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OUR MISSION

The values of our School of Architecture are expressed through our life as a community of students, faculty, and staff. In our teaching, research, and community service, we strive to design, preserve and plan just, sustainable, beautiful, and vibrant communities embodying the values of a democratic society. We also explore and document the richness and depth of the world’s architectural heritage. We value formal design and the power of architectural spaces to move us profoundly. We believe such formal design must be informed and transformed by ethical understanding, for design, in essence, is the giving of form to values. Our academic pursuits are cross disciplinary, not only among our four disciplines – architecture, architectural history, landscape architecture, and urban and environmental planning – but with other disciplines within the University and beyond. Our students and faculty work together on research and creative practice, enriching our teaching mission to educate professionals and historians to be leaders in their disciplines. We encourage a rich and diverse academic environment whose members represent a wide variety of life experiences and ideas. Our students participate in major decisions affecting our School and provide valuable assistance in our courses and community service. Our highly professional dedicated staff works closely with students and faculty to strengthen our community and pursue its mission. Our alumni maintain close ties with our School and generously contribute their time, counsel, and resources. We strive to make all decisions by our leadership as transparent as possible, and we value collegiality, kindness, respect, and fairness in our dealings with one another. The range of our interests and community service extends from the local to the global, from the neighborhoods of Charlottesville to the tsunami victims of the South Pacific. Our studios, seminars, and research projects address issues in North America, China, Europe, Africa, and the Caribbean. The building site in which we work both reflect and nurture our values – open studios, transparent review spaces, clustered faculty offices, and numerous spaces for informal discussions. The design of our building and its teaching garden incorporate lessons in sustainable design and planning that focus not on style but on spaces that foster a rich community life in harmony with the natural world – an embodiment of our ethic of sustainability that views the processes of nature, the expression of beauty, and the realm of human interactions as an inseparable whole.
ADMINISTRATIVE STRUCTURE:

**Dean’s Office:**

Dean: Elizabeth Meyer 206  ekm7a@virginia.edu  
Assistant to Dean: Jessica Coleman 206  jmu3q@eservices.virginia.edu  
Assistant Dean for Career Services: Betsy Roettger 231  erl2w@virginia.edu  
Associate Dean for Academics: Nana Last 421  ndl5q@virginia.edu  
Associate Dean for Finance & Admin.: Allen Lee 202  al5ng@virginia.edu  
Associate Dean for Development: Scott Karr 216  smk4b@virginia.edu  
Associate Dean for Research and International Programs: Louis Nelson  

**Department Chairs:**

Chair of Architectural History: Lisa Reilly  Peyton 201  lar2f@virginia.edu  
Chair of Architecture: Iñaki Alday 229  ina3h@eservices.virginia.edu  
Chair of Landscape Architecture: Julie Bargmann 230  jlb6t@virginia.edu  
Chair of Urban & Environmental Planning: Tim Beatley 232  tb6d@virginia.edu  

**Directors:**

Director of Undergraduate Studies in Architectural History: Louis Nelson  Peyton 108  ln6n@virginia.edu  
Director of Undergraduate Studies in Architecture: Esther Lorenz 315  el9q@virginia.edu  
Director of Undergraduate Studies in Urban & Environmental Planning: Daphne Spain  Peyton 101  spain@virginia.edu  
Director, Architecture Graduate Program & Architectural Design Thinking Concentration: Anselmo Canfora 318  anselmo@virginia.edu  
Director of Preservation Program: Louis Nelson  Peyton 108  ln6n@virginia.edu  
Director of Development for Individual Giving: Kristen Schmidt 203  ks2ve@virginia.edu  
Development Coordinator & Office Manager Donna Rose  

**Admissions/Student Services:**

Director of Admissions and Financial Aid: Kristine Nelson 225  kln8n@virginia.edu  
Admissions and Financial Aid Specialist: Holly Richters 225  her8n@virginia.edu  
Director of Student Records & Registration: Sharon McDonald 201  slf7a@virginia.edu  
Student & Academic Services Coordinator: Tashana Starks 201  tdp2m@virginia.edu  

**Communications:**

Communications & Outreach Coordinator: Cynthia Smith 209  cbq6g@virginia.edu  
Graphic Designer: Cally Sullivan 209  cally@virginia.edu  

**Business Office:**

Business Manager: Lisa Benton 211  lb9s@virginia.edu  
Human Resources Coordinator: Kathy Woodson 211  krm5m@virginia.edu  
Travel Reimbursements: Chrissie Holt-Hull 227  ceh7uw@virginia.edu  
Reimbursements: Leslie Fitzgerald 227  lbs6h@virginia.edu  

Updated 7/01/2015
### ADMINISTRATIVE STRUCTURE CONTINUED:

#### Department Assistants:
- **Architecture**: Adela Su, 228, [acs3r@virginia.edu](mailto:acs3r@virginia.edu)
- **Architectural History**: Mary Jo Bateman, 226, [mb2tr@virginia.edu](mailto:mb2tr@virginia.edu)
- **Landscape Architecture**: Tim Kelley, 226, [tek2jk@virginia.edu](mailto:tek2jk@virginia.edu)
- **Urban & Environ. Planning**: Mary Jo Bateman, 226, [mb2tr@virginia.edu](mailto:mb2tr@virginia.edu)

#### IT Department:
- **Systems Manager / Systems Engineer**: Jake Thackston, 137, [jat5c@virginia.edu](mailto:jat5c@virginia.edu)
- **Webmaster / Systems Engineer**: Dav Banks, 138, [db2d@virginia.edu](mailto:db2d@virginia.edu)
- **Classroom Support**: Tony Horning, 136, [arh3s@virginia.edu](mailto:arh3s@virginia.edu)
- **Academic & Software Tec Specialist**: Andrew LaRue, 138, [ail5t@virginia.edu](mailto:ail5t@virginia.edu)
- **Student & Faculty Support**: John Vigour, 136, [jiv5k@virginia.edu](mailto:jiv5k@virginia.edu)
- **Director of the Insight Lab**: Eric Field, 406, [emfield@virginia.edu](mailto:emfield@virginia.edu)

#### Building Services:
- **Fabrication Facilities Manager**: Melissa Goldman, 123, [goldman@virginia.edu](mailto:goldman@virginia.edu)
- **Building Manager**: Dick Smith, 118, [dicksmith@virginia.edu](mailto:dicksmith@virginia.edu)
ARCHITECTURAL COMPLEX:

Campbell Hall  School of Architecture

Postal Address:
School of Architecture
Campbell Hall
P.O. Box 400122
Charlottesville VA 22904–4122

History:
The building, completed in 1970, was named for Edmund S. Campbell who served as director of the McIntire Department of Art from 1927 to 1950. During this time period the architecture program was part of the Department of Art. The architect of Campbell Hall was Sasaki Associates of Watertown, Massachusetts, Pietro Belluschi, Design Consultant, and Rawlings, Wilson and Associates of Richmond, Virginia. In 2008, the School completed additions to expand Campbell Hall. Three formal additions to the building — to the south and east, and a landscape connecting them — complement the original building. The additions were designed by our own faculty, in collaboration with the architect of record — SMBW Architects of Richmond, VA. The project added approximately 13,000 square feet of new interior space, as well as exterior spaces designed to extend the working areas of the school into the site.

Purpose:
Campbell Hall serves as the School of Architecture central facility. The upper two floors provide studio space, while the second floor contains the majority of administrative offices and also review space. The first floor houses lecture halls, the woodshop; the A&A supply store, and classrooms.

Fisk Kimball Library  Fine Arts Library

Postal Address
Fiske Kimball Library
P.O. Box 400131
Bayly Drive
University of Virginia
Charlottesville Virginia VA, 22904

Purpose:
University of Virginia Libraries
and the Fiske Kimball Fine Arts Library
http://library.virginia.edu
The University of Virginia Libraries promote research through the collection and preservation of materials in numerous formats, and through an array of services that support traditional and emerging forms of inquiry and publication. In addition to a physical collection of over 5 million titles, the Libraries offer access to electronic texts and journals, research databases, data sets, digitized images, and more. The Fiske Kimball Fine Arts Library, located adjacent to the School of Architecture, houses the physical collections for Architecture (including Landscape and Urban Planning), Art and Art History, and Archaeology. Access
to the Libraries’ catalog (VIRGO) and to research databases is available at: http://www.library.virginia.edu/research/

The Fine Arts Library also offers reservable space for group work, a lab with scanners and access to specialized software, and the Materials Collection, which consists of samples of innovative and sustainable materials for construction and design. Quiet and collaborative spaces are available for studying. Staff throughout the Libraries is available to consult on your research. Librarians can provide expertise on searching for information (in all formats), digital production (including film production, recording, and web publications), data management, GIS, intellectual property issues, and more. The Libraries also offer specialized instruction in and access to technology; including 3-D scanners, recording studios, drones for photography and site research, etc.

To learn more about the Library’s services, visit http://www.library.virginia.edu/services/ or ask a Librarian!

Peyton House

**Purpose**
This building is where many professors in the architecture school have their offices.

**Location:**
Peyton House is the white building directly across Rugby Road from Campbell Hall.
ARCHITECTURAL SUPPLY STORES

Below is a list of stores that students at the School of Architecture use to purchase their supplies.

A+A Supply Shop
Number: 434-924-3565
Location: Campbell Hall Room 133
Hours: The A+A Shop will be open before SDI so students can pick up materials prior to the start of the program. Schedule will be included with the Summer Design Institute email coming shortly.

ALC Copies
Number: 434-295-2679
Location: 1170 Emmet St.
Hours: Monday – Friday, 9:00 AM – 5:00 PM

Studio Art
Number: 434-293-8356
Location: 1108 W Main St., Across from the Hampton Inn & Suites
Hours: Monday – Thursday, 9:00 AM – 6:00 PM; Friday and Saturday, 9:00 AM – 5:00 PM
Closed on Sundays for the summer.

FedEx Kinko’s
Number: 434-296-5000
Location: 945 Emmet St. N. Barracks Road
Hours: Monday – Friday, 6:00 AM – 11:59 PM; Saturday and Sunday, 9:00 AM – 9:00 PM

Lowe’s
Number: 434-975-7140
Location: 1900 Seminole Trail (North 29)
Hours: Monday – Saturday, 7:00 AM – 9:00 PM Sunday 8:00 AM – 7:00 PM

The School of Architecture Fabrication Lab also keeps a blog where they list some friendly suppliers. For more information please see http://uvafab.wordpress.com/resources/.
# GENERAL ACADEMIC INFORMATION

**Academic Calendar for 2015-2016**

## Fall Semester 2015
- **Orientation Begins**: Saturday, August 22-Monday, August 24
- **Courses Begin**: Tuesday, August 25
- **Add/Drop/Withdrawal**: Tuesday, September 8, Wednesday September 9, Friday, October 20
- **Fall Convocation**: Friday, October 23
- **Family Weekend**: Friday, October 23-Sunday, October 25
- **Reading Days**: Saturday, October 03-Tuesday, October 06
- **Thanksgiving Recess**: Wednesday, November 25-Sunday, November 29
- **Courses End**: Tuesday, December 8
- **Reading Day**: Wednesday, December 9
- **Examinations**: Thursday, December 10-Friday, December 18
- **Reading Days**: Sunday, December 13; Wednesday, December 16
- **Fall Degrees Conferred**: Wednesday, December 30 (no ceremony)

## January Term 2016
- **Courses Begin**: Monday, January 4-Friday, January 15
- **Courses End**: Friday, January 15

## Spring Semester 2016
- **Courses Begin**: Wednesday, January 20
- **Add/Drop/Withdrawal**: TBA
- **Spring Recess**: Saturday, March 5-Sunday, March 13
- **Courses End**: Tuesday, May 3
- **Reading Day**: Wednesday, May 4
- **Examinations**: Thursday, May 5-Friday, May 13
- **Reading Days**: Sunday, May 8; Wednesday, May 11
- **Final Exercises**: Sunday, May 22
Absence Regulations
Regular attendance in classes is a vital part of the educational process. At the University of Virginia, students are expected to accept the responsibility of attending classes regularly and promptly.

It is recommended that instructors state their attendance policies to their classes. The instructor is not obligated to allow students to make up missed work; it is the instructor’s decision whether students may be allowed such a privilege.

Absences traditionally excused are those that occur because of:

- Hospitalization
- Serious illness
- Death in the family
- Important religious holidays
- Authorized University activities (field trips, University-sponsored athletic events, etc.)

Students anticipating an absence are expected to inform the instructor in a timely manner. Only when students are unable to contact instructors (e.g., debilitating illness, leaving town suddenly for family emergencies, etc.) do the Program Directors notify instructors.

Instructors may refer to the Program Directors any student whose attendance record they consider unsatisfactory.

Neither the Department of Student Health nor the Program Directors issue excuses for class absence or for missed quizzes. Only the instructor, not the Program Directors, can determine if the student can make up missed work.

Note: Faculty may drop students from their class who are not in attendance on the first day of the semester.

Academic Good Standing
Students, in the School of Architecture, are considered to be in academic good standing at the end of a semester if, in that semester, they meet the following criteria:

- Complete at least 12 credits of coursework.
- Attain at least a 1.8 semester GPA
- Maintain at least a 2.0 cumulative GPA.
- Have no more than one grade below C- (or NC for CR/NC).

Add/ Drop Dates
Students may add courses through the SIS for two weeks after the first day of classes.

The Deadline to ADD is Tuesday, September 8th.

Students may drop courses through the SIS for two weeks after the first day of classes.

The last day to Drop without (W) on transcript is Wednesday, September 9th.

Advisors
All students are assigned an advisor upon entering the School of Architecture. Students are required to meet with
their advisor before you are able to sign up for classes in the following semester. If you are unsure of your advisor’s name, check your student center in SIS or inquire at the Student Services Office (Campbell 201).

Class Standing
Students are categorized by class according to the number of credits they have earned as follows: first year: 0-29 credits; second year: 30-59 credits; third year: 60-89 credits; fourth year: 90 or more credits. AP and transfer credits are included in the computation of class standing; credits not completed or completed unsuccessfully are not included. Students in the design concentration are classified according to their studio level.

Course Load
Registering for fewer than 12 credits or more than 18 credits in a semester requires special permission. Students who have declared their major must obtain written permission from the Director of their undergraduate program; students who are undeclared must obtain written permission from their academic advisor. Students who are on probation or in the semester immediately following suspension must obtain additional permission from the Dean’s Office.

Computer/Printing Billing Issues
If you have a billing question regarding your printing bill please see Chrissie Holt-Hull or Leslie Fitzgerald in Business Office room 227. If you have a computer related problem and printer problem other than billing please contact the IT through the online request form http://www.arch.virginia.edu/tech

Credit/No Credit (Grades)
Students have the option of receiving a CR (credit) or NC (no credit) in place of regular letter grades for a given course. This option is selected when students register for courses no later than the add deadline. Instructors have the right to deny students permission to take courses on a CR/NC basis. The CR/NC option may be used only for open electives.

Dean’s List
To be eligible for the Dean’s List of Distinguished Students at the end of each semester, students must earn at least 15 credits of graded work, with a GPA of 3.7 or above for that semester. Courses taken on a CR/NC basis may not be counted toward the 15-credit minimum.

Double Majors
According to University policy, students may receive a degree from only one undergraduate school in a semester. Undergraduate students who complete the requirements for more than one undergraduate degree program will be awarded a double major. This notation is placed on the transcript but not on the diploma. Students enrolled in the School of Architecture and pursuing a double major must comply with the requirements and policies for both majors. Students not enrolled in the School of Architecture may pursue a second major in the School, provided such a second major is consistent with the policies of their school of enrollment, and the student fulfills all the academic requirements of the major in the School of Architecture.

Electives
For students in the School of Architecture the following limits apply to elective courses:
• Physical Education (PHYE) courses cannot be used for degree credit.
• A maximum of 12 degree credits will be granted for (ROTC) courses.
• A maximum of 8 degree credits will be granted for Ensemble Music or Dance.
• CR/NC grading option - no more than 1 course per semester, must be counted as open elective.

Grade Changes
No grade may be changed without the approval of the Dean’s Office after it has been submitted to UREG (Office of the University Registrar). The Dean's Office is not authorized by the faculty to change a grade submitted to UREG (Office of the University Registrar) except when an instructor certifies that, because of errors in calculation or transcription, an incorrect grade has been submitted.

The School limits the time in which a grade change is approved to the fall or spring semester following the one in which the grade was received, except when there is indication that the student violated the integrity of the course. Incompletes are handled under the policy of Incomplete.

Grades (Incomplete)
A grade of IN (Incomplete) is not a valid final grade and converts to an F thirty days after the last day of the examination period. Thesis credit deadlines are handled on a case-by-case basis between the student and the faculty member. When assigning a grade of incomplete, a faculty member must complete and submit an Incomplete Grade Submission Form to the School Registrar. An extension of the deadline specified above will be considered only in extreme circumstances, and requires the approval of the Dean’s Office.

Grades (Minimum in required courses)
Students of undeclared major must achieve a minimum grade of C- in required courses in the School of Architecture, or else be required to repeat the course. Students in declared majors should refer to the minimum grade requirements for their major.

Grading Appeals
Students who wish to appeal a grade must first attempt to resolve the issue with the instructor of the course. Absent a satisfactory outcome, the student consults with the chair of the department. If this path proves unsuccessful in the resolution of the matter, the student may appeal to the Dean’s Office. Appeals must be made within 7 days after the end of that semester’s examination period.

Grievance Procedure
Due process is guaranteed to all students. An undergraduate, graduate, or professional student who believes that an academic decision violates the University's or school’s academic policies and procedures may file an academic grievance with the appropriate department chair, unit head, or faculty committee. An academic decision is a decision made by a faculty member or a representative of the University acting in his/her official capacity that affects a student’s academic standing or performance. Academic decisions do not include decisions regarding admission to the University, decisions made by the Honor or Judiciary Committees, any grading decision or determination of grading criteria or course requirements or allegations of professional misconduct unrelated to a student's academic standing or performance.

Procedures
Before filing a grievance with the appropriate department chair, unit head, or faculty committee, the student must
have attempted to resolve his or her concerns directly with the individual responsible for the challenged academic decision. These attempts should be sincere and substantial.

The grievance must specify:

1. Which academic policy or procedure has been violated;
2. What efforts the student has made to resolve the concern informally; and
3. The requested resolution.

It is the responsibility of the student filing the grievance to insure that the grievance includes all necessary supporting documentation at the time of submission.

For graduating students, a grievance must be filed in writing, according to the process defined above, before the degree is awarded in the Student Information System.

In the event that a student files an Equal Opportunity Programs (EOP) complaint related to the academic decision being challenged, all other steps in the process described below will be held in abeyance pending the conclusion of the EOP process.

The grievance should be filed with the appropriate department chair, unit head, or faculty committee, who will adjudicate the case. If the appropriate department chair or unit head is a party to the case or is otherwise unable to serve, the grievance should be filed with the school’s appropriate associate dean or other official or committee as designated by the dean or the school’s policies.

The department chair, unit head, faculty committee, associate dean, or designated official will investigate the complaint. Investigation will include but is not limited to reviewing relevant documentation and meeting with the student and the faculty member or University official who made the decision being contested. Within thirty (30) calendar days after receiving the grievance, the individual or committee who adjudicates the case will communicate in writing her/his decision to both the student and the faculty member or official.

Within five (5) calendar days after receiving the decision, the student may appeal to the dean. The only basis for appeal is documented evidence that adjudication of the grievance failed to comply with the procedural requirements of this policy. Dissatisfaction with the outcome of the grievance shall not be grounds for appeal.

Within thirty (30) calendar days after receiving the appeal, the dean will consider the evidence and communicate in writing her/his decision to the student, the faculty member or official, and the department chair, unit head, associate dean, or designated official involved in the case. The dean’s decision will be final.

For the complete policy and related information, see [http://www.virginia.edu/provost/policies.html](http://www.virginia.edu/provost/policies.html)

**Intermediate Honors**

A certificate of Intermediate Honors is awarded to the top twenty percent of those students in the School of
Architecture who enter the University directly from high school or preparatory school and earn at least 60 credits of course work in their first four regular semesters. The computation is based upon the cumulative grade point average at the end of the fourth semester. No more than twelve of the 60 required credits may be earned on a CR/NC or S/U basis. Advanced placement and transfer credits do not count toward the required credits.

**Leave of Absence (Educational)**

Students who wish to take a leave of absence to pursue educational interests at another educational institution in the United States must consult with the Dean’s Office and with the director of their undergraduate program for a leave of absence. Students registered for an approved leave may pre-enroll for courses and must apply for reenrollment to the University, although they must notify the Dean’s Office of when they intend to return.

**Leave of Absence (Voluntary)**

Leave of absent notices to the contrary, the School of Architecture expects students to register each semester and precede to the completion of their degree programs. Students who wish to take a leave of absence for either a semester or a year must apply to the Dean’s Office. Students on leave must apply for readmission at least 60 days prior to the first day of classes for the semester in which they want to reenroll.

**Major Declaration**

The first year of study in the School of Architecture includes courses in all three undergraduate programs, as well as breadth requirements. During the second semester of the first year, students declare a major in one of the three programs.

In the event a particular major or concentration is oversubscribed, admission may be limited. Admission to such programs is based on space availability, academic performance, and additional materials as specified by particular departments.

**Minors**

There are six minor programs available at the School of Architecture. These are in Architectural History, Architecture, Global Sustainability*, Historic Preservation, Landscape Architecture, and Urban and Environmental Planning. The requirements for these minors vary by department. Minor forms are located in the Student Services Office in Campbell Hall. Approval must be obtained by the director/advisor of the minor. Students not in the School of Architecture are allowed to minor in one of the six architectural minors. Similarly, students within the School of Architecture can receive minors from departments in other schools of the University. Students wishing to receive a minor from a different University of Virginia school should speak with their advisor and the head of the department in which they wish to minor. Once the minor applications are signed they will need to be turned into Tashana Starks in Campbell hall room 201, this should be done no later than the end of your Second year, this does not mean that you must complete the minor by the end of your second year, but simply have the formed turned in.

* Global Sustainability will not follow this deadline.

**Ownership of Student Work**

The School of Architecture reserves the right to retain student course work for exhibition and publication with appropriate credits. Teachers who wish to retain student work for their own purposes must gain student consent and provide adequate documentation of the work for the student.
**Probation**
A student will be placed on academic probation if they fail to maintain academic good standing in any semester (see the “Academic Good Standing” section of the Record Pg.10 Handbook).

**Readmission**
Students who do not enroll at the University for a semester or more and who are not on an educational leave of absence must be formally readmitted, regardless of whether they were on an approved leave of absence. Readmission requires review and approval by the Associate Dean for Academics and the University Office of the Dean of Students. Approval by the Department of Student Health may also be required, depending on the circumstances of leaving the University. Application for readmission must be made to the Associate Dean for Academics’ office at least 60 days prior to the first day of classes for the semester in which they want to reenroll. If students want to ensure their eligibility for financial aid, they should contact Student Financial Services prior to that semester. The readmission process – including obtaining all necessary clearances – must be complete prior to the first day of classes for that semester. When possible, it is recommended that students complete the readmissions process before the beginning of the registration period for that semester.

Readmission application forms are available in the Student Records and Registration Office. For students under academic suspension from the School of Architecture, the completed application must include a statement that (1) addresses their readiness to return to full-time study, and (2) outlines the courses needed to fulfill their degree requirements over the remaining semesters.

Students who have received a withdrawal notation on their transcript for two consecutive academic terms (not including Summer Session or J-Term), regardless of the lapse of time between the two terms, may not apply for readmission to the University for two years.

Readmission is not guaranteed.

**Readmission after Medical Withdrawal**
Students who withdrew for medical reasons from the University must have health clearance from the Department of Student Health, (434) 924-5362, before being readmitted. Their readmission application will not be considered until this is done.

If you left through a medical withdrawal please see:
Medical/Psychological: [http://www.virginia.edu/studenthealth/caps/FormsandLetters.html](http://www.virginia.edu/studenthealth/caps/FormsandLetters.html)
Medical/Physical: [http://www.virginia.edu/studenthealth/genmedforms.html](http://www.virginia.edu/studenthealth/genmedforms.html)

A plan must also be submitted with the application for readmission that

- Addresses readiness to return to full-time study;
- Outlines, by semester, those courses that will lead to the completion of their degree;
- Includes a signed Academic Audit Report Form from your program director if in the 5th semester or beyond.
Repeated Course
If a course is passed, or failed, and taken a second time for credit, both grades are included in the computation of grade point average and appear on the student’s transcript. A student may repeat a course only once.

Required Courses
A student who enters the School of Architecture without transfer credits must complete, at this University in Charlottesville, all prescribed courses in the curriculum for which she or he is a degree candidate. Students transferring from another college or university must complete, at this University in Charlottesville, all required courses in those subjects not completed at the time of first admission to the School of Architecture. Exceptions may be made to these requirements provided permission is granted in advance by the Director of Undergraduate Programs in the appropriate department at the School of Architecture.

The Director of Undergraduate Programs in the appropriate department may waive a specific course requirement for a degree when, in the Director’s judgment, such action best serves the intent of the program.

Residence Requirements and Transfer Credits
All three programs normally require four years for completion and a minimum of two years as a full-time student in the School of Architecture. In some cases, summer session study at the University is required of transfer undergraduate applicants accepted by the School of Architecture.

Summer Session ARCH 2011 and ARCH 2021 are prerequisites for undergraduate transfer students accepted by the department of Architecture entering their third year.

The School of Architecture grants transfer credit based on an analysis of the content, level, and comparability of the courses taken, the applicability of the courses to the student’s intended major and degree program, the quality of the student’s performance in the courses, and the accreditation of the institution at which the work was completed. The Dean’s Office of the School of Architecture governs the awarding of transfer credit.

Students must submit a Request for Transfer of Credit Form prior to enrolling in courses for transfer. Transfer credit is allowed only for those courses in which a grade of C or better has been earned. Grades do not transfer and do not affect the student’s cumulative grade point average at the University of Virginia. In no case are transfer credits in excess of 60 granted toward an undergraduate degree in the School of Architecture. The school does not accept pass/fail or credit/no credit courses for transfer credit.

In exceptional circumstances, the School of Architecture Dean may waive an admission or performance requirement when, in the Dean’s judgment, such action best serves the intent of the program.

Student Owned Computers
Undergraduate students are required to own a personal computer equipped with specified software. A list of specifications is at http://www.arch.virginia.edu/tech/requirement/
Suspension
Suspension is enforced withdrawal from the University. Any student who has previously been placed on academic probation will be suspended if placed on probation again. The term of the first suspension is through at least one full fall or one full spring semester. The term of a suspension may be longer, if the Dean’s Office decides it is appropriate for the circumstances. A second suspension is final and the student is not allowed to return to the University.

Procedures for readmission from suspension are described above under Readmission. Academic credits taken elsewhere while on academic suspension are not accepted for transfer towards an U.Va. degree.

Withdrawal
After the drop deadline has passed; a grade of “W” is assigned. An appropriate withdrawal grade of W appears on the official academic record.

Withdrawal (Enforced)
Students may be forced to withdraw from the University for habitual delinquency in class, habitual idleness, or any other fault that prevents the student from fulfilling the purpose implied by enrollment at the University. Students who are forced to withdraw during a given term will have the notation “Withdrawal Date: MM/DD/YYYY” entered on their permanent academic record following the semester in which the action occurred. A grade of W (withdrawal) will be entered for each course in which the student was registered. Students who have been forced to withdraw must apply for readmission with their dean’s office in the same manner as suspended students. A grade of W cannot be changed.

Withdrawal (Medical)
Students who withdraw for reasons of health must obtain permission from the Department of Student Health. A grade of W (withdrawal) will be entered for each course in which the student was registered. Subsequent medical clearance from the Department of Student Health is required for readmission.

Withdrawal (Voluntary)
Students may withdraw from the University before the conclusion of a semester if they meet the conditions stated in the University Regulations section.

Students in the School of Architecture who withdraw within 10 class days immediately proceeding the final examination period are not permitted, except for providential reasons, to re-enter the School of Architecture for the succeeding semester nor to present transfer credit earned during the same time.

In extreme medical circumstances, documented by a medical professional, a School of Architecture student has one semester in which to petition to the Dean’s Office for a retroactive medical withdrawal. If approved, all grades convert to W’s.
STUDENT SERVICES

Cavalier Advantage Program
(Observatory Hill Dining Hall, 434-982-5735, www.virginia.edu/cavalieradvantage). This is a University program that allows students to use their University ID card to access and pay for University provided services. The Cavalier Advantage account is activated by making a deposit. Funds can be added by visiting the website and making an online deposit; by visiting or contacting the Cavalier Advantage Office; and by visiting the U.Va. Bookstore or TJ’s Locker. Deposits can also be made at one of the six cash deposit machines located Grounds-wide. Cavalier Advantage is accepted at University dining locations; bookstore locations; laundry, vending and copy machines; and a variety of other services on-grounds. For additional information, visit the website or contact the Cavalier Advantage Office.

Cavalier Computers
(Bookstore Branch: Fourth Floor, Central Grounds Parking Garage, 924-3475; Aquatic Fitness Center, TJ’s Locker Annex, 434-243-8886 www.cavaliercomputers.com) A division of the University of Virginia Bookstore, Cavalier Computers, is dedicated to supporting information technology at the University by providing students, faculty, departments, and staff with high-quality, educationally-priced computer hardware and software, along with outstanding customer support. Offering computers from Apple, Dell, Lenovo, & Hewlett Packard as well as printers from Epson, Canon and Hewlett, Packard Cavalier Computers is an active participant in U.Va.’s Desktop Computing Initiative (DCI); it is the sole provider of net-ready computers configured to meet all U.Va. DCI established standards. Cavalier Computers services all equipment that it sells, and its service personnel are factory trained and authorized. In tandem with ITS, Cavalier also provides user support on all equipment it sells. The store accepts cash, personal and traveler’s checks, Visa, MC, Discover, AMEX, and Cavalier Advantage. Hours of operation, pricing, and ordering information are available online.

Consumer Information
(1939 Ivy Road, P.O. Box 400727, 434 924-3417) The University’s Consumer Information Officer (CIO) is available to assist students or prospective students in obtaining information about financial aid programs, the rights and responsibilities of students receiving financial aid under one of the many programs, the cost of attending the University, the refund policy currently in effect, the University’s academic programs, student retention data, and student program completion data (if available). The CIO may be contacted by writing to George A. Stovall, Director of Institutional Studies, 1939 Ivy Road, P.O. Box 400727, Charlottesville, VA 22904-4727; gstovall@virginia.edu.

Intramural-Recreational Sports
(434-924-3791, Fax: 434-924-3858, recsports.virginia.edu) Intramural-Recreational Sports provides comprehensive recreation facilities seven days a week with a variety of activities to meet the needs of students, faculty, staff and their families. Activities include competitive intramural sports leagues and tournaments; fitness programs such as group exercise classes, yoga, strength training workshops, personal training services, and fitness assessments; recreation instruction in aquatics, racquet sports, martial arts, dance, First Aid and CPR; outdoor trips and workshops such as kayaking, rock climbing, bouldering, fly fishing and caving; challenge course; swim and tennis instruction for children; and approximately 70 student-organized club sports.

Facilities include the Aquatic & Fitness Center, Slaughter Recreation Center, Memorial Gymnasium, North Grounds Recreation Center, Outdoor Recreation Center, Snyder Tennis Center, The Park, Dell outdoor tennis/basketball courts and numerous outdoor playing fields. Together, these facilities house cardiovascular and strength training
equipment; basketball, volleyball, squash, racquetball, handball and wallyball courts; indoor running tracks; swimming pools, whirlpools and saunas; multi-purpose rooms, showers and locker rooms; an outdoor equipment rental center with bouldering wall and resource library. Students also have access to the new University of Virginia McArthur Squash Center located at the Boar’s Head Sports Club.

Full-time University students are eligible to use facilities and register for programs using their student I.D. card. Student spouses must purchase a recreation membership in order to participate. Recreation memberships may be purchased in person, by mail, or by fax at the Intramural-Recreational Sports Business Office located in the Aquatic & Fitness Center, Monday-Friday, from 9:00 a.m. to 5:30 p.m.

International Studies Office (ISO)
The International Studies Office (ISO) is a University-wide resource that supports U.Va.’s international mission by developing and coordinating programs, activities, and services designed to create and enhance a globally aware, culturally diverse education and research environment. The ISO manages the International Student and Scholars Program, Education Abroad, and the International Center. The success of ISO programs and services helps ensure the University is a destination of choice for international scholars and students, as well as for American students who seek an undergraduate or graduate education guided by international perspectives.

The International Students and Scholars Program (ISSP)
The International Students and Scholars Program addresses the unique needs of the international student and scholar community, including cultural, social, educational as well as legal issues in regard to immigration status. Additionally, the ISSP administers the F and J visa programs on behalf of the University. ISSP supports all students, researchers, faculty, and official short-term visitors who are neither citizens nor permanent residents of the U.S. by:

- Certifying eligible internationals for participation in the above mentioned visa programs
- Advising on matters related to acquiring and maintaining legal presence in the U.S.
- Supporting transition to American society and culture
- Offering guidance on policies and procedures
- Providing assistance for crisis intervention

ISSP collaborates with University divisions and departments by informing them of the U.S. immigration laws and regulations. The ISSP’s comprehensive website includes information and forms for international students, scholars, and international employees, as well as information for departmental use: www.virginia.edu/iso/issp.

The Lorna Sundberg International Center
The Lorna Sundberg International Center is a unit of the International Studies Office. Since its founding in 1972, the International Center has promoted inter-cultural awareness and respect by providing a comfortable environment for the sharing of cultures. The IC offers programs and services to enhance the experience of U.Va.’s international undergraduate and graduate students, research scholars, faculty and families; and opportunities for intercultural exchange and enrichment for members of the University and the greater Charlottesville and Albemarle communities. The IC offers non-credit English classes and discussion groups, cooking classes, social and cultural events, an international speakers program, a bi-weekly email of multicultural events, meeting and reception facilities, and six guest rooms for short-term international visitors to U.Va.
Office of Equal Opportunity Programs  
(Washington Hall, East Range, 434-924-3200, [www.virginia.edu/eop](http://www.virginia.edu/eop)) This office is both an administrative unit of, and a resource center for, the University community. While EOP develops policies and procedures, it also provides leadership, coordination, and oversight of the University’s equal opportunity and affirmative action initiatives.

The University prohibits discrimination on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information. Students, who believe that they have been discriminated against because of their status as listed above, or who have questions about prohibited conduct, are welcome to visit or call the office. Although the staff is always available to answer questions or provide information, appointments are recommended in order to better serve students’ needs.

Office of Undergraduate Admission  
(Peabody Hall, 434 982-3200, [www.admission.virginia.edu](http://www.admission.virginia.edu)) The Dean of Admission is responsible for implementing established admission policies. The services of this office and the guidelines for admission to the regular session of the University are set forth in the Admission to the University section of this Record.

Student Identification Card  
(University I.D. Card Office, Observatory Hill Dining Hall, 434-924-4508; [www.virginia.edu/idoffice](http://www.virginia.edu/idoffice)) Each student enrolled in a degree program at the University is entitled to receive a student identification card. The privileges associated with the identification card depend on the amount of fees paid. If you have a meal plan and/or Cavalier Advantage, your I.D. card will be used to access these services. Students are provided their initial I.D. card at no charge, usually during orientation. Lost, damaged, or stolen cards can be replaced at the I.D. Card Office in the Observatory Hill Dining Hall weekdays between 8:00 a.m. and 5:00 p.m., for a fee of $15, payable by cash, check, or Cavalier Advantage. Credit cards, debit cards or student charge are not accepted. Cards replaced due to normal wear, name change, or expired are provided at no charge with the return of the existing card. Students in the School of Medicine and the School of Nursing who need access to medical facilities are provided a U.Va. Health System ID Badge by the U.Va. Health System Technical Services at [www.healthsystem.virginia.edu/technology/departments/clinical-engineering/id-badge-services](http://www.healthsystem.virginia.edu/technology/departments/clinical-engineering/id-badge-services).

Student Legal Services Program  
(Newcomb Hall, Room 460, 434-924-7524, [www.student.virginia.edu/~stud-leg](http://www.student.virginia.edu/~stud-leg)). The Student Legal Services Program provides legal counsel to those students who pay the student activities fee. One lawyer and an administrative assistant assist students with a variety of civil and criminal legal matters, including contracts, criminal/traffic, consumer, uncontested divorce, landlord/tenant, name change, nonprofit organizations, and wills. The program also provides referrals for matters it does not handle (e.g., bankruptcy, estates, immigration, real estate, personal injury, tax). The initial consultation is free, and subsequent fees are very low. The office does not offer any advice regarding conflicts between University students, nor in matters involving the University or the Commonwealth of Virginia.
University of Virginia Bookstore

- **Main location**

Owned and operated by the University, the University of Virginia Bookstore is the primary source of new and used textbooks and custom-published course materials for all classes (with the exception of the Law, Medical, and Darden schools). In addition to the sale of new and used print books, the Text department also offers the option to rent a wide range of titles and to download an ever increasing number of eBooks. Its general book department (The Bookshop) features the most extensive selection of academic and scholarly works in the area, as well as popular fiction and non-fiction, bestsellers, travel, and children’s books. The Bookshop also offers an out-of-print search service and a complimentary special order service for those books not normally in its inventory. All students qualify for free membership in its Frequent Reader’s Club: purchase 10 books from The Bookshop and receive a $5 discount on the next purchase. The Bookshop discounts BookSense Bestsellers (25%), staff recommendations (10%), and all titles in its New Fiction and New Non-Fiction sections (10%). It supports the University’s academic mission by hosting and sponsoring academic programs, lectures, and readings by new and established authors. It supports the Virginia Film Festival, The Virginia Festival of the Book, and the University’s radio station (WTJU).

Rounding out the Bookstore’s offerings is a very extensive selection of U.Va. clothing and gifts, as well as toiletries, sundries, and school, office, and computer supplies. A branch of the U.Va. Medical Center Pharmacy is located in the Bookstore. Other services provided include a UPS packaging service, an engraving service, a dry cleaning service, and bus service to Hampton Roads, Richmond, and Northern Virginia. It also accepts deposits made to Cavalier Advantage accounts. The Bookstore’s full service online store can be accessed at www.bookstore.virginia.edu.

Each year, a portion of the proceeds from the sale of merchandise at the Bookstore and Cavalier Computers directly supports Access U.Va., the University’s need-based financial aid program that provides educational opportunities for deserving students. Proceeds from the stores’ operations also support book grants, student programming and philanthropy.

The Bookstore accepts cash, personal checks, all major credit cards, Student Charge, and Cavalier Advantage. Hours of operation during the school year are 8:30 a.m. to 7:00 p.m., Monday through Friday; 10:00 a.m. to 6:00 p.m., Saturday; and 11:00 a.m. to 6:00 p.m., Sunday. A calendar of store events and hours is available online.

- **Courts and Commerce**
  *(First Floor, Slaughter Hall, North Grounds, 434-924-3333)*

A division of the University of Virginia Bookstore, services the University of Virginia School of Law. The store provides new, used and rental textbooks for all classes at the Law School as well as an extensive selection of law study guides and reference material. Courts & Commerce carries a full line of office and school supplies, greeting cards, law clothing and gifts. It also offers fax services, UPS, dry cleaning, and postage stamps. Each year, operating surpluses from the U.Va.’s bookstores and Cavalier Computers directly support student programming and AccessUVA, the University’s need-based financial aid program that provides educational opportunities for deserving students. General information as well as a selection of our clothing and gifts may be viewed on-
line at www.courtsandcommerce.com. Courts & Commerce accepts cash, personal and traveler's checks, major credit cards, student charge, cavalier advantage. Hours of operation during the school year are 8:30 a.m. to 6:00 p.m., Monday through Thursday; 8:30 a.m. to 5:30 p.m., Friday. Fax: (434) 924-3444 candc@virginia.edu.

- T.J.’s Locker
  (1st Floor, Aquatic and Fitness Center, 924-0628) A division of the University of Virginia Bookstore, T.J.’s Locker supports the activities of the Aquatic and Fitness Center, as well as faculty, staff, and student life on the West Grounds. T.J.’s prides itself on enhancing life at the University through sponsorship of academic and athletic programming. Each year, operating surpluses from UVa’s bookstores and Cavalier Computers directly support student programing and AccessUVA, the University’s need based financial aid program that provides educational opportunities for deserving students. T.J.’s carries a full line of swimwear and accessories from Speedo and a wide variety of other sports equipment. In addition, T.J.’s offers a selection of school and office supplies, snacks and health and beauty products, and University of Virginia gifts and clothing. It also offers tennis racquet restringing, dry cleaning, and tickets for the Home Ride bus service to Hampton Roads, Richmond, and Northern Virginia. Inside T.J.’s is a Cavalier Computers showroom with computers and computer essentials along with a drop-off location for the Cavalier Computers Service Center. The on-line store can be accessed at www.bookstore.virginia.edu. T.J.’s accepts cash, personal checks, all major credit cards, and Cavalier Advantage. Among its most popular methods of payment is Student Charge, which enables students to charge their purchases using their student ID card. Bills are sent home on a monthly basis. Hours of operation and a calendar of T.J.’s events are available on-line.

University Ombudsman
(Washington Hall, East Range; 924-7819; www.virginia.edu/ombudsman)

The ombudsman is a confidential resource available to assist students with unresolved problems or complaints. The Ombudsman assists in identifying University resources or departments that address specific problems or concerns; explains University policies or procedures; and aids in resolving problems or complaints through inquiries or other informal means. The goal of the Ombudsman is to see that all members of the University are treated fairly.

Department of Student Health
(Elson Student Health Center, 400 Brandon Avenue, www.virginia.edu/studenthealth).

Student Health provides outpatient care in general medicine, gynecology, and counseling and psychological services; disability services; and public health prevention programming to enrolled students. Confidentiality is strictly observed, consistent with applicable law. When necessary, students are referred outside Student Health for specialty services and hospitalization.

Eligibility and Costs
Students who pay the comprehensive student fee are eligible to receive care at the Student Health Center. The following students do not pay the comprehensive fee and therefore are not eligible for receiving care at Student Health:

- Nonresident and non-degree-seeking students
- Students enrolled in the School of Continuing and Professional Studies; and
Students enrolled in certain special degree programs, including the Darden MBA for Executives, Commerce MIT (16 months), Commerce MIS graduate plans, and the BIS undergraduate plan.

Disability services are available to all enrolled students regardless of fee status. Any student with questions regarding eligibility should contact Student Health Medical Records at 434-924-1525. Professional visits with a care provider have been pre-paid through the payment of the comprehensive student fee; however, there are charges for medications, lab tests, supplies for certain treatments, immunizations and allergy injections, and copies of student medical records. Student Health will file insurance claims only on behalf of students who are insured by the Aetna Student Health Plan. Students with other health insurance plans will be billed directly for these charges via their student accounts. Please call 434-243-2794 if you have billing questions.

Hours of Operation Student Health
Is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. During breaks and summer session, Student Health is open from 8:00 a.m. to 4:30 p.m. Students are advised to make an appointment in order to be seen in a timely manner. When Student Health is closed, after-hours telephone consultation is available for urgent advice and health questions (call 434-972-7004). The University of Virginia Hospital Emergency Department will provide emergency treatment.

General Medicine The clinical care staff in General Medicine provides primary care services to students for a wide range of medical problems. In addition to diagnosis and treatment of illness, health education and disease prevention are emphasized. Referrals are made to providers outside Student Health if the need for consultation or specialized care is indicated. Acute care is available without an appointment for students with urgent medical problems, but others are urged to make appointments in order to be seen in a timely manner (434-982-3915).

Gynecology The clinical staff provides comprehensive preventive and problem-oriented primary care gynecology services to students. Referrals are made within Student Health for non-gynecologic problems detected during the visit or to providers outside Student Health if the need for consultation or specialized care is indicated. Appointments can be made by calling 434-924-2773.

Harrison Bowne “Tersh” Smith, Jr. Memorial Center for Counseling and Psychological Services (CAPS) CAPS provides a broad and comprehensive range of counseling and mental health services, including psychological and psychiatric assessment; individual and group psychotherapy and referral; crisis intervention; psychiatric medication services; after-hours and weekend crisis consultation; and consultation to University administrators, faculty, students, families, and allied professionals. CAPS provides outreach and preventive education to faculty and student organizations across the Grounds. CAPS also provides formal advanced training programs for doctoral students in counseling and clinical psychology as well as for psychiatric residents. For an appointment, call 434-924-5556. For an after-hours emergency, call 434-972-7004.

Student Disability Access Center (SDAC) SDAC provides a range of services to students with disabilities. Such disabilities may include, but are not limited to, mobility impairments, sensory loss, or impairment related to a medical condition or learning, attention, or psychiatric disorder. The SDAC coordinates disability accommodations such as alternate text formats for course material, peer note-taking, extended time for tests, direct support for assistive technology, American Sign Language (ASL) interpreting and other hearing services, housing arrangements, and other reasonable accommodations. Students who are experiencing academic difficulties may seek a preliminary consultation at SDAC if they are eligible for Student Health services. Students with disabilities must submit appropriate documentation in support of a request for accommodations. Additional information is available on the SDAC website.
Office of Health Promotion (OHP) OHP works in partnership with students, helping them acquire the skills and knowledge needed to achieve optimal health. Through direct services, collaboration, and evidence-based interventions, OHP targets college health issues and builds and supports a healthier university community. Services include health consultations, nutrition consultations, research and social marketing, academic and other courses, patient education, outreach, data collection, and special events to support risk-reduction and general wellness. Services are provided by health promotion and student affairs specialists, a nutritionist, as well as trained peer health educators and interns. For information or appointments, call 434-924-1509.

In addition, the Gordie Center for Substance Abuse Prevention [http://gordicenter.studenthealth.virginia.edu](http://gordicenter.studenthealth.virginia.edu) in the Office of Health Promotion creates and distributes evidence-based prevention and educational programs and materials related to substance abuse in order to decrease the adverse consequences associated with hazardous drinking and illegal drug use among students. By supporting peer education and providing resources, the Gordie Center aims to increase knowledge and awareness of alcohol, tobacco, and other drug issues and to challenge attitudes that accept hazardous drinking and hazing behaviors. For information, call 434-924-5276 or visit the website.

Student Health Requirements: See Non-Academic Regulations in the University Regulations section of The Record. For questions related to the health of students, email Student Health at StudentHealth@virginia.edu or visit the department’s feedback page at [www.virginia.edu/studenthealth/feedback.html](http://www.virginia.edu/studenthealth/feedback.html) for more information.

Office of African-American Affairs (Luther P. Jackson House, 4 Dawson’s Row, 434-924-7923, [www.virginia.edu/oaaa](http://www.virginia.edu/oaaa)). Established in 1976, the Office of African-American Affairs (OAAA) ensures that Black students have a culturally sensitive environment to serve their academic and non-academic needs at the University of Virginia. The overarching strategic positioning of the office is to align the high graduation rates with correspondingly high graduating grade point averages. The intent is to ensure that students advance into graduate and professional schools as well as competitive workplaces. Mentoring programs support academic success through culturally sensitive outreach. For example, the Peer Advisor Program facilitates adjustment by connecting successful upper class and entering students with formal and informal activities throughout the year. The GradSTAR program complements the Peer Advisor Program by sustaining a successful academic climate in which students can achieve their fullest potential through leadership and service. Three components support GradSTAR: Raising-the-Bar Tutoring Program, Faculty-Student Mentoring Program, and pre-professional advising and preparation. In areas of cultural growth, OAAA’s Luther Porter Jackson Black Cultural Center offers University-wide workshops, lectures, performances, and exhibitions related to the African-American experience. This center houses such nationally-recognized and award-winning programs as The Luther P. Jackson Black Male Initiative. The Nat Turner Library and the Harris-Bland Computer Laboratory offer opportunities for study and research. In addition, Project RISE (Resolving Issues through Support and Education), a student-run, peer-counseling program housed in OAAA, connects students to support resources from the University’s Center for Counseling and Psychological Services, the Office of the Dean of Students, and the U.Va. Parents Committee. Finally, the Office of African-American Affairs Parents Advisory Association offers parents of enrolled students an opportunity to connect with the University through a variety of activities that include annual meetings with University administrators, faculty, and students; get-acquainted events for the families of first-year and entering transfer students; and social events during Family Weekend.
Office of the Dean of Students
A unit of the Division of Student Affairs, the Office of the Dean of Students (ODOS) works with individual students, student organizations, families, and faculty members to provide information, advice, and assistance in solving student problems. The main office is located in Peabody Hall and oversees the following units located elsewhere on Grounds: Orientation and New Student Programs; Housing and Residence Life; Student Activities; Fraternity and Sorority Life; and several student activity spaces, including Newcomb Hall and Ern Commons. Associate/Assistant Deans and Program Coordinators provide outreach and advising to targeted populations, including Asian and Asian Pacific American students; Hispanic/Latino students; Native American students; Middle Eastern students; lesbian, gay, bisexual, transgender, and questioning students (including oversight of the LGBTQ Center); international students; AccessU.Va. students; and transfer students. The Dean-on-Call Program, providing 24/7 support for students and incident response within the University community, is managed out of Peabody Hall, as is the Parent Help Line. In addition, the Peabody Hall office provides support services for students who have been the victim of sexual and gender-based violence and provides investigative and follow-up on reports of incidents of bias and hazing. See the Just Report It website for more information.

Fraternity and Sorority Life (Newcomb Hall, First Floor, 434-924-7430, www.virginia.edu/fsl).
A unit of the Office of the Dean of Students, Fraternity and Sorority Life (FSL) works closely with the four Greek governing councils and their respective chapters: the eight National Pan-Hellenic Council chapters, seven Multicultural Greek Council chapters, 31 Inter-Fraternity Council chapters, and 16 Inter-Sorority Council chapters, as well as their alumni/ae and general headquarters staff.

FSL was founded in 2001 by an initiative of the Board of Visitors to educate and support students in recognized chapters by promoting principles of scholarship, leadership, service, diversity, and honor. FSL is committed to strengthening student self-governance and leadership on the individual chapter and governing council levels.

The Honor System
The Honor System has been a defining dimension of life at the University for more than 170 years. Under the Honor System, University students have pledged to act honorably, that is, not to lie, cheat, or steal. This ideal of honor is not imposed upon students; rather, by choosing to enroll at the University of Virginia, students commit themselves to a community with this common ideal. Specifically, each student at the University signs a pledge to abide by the Honor System as part of his or her application for admission. Students also commit themselves to governing the system; the Honor Committee (together with its support officers and jurors) is composed entirely of students.

In spring 2013, students approved an “Informed Retraction” component to the system. The cornerstones of the Informed Retraction are the decisions by the submitting student to take responsibility for his or her alleged honor offense and to make amends therefor, both by admitting such alleged honor offense to all affected parties and by taking a two-semester leave of absence from the University community.
Housing and Residence Life (Dabney House, 434-924-3736, www.virginia.edu/housing).
Housing and Residence Life, a unit jointly managed by the Office of the Dean of Students and University Business Operations, provides services and programmatic direction for all on-Grounds residential students (undergraduate and graduate), faculty, staff, and conference guests. With more than two million square feet of residential space, Housing and Residence Life strives to create inclusive environments that support the academic, cultural, and social goals of the University. Specific living and learning programs include language immersion houses, three residential colleges, a transfer student-focused community, and a comprehensive first-year experience. Residential environments encompass a diverse array of building styles, including traditional residence halls, apartment complexes, townhouses, and single-family homes. An off-Grounds housing liaison is located in Housing and Residence Life, providing students with support and information on off-Grounds residential issues and concerns. Housing and Residence Life also supports the University community through summer conference and year-round event planning services.

Housing and Residence Life prides itself on maintaining a residential program firmly rooted in the spirit of student self-governance. To this end, Housing and Residence Life recruits and selects more than 240 students to serve as peer leaders and a support resource to their fellow students. These Resident Staff members, who work closely with a group of dedicated professionals, seek to establish the residence halls and apartments as welcoming, secure living areas by representing and promoting high standards of achievement and conduct expected of students. In total, more than 260 individuals invest their time and talent to create a dynamic learning experience in U.Va.’s residential communities.

Located centrally on the Grounds and managed by the Office of the Dean of Students, Newcomb Hall is a meeting place for students, faculty, staff, and guests of the University. Newcomb provides a lively and comfortable atmosphere for many services and events that are an essential part of University life. Recently renovated, Newcomb houses several offices that provide a range of judicial, cultural, social, and recreational programs, including the University Programs Council, Student Council, the LGBTQ Center, the Honor Committee, and the University Judiciary Committee. Newcomb Hall is also the location of the following units of the Office of the Dean of Students: Student Activities; Fraternity and Sorority Life; Orientation and New Student Programs; and the Program Coordinators for outreach and support of Asian and Asian Pacific American, Hispanic/Latino, Middle Eastern, Native American, and LGBTQ students. In addition, staff located in Newcomb Hall manages other activity spaces for students across the Grounds, including Ern Commons, the Student Activities Building, Lambeth Commons, O-Hill Forum, and the Runk Green Room.

Orientation and New Student Programs (Newcomb Hall, First Floor, 434-982-4555)
(www.virginia.edu/orientation).
A unit of the Office of the Dean of Students, Orientation and New Student Programs works with other University departments to implement Summer and Fall Orientation for first-year and new transfer students. The unit also coordinates other programs, events, and services throughout the academic year, including; the Transfer Student Peer Advisor program; Project SERVE, a community service program that introduces new students to service opportunities in Charlottesville; Family Weekend; and the First-Year Seminar.
Transfer Student Peer Advisor Program (Orientation and New Student Programs, Newcomb Hall, First Floor, 434-982-4555, www.virginia.edu/orientation/transfer/tspa.html). The primary goal of the Transfer Student Peer Advisor Program (TSPA) is to assist transfer students with integration into the University community. Every year, approximately 40 students are selected to serve as TSPAs. Each TSPA initiates contact with 15 to 20 transfer students during the summer and then serves as a primary resource and guide for these students as they transition into life at the University.

University of Virginia Career Center (Bryant Hall at Scott Stadium, 434-924-8900, www.career.virginia.edu). The primary mission of the University of Virginia Career Center is to support U.Va. Students in achieving their career-related goals, whether those goals are to continue their education, secure employment, or some combination of the two. The Career Center accomplishes this mission by providing a variety of programs and services designed to help students explore career options, identify effective career-decision-making steps, gain experience in potential work environments, learn effective job-searching strategies, plan for graduate and/or professional school, and make connections with employers.

Within the context of exploring career options, students have the opportunity to first assess their personal values, interests, and skills – a foundational process often referred to as self-exploration. To support students in this self-exploration process, the Career Center offers individual career counseling as well as interactive small-group workshops to help students identify connections between their academic major and potential career paths with the goal of determining next action steps in their unique process. To ensure students gain an accurate perspective on specific career paths, the Career Center manages an extensive library of print and online career resources. Students also have access to a network of thousands of U.Va. alumni who have volunteered to provide career advice to currently enrolled students. The U.Va. Career Center offers several programs that allow students to experience future work environments as they continue to clarify their career goals. Many students use Career Center resources to seek internships to gain experience in a career field they wish to explore or intend to pursue after graduation. A number of programs and services support both externships (job shadowing) and internships, including job/internship fairs in the fall and spring. Approximately 400 employers from a variety of fields visit the Grounds annually to meet students who may be invited to work for their organizations. Additionally, through the generous sponsorship of the U.Va. Parents Committee, the Career Center is able to provide a limited number of grants each year to students who secure unpaid public service internships. Each semester, a variety of alumni and employer panels provide a unique opportunity for students to learn about a variety of career fields including, but not limited to, communications, government, consulting, environmental sciences, and research, law, and health professions. As students complete their academic programs and prepare to embark on the next phase of their future, some pursue graduate or professional schools, while others seek employment opportunities. The Career Center provides services and programs to support both. Students pursuing admission into graduate or professional schools often take advantage of the health, law, and graduate school advising services. Students pursuing employment after graduation participate in such programs as On-Grounds Interviewing, the Fall and Spring Job and Internship Fairs, the Government and Nonprofit Career Expo, and other career fair programs, as well as online job posting services. They may also attend numerous workshops covering topics from writing professional resumes to conducting effective job and graduate school interviews.

Information about all Career Center programs and services is available on the website (career.virginia.edu) along with a calendar of upcoming panels, programs, and workshops. This site also connects students to worldwide career and job search information and employment listings, graduate school databases, and the affiliate career.
services offices supported by the McIntire School of Commerce, the School of Engineering and Applied Science, the Curry School of Education, the School of Architecture, and the U.Va. Alumni Association.


Students who have physical, learning or psychiatric disabilities that may require reasonable accommodation at the University should contact the Student Disability Access Center (SDAC), located in the Elson Student Health Center. Such disabilities may include, but are not limited to, mobility impairments, sensory loss, or impairment related to a medical condition or learning, attention, or psychiatric disorder. The SDAC coordinates disability accommodations and provides direct services, such as housing arrangements, alternate text formats for course material, peer note-taking, extended time for tests, direct support for assistive technology, American Sign Language (ASL) interpretation and other hearing services, along with other reasonable accommodations. Students who are experiencing academic difficulties may seek a preliminary consultation at SDAC if they are eligible for Student Health services. It is the student’s responsibility to notify the University of the need for accommodations, and students must submit appropriate documentation in support of a request for accommodations. All accommodation requests should be submitted in a timely manner, preferably before the semester begins, and no later than three weeks into the semester. While every request is reviewed on an individual basis and every effort is made to be responsive to student needs, time limitations and University policy may limit accommodation activation for late requests. For requests involving on-Grounds housing, appropriate deadlines set by Housing and Residence Life should also be met. For more specific information about services and policies, including guidelines and forms for documentation, see the SDAC website at [www.virginia.edu/studenthealth/sdac.html](http://www.virginia.edu/studenthealth/sdac.html).

**The Writing Center**
[http://www.engl.virginia.edu/undergraduate/writing/center](http://www.engl.virginia.edu/undergraduate/writing/center)

The UVA Writing Center is a writing resource staffed by graduate student tutors and available to all UVA students. Tutors work one on one with students in 50-minute appointments. We can help with drafting, revision, argument structure, and other special concerns. Several of our tutors are trained specifically for ESL. Though we can offer help at every stage of the writing process, we do not offer proofreading or editing services. Unless your instructor has clearly given you permission in writing (e.g. on the syllabus or assignment), you are not allowed to bring any part of a take-away exam into the Writing Center for help. We cannot work with you on any assignment given under exam conditions, and bringing such an assignment to an appointment may be an honor code violation.

In addition to our center located in 314 Bryan Hall, the UVA Writing Center offers services other locations at (see below).

- 314 Bryan Hall:
- Clemons Library
- John Paul Jones Study Hall (Athletes only)
- Brown Library (SEAS):
- Nursing students 1127 CMN

To make an appointment, please use our [online scheduling system](http://www.engl.virginia.edu/undergraduate/writing/center) or visit us in 314 Bryan Hall. We will begin accepting appointments in early September.
Degree Information (Bachelors)

The School of Architecture offers three undergraduate programs of instruction under Architectural History, Architecture, and Urban and Environmental Planning. Supporting course work is offered through the cooperation of departments in the College of Arts and Sciences and the Graduate School of Arts and Sciences. First year undergraduate students take a common core curriculum, and declare their major near the end of the second semester.

Evaluations of courses and curricula modification are continuing processes in the school. Therefore, the specific degree requirements are subject to change. In each of the degree programs, students should expect that courses may require the purchase of textbooks, software, materials, or equipment. Students may incur costs for field trips.

Accreditation
The Undergraduate Program in Urban and Environmental Planning is accredited by the Planning Accreditation Board, sponsored jointly by the American Institute of Certified Planners and the Association of Collegiate Schools of Planning.

Bachelor of Architectural History
This four-year program is one of the few of its kind in the country. Students are offered a liberal arts education with an emphasis on the study of architectural history. This degree program provides an opportunity to study historic preservation, while offering ample opportunity for interaction with the other disciplines in the school.

Bachelor of Science (Architecture)
The undergraduate degree in architecture offers two tracks: the pre-professional track, and the design-thinking track. The pre-professional track is useful for those seeking a foundation in the field of architecture either for continued education in a professional degree program or for employment in design related fields. The design-thinking track is aimed at students seeking to apply the creative approach of architectural design to broader areas of application. Concerning the pre-professional track, most states consider an accredited degree a requirement to obtaining an architecture license. There are two types of degrees that are accredited by the National Architectural Accrediting Board (NAAB): the Bachelor of Architecture, which requires a minimum of five years of study; and the Master of Architecture. The four-year pre-professional degree is not accredited by NAAB.

Bachelor of Urban and Environmental Planning
The Bachelor of Urban and Environmental Planning is a professional degree recognized by the Planning Accreditation Board. During the final two years of study, the student has a wide range of professional seminars and application courses to choose from in the areas of environmental planning, land use planning and growth management, and urban development and housing policy. This course of study is designed to develop an integrative knowledge of environmental and community processes, professional skills, and leadership.
Degree Information (Masters)

Four distinct, yet importantly interrelated, disciplines provide a rich setting for professional education. Architecture and Landscape Architecture seek to integrate the academic and professional aspects of their disciplines in the belief that acts of design must be responsive to cultural, historical, and physical context as much as to functional need. Architectural History aims to develop an awareness of the value of the past. Urban and Environmental Planning addresses community sustainability and the balance between environment, economy, and social equity. In addition to this and other courses regularly offered in each discipline, the curricula provide ample interdisciplinary opportunities for the exploration of such diverse contemporary issues as urbanism, energy conservation, social equity, environmental protection, preservation, and adaptive re-use.

Masters in Architectural History
 Applicants must hold an approved baccalaureate degree from an accredited college or university. Admission to graduate study will normally require a command of at least one foreign language. Candidates admitted to the program must, before beginning their work for the degree, have taken the equivalent of ARH 1010 (History of Architecture I: prehistory-14th century) and 1020 (History of Architecture 2, 15th century-present) and one semester of architectural design studio (ARCH 2010). These prerequisites may be satisfied by taking ARH 1004 and ARCH 2040, or the equivalent, during the school's summer session. (Students do not normally enter the program in the spring semester, although this is permitted in special circumstances with approval of the chair.)

Masters in Architecture
 The Master of Architecture program attracts a diverse range of students with undergraduate degrees in liberal arts, science, and engineering as well as pre-architecture and architecture. Students’ progress through the program in anywhere from two to three years, depending on their educational backgrounds. This accredited professional architecture degree offers within its design curriculum a forum for synthesizing parallel studies in theory, history, technology, and visualization. In the design of buildings, landscapes and urban places, the curriculum supports a stimulating setting for diverse cultural expression. Advanced standing is available through three separate paths depending on the academic preparation of the student.

A separate two or three-semester non-professional, non-accredited Master of Architecture, Design Studies degree program is intended for those with a degree in architecture or a related discipline. The program is directly tailored to the research interests of the individual student.

The University of Virginia’s Master of Architecture program received a full professional eight-year term of accreditation in 2015. This program will be reviewed again in 2023.
Masters in Landscape Architecture
Our graduate program is comprised of students coming from a wide variety of academic backgrounds, both with and without prior studies in landscape architecture. Applicants are required to submit an application that includes a series of essays plus a digital portfolio of their creative work. The portfolio work can range widely from personal design explorations to professional work to creative work carried out in work, art and drawing classes, or school. Prior to enrollment, students are encouraged to become familiar with the discipline through work experience, and reading and/or coursework in the history of landscape architecture, drawing and ecology.

The Master in Landscape Architecture (M.L.A.) program is accredited by the Landscape Architecture Accreditation Board. The program received its last six-year term of accreditation in October 2011 and will undergo review again in the fall of 2017.

Masters in Urban and Environmental Planning
Students from a wide range of academic backgrounds are admitted to the Master of Urban and Environmental Planning degree program. Applicants with an accredited bachelor’s degree in the social sciences, engineering, design, or liberal arts contribute to the vitality of the program and to the field of planning. The Master of Urban and Environmental Planning degree prepares students to make significant contributions as professionals in a variety of public, private, and non-profit settings.

Ph.D. in Constructive Environment
The Ph.D. program in the Constructed Environment is a multidisciplinary, school-level doctoral degree that spans the four departmental disciplines within the School of Architecture: architectural history, architecture, landscape architecture, and urban and environmental planning. The constructed environment can be viewed as a “super discipline” that engages the four departmental disciplines. In this context, “constructed environment” refers to the environment created by human society, ranging in scale from building components to global infrastructure; the study of that environment encompasses not only spatial and technical issues, but also social, economic, ethical, historical, and aesthetic ones. Admission is limited to students who hold a Master’s Degree or equivalent.
GRADUATION INFORMATION:

Dates for Graduation for 2016
Sunday, May 22nd.

Academic Audit Reports for Graduation
In the semester prior to your graduation you will receive email notification regarding your Academic Audit Report and advising for the semester that you are graduating in. For spring graduation you will receive an email in October. For summer you will receive an email in spring, and for fall you will receive an email in the summer. You will need to go over this report with your advisor. Once this is completed then you will need to bring this to Tashana Starks in Campbell Hall room 201.

Applying for Graduation in SIS
Once you have completed your meeting with your advisor then you may apply for graduation. You apply by following the steps listed below.

1. Log into your SIS account
2. Under Academics go to the drop down tab and hit apply to graduate
3. Select your program
4. It will then ask you to list how your name should appear on your Diploma
5. Enter in your diploma address.*

*Please make sure that your address is correct, this will be where your official diploma will be mailed.

Ceremony
The School of Architecture Graduation Ceremony will be held at Culbreth Theater. Students who graduate in the fall or summer semesters are invited back to walk with their class in the graduation ceremony both for the Lawn and School.

Commencement Honors
Students who have demonstrated high academic achievement in pursuit of the bachelor’s degree are eligible for commencement honors. Diplomas inscribed “with honors” are awarded to graduates who have earned a cumulative grade point average of at least 3.600. Diplomas inscribed “with high honors” are awarded to graduates who have earned a cumulative grade point average of at least 3.750. Diplomas inscribed “with highest honors” are awarded to graduates who have earned a cumulative grade point average of at least 3.900.

Diplomas
The degrees will be conferred by the University Registrar’s office one week after graduation. Diplomas will be mailed to the address that you have provided in SIS. They should arrive 4-6 weeks post-graduation.
Parking
On graduation day, parking will be available in the Emmet/Ivy Garage, University Hall, John Paul Jones Arena, and Scott Stadium. Shuttle bus service to Central Grounds will be available from University Hall and Scott Stadium. The Emmet/Ivy Garage is closest to the Lawn and Campbell Hall (Charge of $5.00 Cash Only). If you have a parent that has a disability please see Tashana Starks in room 201 for Handicap parking information/ pass. For additional parking and shuttle bus information and the cost for parking, please visit the Finals Weekend website at www.virginia.edu/finals.

Schedule for Undergraduates

- **9:20 AM, Rotunda Alley of the Lawn.** All graduating SARC students line up in Rotunda Alley, between Pavilions II and IV.
- **10:00 AM – noon:** Lawn ceremony.
- **Noon – 12:50 PM, Culbreath Theater:** Undergraduate students and guests holding tickets move to Culbreath Theater.
- **12:30 PM – 12:50:** Undergraduate students line up as quickly as possible on the 1st floor of Culbreth Theater (See Signs to on wear to line up)
- **1:00 – 2:15 PM:** Diploma ceremony for undergraduate students.
- **2:15 – 2:30 PM:** Undergraduate students and guests exit Culbreath Theater to make room for the Next Ceremony

Schedule for Graduates

- **9:20 AM, Rotunda Alley of the Lawn.** All graduating SARC students line up in Rotunda Alley, between Pavilions II and IV.
- **10:00 AM – noon:** Lawn ceremony.
- **Noon – 2:30 PM:** Free time for graduate students (the undergraduate diploma ceremony occurs during this time).
- **2:30 PM, Culbreath Theater:** Admission to Culbreath Theater for those who are holding tickets to the graduate-student diploma ceremony.
- **2:30 – 2:50 PM:** Graduate students line up as quickly as possible on the 1st floor of Culbreth Theater.
- **3:00 – 4:15 PM:** Diploma ceremony for graduate students.

Tickets
To maintain limits for fire safety, the Fire Marshall has required tickets for the event as follows:

- A ticket is required for everyone attending, including faculty, staff, students, and guests.
- **Graduating students must keep have 1 ticket for themselves**
  Make sure to give tickets to guests BEFORE Graduation Day
- On May 2nd, tickets can be obtained from Tashana Starks in room 201.
- Lost tickets cannot be replaced.
- The graduate and undergraduate diploma ceremonies have separate tickets. Attending both ceremonies requires a ticket for each.
STUDIO SPACE:

Building Regulations
Your use of the building and its equipment is, in part, an opportunity made possible by the people of the Commonwealth of Virginia. Policies at Campbell Hall are intended to protect and preserve the building and its occupants. Please note the following particulars:

- Spray-painting is only allowed in the spray booth located in Campbell 406.
- Before casting plaster or cement in or around Campbell Hall, you must have a conversation with your studio critic, the Fabrication Manager or the Building Manager. There are specific guidelines that must be followed for safe handling, to protect the environment and preserve the building’s plumbing. Two of the original four sinks in studio have been taken out of service after repeated misuse of these materials.
- Obtain a cutting mat for your studio desk. Do not use knives or cutters directly on desks, common tables, classroom furniture, floor tile, carpet, etc. Cutting mats are available at the A & A Supply Shop in Campbell Hall room 133.
- Keep food, drink and excessive physical force away from computers and other school equipment. If you damage it, no one, not even you, will be able to use it.
- Classroom spaces are not to be used for studio work. These rooms need to be ready to hold classes at all times. Any work found in classrooms will be disposed of without prior notice.
- State Law prohibits smoking inside buildings as well as within 50 feet of exterior doors and HVAC air intakes. Please use the approved containers provided for waste.
- Do not bring pets into the building or tie them up outside.
- Bicycles must be stored in the outside racks provided. Bikes locked to hand rails and trees, as well as obstructing ADA and egress paths, are subject to impounding. No motorized vehicles are allowed on the terraces.
- Access to the roof is prohibited because of the fragile nature of the roofing membrane.
- If you have any questions about equipment or building policy, or if you would like to advise us of repairs and improvements, please contact Dick Smith in Campbell Hall room 118 or by email at dicksmith@virginia.edu.

Sound
Cell phones should be on Silence/Vibrate when ON and are expected to be OFF during class time [2PM-6PM MWF]. As a courtesy to your fellow students, please leave studio while talking on the phone. Students will use personal headphones that should not be left unattended with music running. Music may not be openly broadcasted in the studio no matter what the time of day or year. Construction is limited to model-scale work that can be done at a student’s desk or on some occasions at a common table, using tools and materials whose use or manipulation does not generate sound outside of one’s personal space. Given the density of occupation, power tools and noisy construction activities cannot be accommodated in studio.
Classroom Furniture
As stated above, classrooms must be ready to hold classes at all times. In addition, the standard furniture arrangement is traditional classroom style. If you choose to rearrange furniture in a classroom, it is your responsibility to undo the changes. If you take tables or chairs out of a room you MUST return them when you are finished.

Electricity and Ethernet
If there are not enough receptacles for your needs, a power strip should be put in place. A power strip must be plugged directly into a receptacle and not another power strip or extension cord. Power cords and floor outlets must be completely under the desk. Power cords cannot cross open floor space. Only network cords, under a trip cover, are allowed to cross open floor. 3-way extension cords without an internal circuit breaker are not allowed as they pose a serious fire hazard. Because network resources are limited, streaming video during peak times must be avoided, especially during charrette.

Housekeeping
Custodial personnel are instructed to remove material only from trash receptacles and from the floor; anything left on the floor, other than a locker box, will be discarded. Trash accumulated on top of desks will not be removed but will pose a fire hazard and reduce the available workspace. Trash should be put into the trashcans immediately; it is scheduled for pickup every weekday. Materials too bulky for containers must be taken to the dumpster outside the work court. Most custodial staff have worked in the School of Architecture for years and understand your needs. Please help them by cleaning your own spills and “post-charrette” debris with the broom and dustpan provided on each floor.

Sharps Disposal
Exacto blades, and other cutting blades, must be disposed of properly. Environmental Health and Safety approved containers have been installed in most areas of the third and fourth floor studios. If sharp objects are put straight into the trash, they could potentially injure anyone who handles that bag. Please keep track of your blades and put them into the sharps containers promptly.

Injury
The Emergency Room at U.Va. Hospital is at 1215 Lee Street, which is open 24 hours a day. If you are unable to get there, dial 911. Give your location as Campbell Hall at 110 Bayly Drive off of Rugby Road. The most frequent injury is a hand cut. To stop bleeding, apply pressure and keep hand elevated; go to Student Health Services for treatment. First aid kits are available on each studio floor by the main elevator and in the Fabrication Labs.

Personal Safety
Women and men are urged to exercise caution when leaving Campbell Hall after dark. If you cannot find someone to walk with you, call UVA-Safe Ride at 434 242-1122 after midnight. Additional options can be found online at: http://www.virginia.edu/uvapolice/saferide.html.
Security
Neither the University nor the School is insured against the loss of students’ personal property. Valuable items should be stored in locked drawers. Building security depends on everyone. Be aware of your surroundings. Do not allow strangers to ‘tailgate’ when you go in or out. Never prop exterior doors open. Report any suspicious activity to the police. Emergency dial 911, for non-emergency dial 434-924-7166.

Fire
While Campbell Hall is basically made of fire-retardant construction, design studios are full of flammable materials. Everyone should be familiar with the location of fire extinguishers and report any that are missing or non-operational. Locate exit routes, and in case of alarm, leave the building immediately. On the preventive side, do not allow trash and debris to accumulate. Never use equipment such as torches or soldering irons in the building.

ADA Accessibility
Campbell Hall is accessible to students with disabilities. Students needing special assistance with programs or services should contact the Associate Dean of Academics Nana Last (Campbell Hall room 421). ADA entrances are located at both 2nd Floor entrances by using the ramp from the Bayly Drive Parking Lot and at the 1st floor Carr’s Hill Road entrance (near the wood shop).

Parking and Transportation
Students may purchase parking permits for the Culbreth Parking Deck (A-9) and the “Blue Lot” near U-Hall at Parking and Transportation (parking@virginia.edu, 434-924-7231). UTS buses run regularly to all parts of the University. A UVA Bike Share rack is located on Bayly Drive next to Ruffin Hall. For more information http://ubike.virginia.edu

Hazardous Materials
Please read all hazardous material warnings for any substance or materials you bring to studio. Follow all instructions. If you have questions or concerns, contact the Fabrication Manager or the Building Manager. Proper use and disposal of these substances is everyone’s responsibility.

Equipment and clean up
Students are responsible for proper use of loaned equipment and furniture; we request that you report any defects. Due to limited electrical load capacity, personal refrigerators are not allowed in studio. To facilitate preparation for the next semester, students must clean up their workspace before leaving for break. Valuables and breakables should be removed from studio because the desk arrangement may need to change. Please remember that items on the floor are at risk for damage or loss at all times.
TRASH DISPOSAL

It is very important to properly dispose of all unwanted material. Throughout studios there are different types of containers for different forms of trash.

Recycling:
There are three different types of recycling bins along with normal trashcans which are gray and circular. U.Va. Recycling comes to Campbell Hall on Thursday each week.

Red circular cans are for white paper only.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Printer and copy paper</td>
<td>Copier paper ream wrappers</td>
</tr>
<tr>
<td>Blue lined notebook paper</td>
<td>Tissues, paper towels, napkins</td>
</tr>
<tr>
<td>Arches board</td>
<td>Trace paper or Mylar</td>
</tr>
<tr>
<td>Non-glossy plotter paper</td>
<td>Arbon paper</td>
</tr>
<tr>
<td></td>
<td>Anything with adhesive or gloss</td>
</tr>
</tbody>
</table>

Yellow circular cans are for mixed paper.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dyed paper (construction)</td>
<td>Copier paper ream wrappers</td>
</tr>
<tr>
<td>Envelopes</td>
<td>Tissues, paper towels, napkins</td>
</tr>
<tr>
<td>Non-corrugated paperboard</td>
<td>Mylar</td>
</tr>
<tr>
<td>Paper bags</td>
<td>Carbon paper</td>
</tr>
<tr>
<td>Newspaper and magazines</td>
<td>Any type of plastic</td>
</tr>
<tr>
<td>Trace paper</td>
<td></td>
</tr>
</tbody>
</table>

Lidded rectangular cans are for cans, plastic bottles, and glass. Cardboard recycling is located outside in the Work Court.
EMERGENCY PROCEDURES

Fire or bomb threat:
- Exit the building immediately – do not use elevators
- If you have mobility issues locate an accessible route on 1st, 2nd and 3rd floors. If on 4th floor move to stairwell
- 1st and 2nd floor assemble outside the Caplin/Culbreth Theaters
- 3rd and 4th floor assemble behind the President's House
- All clear will be announced by emergency personnel and email

Tornado Warning:
- Stay away from all exterior windows and doors – do not use elevators
- Immediately move to the lowest part of the building
- 1st floor - rooms 105, 107, 153, 158 and 160
- 2nd floor - interior offices
- 3rd floor – Information technology staff office room 304 and room 302
- 4th floor – printing room
- If you have no time to move to a safe area, get under a table and protect your head with your hands and arms (duck and cover)
- DO NOT GO OUTSIDE unless you are told to do so by emergency personnel

Earthquake:
- When you first feel shaking, immediately take cover under something sturdy: under your desk, in the hallway, or in your door frame; cover your head
- Do not attempt to walk during the quake; you may be thrown to the ground
- Do not try to go outside. The area immediately surrounding any building is extremely hazardous due to falling objects and breaking glass
- If you are outside, move away from buildings, overhead power lines, chimneys, antennas, etc. Drop to the ground and protect your head.
- Accept that you will be frightened. There will be a great deal of noise, and the lights, except for emergency lighting, may go out.
- Expect the intensity of the shaking to fluctuate. It may increase and decrease several times before subsiding. Wait a few seconds after the shaking stops before leaving your protection.

Power out:
- During daylight, you may stay in the building.
- If it is dark out, you must exit the building immediately.
- Emergency lights will last for one hour

Stuck in elevator:
- Don’t panic. Personnel will arrive as quickly as possible to get you out
- Use the telephone in the elevator to call for help.
- The telephone connects directly to Central Facilities.
ARCHITECTURE STUDENT ORGANIZATIONS

American Institute of Architecture Students (AIAS)
www.aias.org
A national, student-run organization that diversifies architectural education. The U.Va.chapter provides professional, service, social, leadership, and travel opportunities.

2015-16: AIAS President:
Artem Demchenko, ad7eb@virginia.edu

Student of Architecture Student Council
The purpose of this organization shall be to further the best interests of the Student Body of the School of Architecture, hereafter referred to as the Student Body of SARC. More specifically, SARC StudCo shall serve as a liaison between the deans, faculty and staff, alumni, and students, working with these groups to express mutual needs and concerns. SARC StudCo shall also enrich the education and overall collegiate experience of the Student Body of SARC by: improving the curriculum for future students, assisting students in their professional development, promoting academic ethics, offering opportunities for participating in student organized service and social projects, orienting new students, unifying the student body and faculty, supporting and working with SARC contracted independent organizations, and undertaking any other initiatives that SARC StudCo may deem necessary or beneficial to the Student Body and SARC. SARC StudCo aims to provide an organization for the students of the School of Architecture, as an outlet for the advancement of learning and social activities to improve student life. All students are welcome to attend these meetings.

2015-2016 Year
President: Scott Levine
Vice President: Emmitt Moore
Treasurer: Tori Lindsey
Secretary: Camille Adkins

Class Council
Class of 2016:
President: Emmitt Moore
Vice President: Angie Door
Representatives: Mohammad Attar and Chloe Voltaire

Class of 2017:
President: Lydia Hatfield
Vice President: Logan Merill
Representatives: Ben DiNapoli, Naomi Moore, and Sally Aul

Class of 2018:
President: Liam Kiniry
Vice President: Josh Gritz
Representatives: Elizabeth Dorton, Courtney Sigloh, and Rahul Gupta
EcoReps
www.arch.virginia.edu/sustainability

EcoReps is an organization of environmentally-minded students/faculty in the School of Architecture looking to promote and implement sustainable practices. The EcoReps are made up of undergraduates, graduates, and faculty/staff of the School of Architecture to raise awareness of sustainability within the community. Founded by the former School of Architecture Dean Tanzer in spring 2012, the EcoReps have since participated in raising awareness of sustainability through projects, initiatives, and events as well as applying for grants. The EcoReps have four specialized committees: Waste & Recycling, Paper & Printing, Student Engagement & Education, and Energy & Water. Elections occur every spring for Vice President and Treasurer. The SARC Sustainability Coordinator serves as the EcoReps President until the next Sustainability Coordinator takes his or her place.

Graduate Architecture and Landscape Architecture (GALA)

National Organization of Minority Architecture Students (NOMAS) - www.noma.net/
The University of Virginia Chapter of the National Organization of Minority Architecture Students (NOMAS) is a student chapter of a professional society (NOMA—National Organization of Minority Architects) that was founded in 1971 when 12 African–American architects met at an AIA Convention in Detroit, Michigan. These architects recognized the need for an organization dedicated to “advancement of minority architects.” The purpose of NOMAS is to foster communication and fellowship among minority architecture students, to act as a clearinghouse for information on and for minority architecture students, to maintain liaisons with professionals and technicians whose work affects the physical environment, to act as a common public voice for all minority architecture students as they speak out on matters affecting their work, and the communities in which they do their work, and to promote the design and development of a living, working and recreational environment of the highest quality for all people. NOMAS is a forum for students to explore the relationship between heritage, race, religion, gender, and design. As a group NOMAS participates in community outreach, faculty and student recruitment, and sponsors lectures and design work which reflects the organization members’ goals as individuals and as a community. The University of Virginia Chapter of NOMAS grew out of BASA (Black Architects Student Association), and is inclusive organization. Membership in NOMAS is open to all qualified individuals regardless of race, creed, or nationality, and includes students representing all departments in the Architecture School, including designers, planners, landscape architects, and historians.

Society of Architectural Historians (SAH)
The Thomas Jefferson Chapter of the Society of Architectural Historians

www.sah.org
www.facebook.com/TJSAH/timeline

The Thomas Jefferson Chapter of the Society of Architectural Historians mission is to promote scholarship in architectural history and its related fields, as well as to support the activities of the Department of Architectural History here at the University of Virginia. To this end, we sponsor lectures by distinguished scholars, organize events, workshops, career forums and tours for our members. The Thomas Jefferson Chapter aims to support dialogue between faculty, students, and the community of the University of Virginia. Our Chapter Board is comprised of undergraduates, graduate students and faculty from the Department of Architectural History. We encourage anyone with an interest in architectural history, historic preservation, urbanism, and issues of architecture and landscape design to participate in our activities.
Lunch
WWW.UVALUNCH.COM
Lunch is a student-run publication of faculty, student, and alumni work at the University of Virginia School of Architecture. [The term 'lunch' is an informal derivation of the word luncheon. The colloquialism of the term coupled with some 'talk of you and me' speaks to the core intention of this collection. lunch is inspired by chance; by chance discussions that grow from a meal in a shared setting and by chance discussions that alter or challenge views of the space and place we inhabit. lunch provides for the meeting of diverse voices in common place tended by a casual atmosphere. To lunch suggests an escape from the day's work; perhaps even a break. The works collected in previous editions of lunch mix a range of studies, conversations, drawings, statements, and stories that together aspire to reflect the student and educational experience at the University Of Virginia School Of Architecture.]

Student Association of Graduate Architects (SAGA)
The purpose of SAGA is to be twofold: (1) to represent the graduate students of the School of Architecture in relations with the faculty and administration of the school; and (2) to promote and encourage activities and the dissemination of information of academic or professional interest to the field of architecture. All graduate students registered for a Master of Architecture degree as offered by the School of Architecture at the University of Virginia shall be considered active, voting members of SAGA.

Student Association of Landscape Architects (SALA) www.asla.org/lastudents.aspx
The Student Association of Landscape Architects brings lecturers and organizes career and social events for Landscape Architecture students throughout the year. In addition to bringing outside resources into the school, SALA sponsors open studios, internship and portfolio discussions and other activities to promote interaction and learning between studios. Finally, SALA collaborates with other student organizations to identify overlapping interests and organize events to bring student groups together.

Student Planners' Association (SPA) www.arch.virginia.edu/SPA/SPA/Welcome.html
The SPA offers students an opportunity to interact and explore interests in Urban and Environmental Planning.

U.VA. STUDENT ORGANIZATIONS
Honor Committee
http://www.virginia.edu/honor/
The Committee is comprised of students from each school within the University and is responsible for conducting honor trials, investigations, and educational sessions. The Architecture School elects two student representatives to serve on this committee.

Student Council at the University of Virginia
http://www.uvastudentcouncil.com
The student governing body of the University of Virginia. Elections are run by the Student Council and occur in the beginning of November. The Architecture School has one student representative elected by all architecture students.

Judiciary Committee
http://www.student.virginia.edu/~judic/index.php
The Committee aims to educate and promote the Standards of Conduct put forth by the Board of Visitors. The Architecture School elects two student representatives to serve on this committee.

Green Grounds Group
https://www.facebook.com/greengrounds
The Green Grounds Group is committed to promoting, educating and advocating sustainable building and maintenance practices here at the University of Virginia. Projects include the Clemons Green Roof Project, Paper Reduction Project and University Sustainable Guidelines. Working in conjunction with groups like the Office of the University Architect, Facilities Management and other student organizations, we hope our efforts will champion ways the University can secure a more environmentally sustainable and healthy campus environment.

Student Fundraising
All fundraising for Architecture School student organizations should be coordinated through the U.Va. School of Architecture Foundation. Staff will assist students with developing strategies for support and coordinating student efforts with those of the School.

UVA Office of the Dean of Students STUDENT ACTIVITIES
http://www.virginia.edu/deanofstudents/studentactivities/
Student self-governance is a core value of the University. As such, student organizations are granted autonomy and independence from the University as Contracted Independent Organizations (CIOs).