

## **Foundation Program – New Student Guide**

Foundation offers an integrated platform of skills, information, and experience that will support you in your future, both educationally and professionally. It will provide you with an experiential understanding of the rich relationships between all of the art & design disciplines. You will be working alongside future Fashion Design, Product Design, Animation, Game and Entertainment Design, Graphic Design, Illustration, Fine Arts, and Toy Design students.

When school starts, you will be attending studio classes within a “Section”, or group of students. Your studio classes will meet together as a section group for all of your studio courses in the first semester. This section grouping provides increased peer support and a more secure setting to work in, as well as better opportunities for developing connections with others creatively, socially, and professionally.

Below are some questions students frequently ask about the Foundation experience:

### **What studio classes will I be taking in Foundation?**

In the first semester, the core curriculum includes Form and Figure, Color and Design, and Contemporary Studio and Creative Action. All of these classes meet for 5 hours each week. Students take these three studio courses along with two Liberal Arts and Sciences courses: typically, Thought Lab and Visual Culture.

In the second semester, students choose two studio classes from three areas of study: Expanded Studio: Drawing, Expanded Studio: Dimensional Studies and Expanded Studio: Transmedia. Student also select an elective offered by the major departments and take two Liberal Arts and Sciences courses, typically Thought Lab 2 and Visual Culture 2. To learn more about the classes you will take during your Foundation year please visit the Curriculum page on the Foundation Studio [website](#).

### **What can I do to prepare for my studio classes?**

Before you arrive at Otis, a great way to prepare is to get as much exposure to “aesthetic experience” as possible. For example, go to the museums (either in-person or visit virtually) and take your time; look closely at work that attracts you. Read about an artist/designer you’re interested in and the influences that shaped their work. Think less in terms of *what* you like, and more about *how* things were done. Looking more closely can put you in mind of the human investment present in the work. Watch a recording of a concert, read a novel, or see a film. By giving yourself aesthetically enriching experiences, you allow yourself to slow down, open up, and absorb the potential for human achievement in the arts that is within your power to achieve as well.

### **What support services are available for students at Otis?**

When you arrive at Otis it’s important to remember that everyone including your instructors, college staff, and other students are here to support you and your success. There are a number of student support services available at Otis that we encourage you to take advantage of and learn more about prior to beginning at Otis. These include:

- Disability Services is dedicated to maintaining an environment which guarantees all students with disabilities access to Otis’ educational programs, activities, and facilities. If you have a disability and would like access to these services, we recommend that you contact Disability Services at [ds@otis.edu](mailto:ds@otis.edu) in advance of the start of classes to learn more.

- Academic Advising is dedicated to cultivating an inclusive, nurturing, and accessible learning environment that empowers all students to be resilient leaders, visionaries, and innovators in the realm of art and design. Our team of advisors supports students on their academic journey, providing guidance as they navigate educational, professional, and personal pursuits. With an emphasis on holistic development, the advising team activates students' ownership of academic planning, degree completion, and cultivating academic self-advocacy. We are committed to equipping students with the comprehensive support and resources essential for crafting their success during their time at Otis. Academic Advisors are available to assist students by email, phone call, through one-on-one appointments either in-person or online through Zoom. Advisors are also available during the academic year through weekly scheduled Zoom drop-in hours hosted by our One Stop. For the Foundation year, your advisors will be Ricardo Estrada, Assistant Director of Academic Advising, and Katherine Jarvis, Academic Advising Counselor. You can contact Ricardo by email [restrada@otis.edu](mailto:restrada@otis.edu), phone call (424) 207-3759 or by [making an appointment](#). Katherine is also available to assist students and can be reached by email, [kjarvis@otis.edu](mailto:kjarvis@otis.edu). Once you reach the Sophomore year you will be assigned a new Academic Advisor who will work with you through graduation.
- The [Student Health and Wellness Center](#), located on the 1<sup>st</sup> floor of the Ahmanson Building, provides medical and counseling services to help students fulfill their artistic endeavors at Otis College. All enrolled students have free access to the Center's services.
- Have a question about tuition, scholarships, or your financial aid package? Visit or contact [Student Financial Services](#) located at the One Stop on the 2<sup>nd</sup> floor of the Ahmanson Building. If you are experiencing extenuating circumstances and are unable to purchase textbooks or supplies, please visit the One Stop.
- Need help with writing, homework, or time management? Tutoring and Success Coaching are available through the [Student Learning Center](#) located in the Millard Sheets Library.
- Not seeing the resource you need? Please contact Moira Connelly in the Foundation Studio office at [mconnelly@otis.edu](mailto:mconnelly@otis.edu).

**How do I know if I need a textbook?**

All of your required textbooks and software should be purchased online **AFTER** you have received an email confirming your fall course registration. You will need to check the [Estimated Price Lists](#) to get information regarding required texts for your classes.

**How do I order required Textbooks?**

1. You can purchase your required books from any bookseller, in-store or online. Some examples would be Amazon or Textbooks.com. Also, many have rental or digital options at a less expensive rate.
2. You will need your Student Schedule printout (sample below), accessible through the Otis dashboard (my.otis.edu).
3. Using the information found on the [Estimated Price Lists](#) (ISBN, Title, Author, Publisher) and your Student Schedule, you can search for your books online.

Sample Student Schedule Printout

CRN	SUBJ	CRSESEC	TITLE	CREDITS
30396	FND	100 A	Form and Figure	3
30425	FNDD	101 A	Color and Design	3

CRN – a number you use to register online  
SUBJ – stands for subject  
CRSE – stands for course  
SEC – stands for section  
TITLE – course title  
CREDITS – number of credits course is worth

**Can I have my books and readers delivered to Otis?**

You may be able to have your orders shipped to the College before you arrive. To find out how to arrange this, contact the office of Student Affairs at (310) 665-6960.

**Do I need to purchase a computer?**

Otis requires that incoming students own a laptop that meets the minimum system specifications for software used in the Foundation year. This requirement will help ensure that all students have access to the college’s digital resources at home or on campus. As collaboration is a foundation of our curriculum, owning a laptop will promote communication, investigation, and making, both within and outside of the classroom.

If a student has an intended major, please refer to the major department minimum specs on the website for guidance. We have selected these configurations to enable a broad range and a long useful life for your computer, so as long as your laptop meets the minimum specifications, you are welcome to customize your machine to suit your individual needs. Otis partners with hardware providers for additional discounts for students purchasing a new laptop. If you already own a laptop with comparable specs to the Otis minimum requirement, you may opt to use that instead.

<https://www.otis.edu/foundation/software-hardware-purchases>

---

**The Top Six Things To Know About Your BFA Program:**

As an undergraduate student you are enrolled in a 120-credit degree program that leads to a B.F.A. Degree. The following *six key things to know* will help you navigate your college career, and graduate on time:

1. **The College Catalog** (The Hoot) tells you all about the program, its requirements, and how to move from level to level toward your earned degree. Download The Hoot for the academic year you entered as a Freshman:

<http://www.otis.edu/registration-records/course-catalog-student-handbook>

2. **Understanding Course Credits** allows you with the help of **your Advisors** to build each semester’s schedule, always remembering the goal—graduation! Your status as either a Freshman, Sophomore, Junior, or Senior depends on your total accumulated course credits.

Level	Credits
Senior	84–120 Credits
Junior	54–83 Credits
Sophomore	25–53 Credits
Foundation	0–24 Credits

4. Your **Course Requirements** are outlined in the catalog for your Foundation year, all your Liberal Arts and Science requirements, and your Major (and Minor, if you choose to pursue one), and Creative Action. Follow these **with your Advisors** to be sure you're on track each semester!

## FOUNDATION YEAR CURRICULUM TABLE

### FOUNDATION YEAR

Foundation 1 <sup>st</sup> Semester			Foundation 2 <sup>nd</sup> Semester		
COURSE		CR	COURSE		CR
Form and Figure	FNDT100	3	Choose two courses from the options: 1. Expanded Studio Drawing 2. Expanded Studio Dimensional Studies 3. Expanded Studio Transmedia	FNDT103 FNDT104 FNDT105	3 + 3
Design and Color	FNDT101	3	Major Studio Electives	FNDT 150	3
Contemporary Studio and Creative Action	CAIL 102	3	Thought Lab 2	LIBS115	3
Thought Lab 1	ENGL108	3	Visual Culture 2	AHCS123	3
Visual Culture 1	AHCS122	3			
		<b>15</b>			<b>15</b>

The Hoot includes a table with course requirements for every Major and Minor at the College.

4. Your **Academic Standing** depends on your successful completion of required courses. A cumulative GPA of 2.0 ("C") or better is required to continue in good standing. Academic Probation is conferred upon a GPA that falls below 2.0—this is remedied with help **from your Advisors**.

5. **Adding, Dropping, and Withdrawing** from courses can be successfully accomplished **with your Advisors**. It is important to be sure that any changes to your academic schedule be made in such a way that you don't fall behind on progress toward your degree! **Your Advisors** will help you do this in the most productive way; be sure to *read your Otis College email* for important dates and reminders!

6. **Knowing and Using Your Resources** is critical to your success. Your Academic Advisor, Department Chair, Academic Advising, Student Learning Center staff, and Student Affairs staff are all at your service to help you succeed at Otis College, and beyond.