Affidavit in the packet of forms. You must still submit a record of a recent TB screening. Submit the exemption form and TB screening record together.
NEW STUDENT REGISTRATION/ADVISING

Questions about Registration?
Contact the Admissions Office
(310) 665-6820
admissions@otis.edu

Or, contact Registration and Records
(310) 665-6950
registration@otis.edu

REGISTRATION/ADVISING

New students need to attend the Registration/Advising Event in July or August. On this day you will receive academic advisement for classes, complete online registration, set up your e-portfolio, and take your photo ID. Students should make sure to sign up to take the English Placement Assessment prior to selecting a Registration/Advising date.

STEP 1
Select a Registration/Advising Date
You will need to select a Registration/Advising date with your Admissions counselor. After you have selected a Registration/Advising date, you will receive an e-mail confirmation from the Registration Office regarding your arrival time and group assignment.

STEP 2
Attend the Registration/Advising Event
You will arrive on campus in January, July, or August for the Advisement/Registration Event during your assigned group arrival time that was e-mailed to you by the Registration Office.

At the Advisement/Registration Event, you will receive academic advisement by your studio and department and the Liberal Arts and Sciences department.

STEP 3
Registration
After you have been advised by both your studio department and the Liberal Arts and Sciences department, you will register for classes online in a designated computer lab. Once you have successfully completed online registration, you will be able to print out your schedule of classes.

STEP 4
E-Portfolio Set-up
After you have successfully completed your online registration, you will set up your e-portfolio in the designated computer lab.

STEP 5
Photo ID
At the end of the day, after you have completed all of the steps above, you will have your Otis student photo ID made.
O WEEK
NEW STUDENT ORIENTATION

WHEN
Family Day and New Student Orientation takes place both on and off campus and is scheduled for August 24–28, 2015.

ORIENTATION
Your launch into the Otis Community start with O Week, launching in late August, 2015.

During your orientation activities, you will meet faculty, staff, and students, engage in activities, and learn about your life as an Otis student.

O Week includes Family Day, Registration, a field trip, and an overnight camping experience. By the end of the week, you will have met faculty, staff, and Peer Mentors who will help you navigate life as a new member of the Owl Family!
ACADEMIC DATES

FALL 2015 CLASS MEETING DATES

Monday, August 31–Saturday, December 19

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Holidays
- Labor Day: Monday, Sept. 7
- Election Day: Tuesday, Nov. 3
- Thanksgiving Break: Wednesday, Nov. 25 – Sunday, Nov. 29

Important Dates
- Open Registration: Monday, April 13 – Friday, May 8
- Registration Payment Deadline: Monday, June 15
- Late Registration ($275 late fee): Monday, Aug. 3 – Friday, Aug. 28
- Classes Begin: Monday, Aug. 31
- Course Add Deadline: Tuesday, Sept. 8
- Independent Study Proposal Deadline: Tuesday, Sept. 8
- Course Drop Deadline: Tuesday, Sept. 15
- First Quarter Warnings: Tuesday, Sept. 22 – Monday, Sept. 28
- Course Withdrawal Deadline: Friday, Nov. 13
- Third Quarter Warnings: Wednesday, Nov. 11 – Tuesday, Nov. 17
- Spring Registration Begins: Monday, Nov. 23
- Final Exams: Monday, Dec. 14 – Saturday, Dec. 19
- Spring Payment Deadline: Tuesday, Dec. 15
- Spring Open Registration Deadline: Tuesday, Dec. 15
- (275 late fee after this date)
- Classes End: Saturday, Dec. 19
### SPRING 2016 CLASS MEETING DATES

**Monday, January 12–Tuesday, May 7**

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**Holidays**
- Martin Luther King, Jr. Holiday: Monday, Jan. 18
- Presidents’ Day Holiday: Monday, Feb. 15
- Spring Break: Monday, Mar. 21 – Sunday, Mar. 27

**Important Dates**
- Spring Payment Deadline: Tuesday, Dec. 15
- Open Registration Deadline: Tuesday, Dec. 15
  ($275 late fee after this date)
- Late Registration ($275 late fee): Tuesday, Jan. 5 – Friday, Jan. 15
- Classes Begin: Tuesday, Jan. 19
- Course Add Deadline: Tuesday, Jan. 26
- Independent Study Proposal Deadline: Tuesday, Jan. 26
- Course Drop Deadline: Tuesday, Feb. 2
- First Quarter Warnings: Tuesday, Feb. 9 – Tuesday, Feb. 16
- Named Scholarship Application Deadline: Monday, Feb. 15
- Cal Grant Deadline: Wednesday, Mar. 2
- Midterm Exams & Warnings: Saturday, Mar. 5 – Friday, Mar. 11
- Course Withdrawal Deadline: Friday, Apr. 1
- Third Quarter Warnings: Tuesday, Apr. 12 – Monday, Apr. 18
- Fall Registration Begins: Monday, Apr. 18
- Final Exams: Tuesday, May 3 – Tuesday, May 10
- Classes End: Tuesday, May 10
- Fall Open Registration Deadline: Friday, May 13
- Fall Payment Deadline: Wednesday, Jun. 15
- Commencement: Sunday, May 15

### SUMMER 2016 CLASS MEETING DATES

**BFA Program**

**Monday, May 18–Tuesday, July 28**

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**Holidays**
- Memorial Day: Monday, May 30
- Independence Day Holiday: Monday, Jul. 4

**Important Dates**
- Summer Payment Deadline: Sunday, May 15
- Classes Begin: Monday, May 23
- Course Add Deadline: Tuesday, May 31
- Independent Study Proposal Deadline: Tuesday, May 31
- Course Drop Deadline: Tuesday, Jun. 7
- First Quarter Warnings: Tuesday, Jun. 7 – Monday, Jun. 13
- Midterm Exams & Warnings: Tuesday, Jun. 21 – Monday, Jun. 27
- Course Withdrawal Deadline: Friday, Jul. 8
- Third Quarter Warnings: Tuesday, Jul. 12 – Monday, Jul. 18
- Final Exams: Tuesday, Jul. 26 – Tuesday, Aug. 2
- Classes End: Tuesday, Aug. 2
SUMMER OF ART

FOUR-WEEK PROGRAM IN JULY

In Summer of Art, an intensive, four-week precollege program, you can build and develop creative and artistic skills while exploring a specific medium or aspect of art and design.

www.otis.edu/soa
Welcome to our amazing community!

Among our alumni are Fulbright, MacArthur, and Guggenheim grant recipients, Oscar awardees, legendary costume designers, leaders of contemporary art movements, and leaders of design teams at Apple, Abercrombie & Fitch, Pixar, DreamWorks, Mattel, Nike, and Disney.