

Facilities and Services

Administration Opening Hours

During the semester, the administration office is open from 8:30am to 7pm Monday to Thursday, from 8:30am to 5pm on Fridays and from 11am to 4pm on Saturdays. During the holiday breaks the office is open 9.00am to 5:00pm Monday to Friday.

Student ID Cards

Students enrolled in four subjects or more are eligible for full-time tertiary student ID cards and transport concession cards that provide the usual students concessions and benefits. The cards are available from the Administration Office and require a passport size photograph. Students enrolled in less than four subjects can obtain a part-time tertiary student card.

Academic Counselling

The Heads of Department are available by appointment to discuss problems relating to subject choices, workload, and general course and study advice and guidance. ACSA does not have a counsellor on campus for more personal problems but arrangements can be made to access a professional student counsellor.

ACSA Library

A library is situated on campus and all students are welcome to use this valuable resource at their leisure. At this stage of the library's development, it remains our reference library only and therefore books cannot be borrowed or taken out of the library.

Library Opening Times

The ACSA library has restricted opening hours during school term:

Monday to Thursday: 9:00am to 7:00pm

Friday: 9:00am to 5:00pm

To protect the valuable collection of books and journals, the library remains closed during the holidays and when unsupervised. Further information on library usage can be obtained from your lecturer.

Library Donations

Donations of quality art books are always a welcome addition to the Library. Please deliver to the School administration office.

Flinders University Library Access

Both full-time and part-time ACSA students can be issued with a Flinders University library card. To use this facility ACSA students must obtain an ACSA Student ID card. Students then need to take the card to the Flinders University Library (telephone 82013702) where they will be issued with a Flinders Library borrowing card. ACSA students can then borrow from the university collection on presentation of these two cards.

Students can borrow books for the standard period of 28 days and can also have electronic access to various online libraries and journals whilst on site at Flinders University.

The art collection is limited to publications before 1990 but philosophy, cultural criticism, history, Australian indigenous studies, drama and film studies and women's studies have very exciting and comprehensive collections.

Access to the Flinders University catalogue is available online and has been put onto the ACSA student computers as a favourite www.lib.flinders.edu.au

Under no circumstances can a student from ACSA borrow from Flinders Library if the proper protocols of acquiring the ACSA ID card and registering at Flinders for a Flinders library card have not been put in place.

Photocopying

A black and white photocopier is available for student use. The cost is 10c per A4 copy and 20c per A3 copy. Payment for photocopying is made to the administration office.

Computers and Scanners

A suite of computers with internet access is available in the ACSA library for student use. Creation and storage of documents are at the student's own risk and should be saved to CD or USB stick to prevent loss. Files must not be saved onto the student computers. ACSA has a policy of maintaining the student computers and removing excess files so they perform optimally and takes no responsibility for loss of files through any means. The Student Committee has provided a scanner which was purchased with the proceeds from their fundraising activities in 2004.

Student Artwork

Students are advised to put their name on all artwork, including homework assignments. Any work left on the school premises is at the student's risk and the school does not accept responsibility for any work or belongings inadvertently left on the premises. At the end of each semester, any work left at the school will be disposed of, due to shortage of storage space, so work left for assessment purposes must be picked up by the date advised by your lecturer. In all cases, work from a previous semester must be collected no later than the end of the first week of the subsequent semester. At the end of each year, work not collected by the closing date of School administration will be disposed of.

Student Artwork Sales

If the student wishes to sell work that is on display at the School, it is considered to be a private sale however the School can assist with the sale of student work. In the case of the School administration facilitating a payment for student work (e.g. EFTPOS), a 5% fee will be charged to cover costs. Visitors to the school who are interested in purchasing student work on display will be put into contact with the student direct in the first instance.

Student Artwork displayed externally

Students displaying their work externally should seek permission from the Head of School if exhibiting under the School's name.

Extra Studio Time

Students are encouraged to use the teaching studios outside of the usual class times, including weekends when the School is open. However, in all cases, a member of staff must be on the premises and aware of the usage. Contact the School Office or consult the timetable for when teaching studios are available.

Common Room

The common room is shared by staff, studio artists, and students. Coffee and tea are available, as are the use of the refrigerator, stove, microwave, a soft drink and snack food vending machine. The common room opens onto the courtyard, which is used for many social events as well as an outside teaching and discussion area.

Notice Boards

Please check the notice boards frequently in the common room (at least once a week) to keep in touch with School activities, upcoming events, workshops, lectures, exhibition openings etc.

Lost Property

Lost property should be handed in to the School administration office. If you have lost something at the School, please enquire at the administration office.

Contents of the lost property box are disposed of at the end of each academic year.

You are strongly advised not to leave your valuables (bags, purses, art materials) lying around, as ACSA takes no responsibility for property that is misplaced or stolen.

Student Lockers

Lockers are located near the Common Room and are available for hire on a semester or annual basis. The key deposit is \$10 which is refunded upon return of the key, and the hire rate is an additional \$10 per semester payable with your enrolment. The lockers were purchased and installed following a student fundraising initiative and all locker fees received go to the Student Association.

Open Critiques and Reviews

Open critiques and reviews generate a sense of shared concerns and interest and have proven to be a valuable extension to student learning and an excellent contribution to the general intellectual and critical life of the whole ACSA community. Such reviews are compulsory at level 3 and 4. These reviews are often open to the whole School community, and students are welcome and encouraged to participate in the frequently very lively discussion.

Artdate

The School produces a magazine which is both entertaining and informative. Current copies are available for students in the common room and from the administration office. Students are most welcome to submit articles and images for inclusion in the publication to the editor by email: phillipvirgo@acsa.sa.edu.au.

Student feedback

Towards the end of each semester, students are asked to fill out a survey to gauge student satisfaction with the delivery of course content and services. Your individual responses will not be viewed by the lecturer but the collected information will be analysed by the administration staff and the outcomes tabled at academic and management level. Student feedback is important for identifying areas for improvement at ACSA so please take the time to consider the questions and make appropriate comments.

Sponsorship and Donations

From 2009, all donations to the School are fully tax deductible providing that the funds are used in ways which conform with the objects of the School's constitution.