

UTSA Professional and Continuing Education

Adult Community General Policies & Guidelines

GUIDELINES FOR ADULT COMMUNITY ART STUDENTS

Parking:

- Parking at UTSA SW Campus requires a Dashboard Parking Permit from Mon 7:00am to Fri 4:30pm and is for any unmarked space.
- Parking Permits will be distributed during the first night of class. Permits should be clearly displayed.
- Parking is on a first come, first-serve basis and is not guaranteed. Street parking and several self-pay lot or garages are located nearby.
- Accessible parking spaces are in both SW-1 and SW-3. Guest parking in ADA accessible spaces do require proper plate or placard. Loading zones are limited to 10 minutes. <https://www.utsa.edu/campuservices/parking/maps.html>
- Parking permits may not be duplicated or shared with non-students and are not intended for non-school business parking.
- If you require an escort to your vehicle please contact: Centro Dispatch 210.224.7747 6:00am – 10:00pm or UTSA Dispatch (below)

Security: Non-Emergency: UTSA Dispatch 210-458-4242. Emergency: 210-458-4911

- A security guard is on duty when the buildings are open. Please report any suspicious activities and/or person(s).
- Please secure all vehicles and leave no valuables behind or in plain sight; use caution when entering or leaving the premises.
- Do not leave any valuable personal items unattended in the studios. The UTSA is not responsible for any lost, stolen, or damaged personal property.

Studios: Studio use is limited to time during class, and during open studio hours specific to each studio.

- For your safety, students have access to studio facilities half an hour prior to their class and an hour following the class, and during posted open studio periods. Some studios allow access only when a staff, faculty member, or lab monitor is present.
- Students should be prepared to leave the studios at closing time. Students are required to clean their workspaces after working in the studios; please stop and clean up 15 minutes prior to leaving.
- Visitors, children, or non-registered students are not permitted in the studios during class or open studio hours.

Safety and use of equipment during scheduled classes and labs: Students should wear appropriate attire to class, in some cases long sleeves, long pants. Clothing and hair should be secured prevent entanglement in equipment. Closed toed shoes are recommended.

- Please follow individual studio requirements. The instructor's rules concerning chemical and mechanical hazards must be strictly followed.
- Tools and studio equipment can only be used if the student is familiar and understands their operation or has the supervision of the instructor. Please report any malfunction of equipment or other maintenance problems to your instructor, studio manager or monitor.
- **CLEAN-UP:** Students are asked to participate in work-area clean up at the end of each class or open lab time. Clean around your workspace (tables & floor), leave sinks clean (no paint, ink, clay remains), and throw away all trash in the proper bin.

Food, Alcohol, Firearms & Tobacco:

- Consumption of food in the studios or classrooms is discourage; please keep food separate from work areas.
- Attending classes while intoxicated, and/or the use of drugs or alcohol on campus are forbidden.
- Firearms (concealed or otherwise) are forbidden inside the buildings where signs are posted prohibiting concealed carry.
- Smoking is prohibited inside buildings and studios, on the balconies, or 25 feet from a building entrance.

Behavior:

- Please be courteous and respectful of others. Inappropriate behavior such as the use of profanity, harassment, or sexual innuendo, dominating an instructor or student's time, or dominating the use of equipment or shared class materials is unacceptable. Such behavior may be considered grounds for dismissal from class.
- Visitors, children, or non-registered students are only permitted in class with the advanced, expressed permission of the class instructor and/or the department chair. They are not permitted during open studio hours. For their safety and respect for others, unattended minors are not allowed in the buildings while a parent or guardian is in class or open studio.
- Cellular phones conversations should occur outside the studios. Music or other media is allowed with headphone use only.

Attendance, Illness & Weather:

- If an instructor cannot meet a class, then: 1) a class may be postponed, with a make-up class scheduled later in the term, or 2) another qualified teacher may substitute for the instructor.
- If a class must be postponed, students will be contacted with as much advanced notice as possible.
- A make-up class will not be provided for students who miss class due to personal circumstances.
- The decision to cancel all classes and programs due to weather will be made by UTSA Office of Emergency Management. Closings will be posted on the school's website at <https://alerts.utsa.edu/>
- To sign up for temporary emergency alerts, text **UTSAGuest** to **226787**. Guest alerts expire after sixty days. Reply **"STOP UTSAGuest"** to text to cancel.
- UTSA COVID updates: <https://www.utsa.edu/ba-administration-operations/services/recovery-operations/exposed-or-diagnosed.html>