

2025-2026

VISUAL COMMUNICATIONS

Student Handbook

THIS IS YOUR PROGRAM. We appreciate the time and energy you spend to be with us every day. We want you to feel at home in our physical space while maintaining a respectful and safe learning environment. These pages are considered part of all course syllabi in the program. Your enrollment requires your agreement with the policies and procedures in this handbook.

VC ROOM NAMES & NUMBERS

Linder Lecture Hall	4/225
Luba Computer Lab	4/229
Ansel Computer Lab	4/231C
Photo Studio	4/231D
VC Studio	4/231B
VC Sound Booth	4/223
VC Faculty Offices	4/221

ABOUT OUR MAC LABS

Lab computers are available on a first-come, first-serve basis. All computers in both labs are identical in software and configuration. Print release stations have a more-limited suite of software. Instructors have the right to re-assign Mac station use. Class use comes first, then open lab on assigned projects, then personal projects, if space allows.

LAB USE

Lab workstations should only be used for class work—Web browsing, e-mail, game play, video-watching, messaging and other non-class related computer activities should be reserved for other computers on campus. Expect the lab computers to be locked during certain class sessions throughout the quarter. No food or drink is allowed when using the computers—drinks may be placed on the back counters in each lab.

FREELANCE WORK

No freelance or outside work can be produced with Chemeketa equipment or software as it violates our software license. Students found to be in violation of this policy will be excluded from further use of the lab. See your instructor for any possible exceptions to this policy.

SMARTPHONES & LAPTOPS

During class, no messaging; no calls; no app use; no exceptions. Your phones are to be kept in silent mode and out of reach. Step into the hall if you must take a call. Personal laptops may be used during class, though some in-class activities may re-

quire the use of a lab workstation. Your instructor has the right to ask you to close your laptop or other devices during lectures, critiques, and class lab times.

ALWAYS RESTART

For your own digital safety, make sure to restart the lab Mac mini when you leave the lab. Our computers will reset when restarted, restoring all original settings. Note that all work left on the Desktop and elsewhere on the Mac will be lost. The only exception to this is the “THAWSPACE” drive on each workstation. Be sure to store your work either on a removable drive or in the cloud. External SSD drives are particularly good (and fast) for working with the types of media we create in the program.

ADOBE CREATIVE CLOUD

When subscribing to the Adobe Creative Cloud, be sure to use your *personal e-mail address*. Using your college address will cause your account to be managed by Chemeketa. If you are using the most recent version of the Adobe Creative Cloud at home you should have little to no compatibility problems. Our labs, however, are updated less-frequently than your version at home. We encourage you to disable Auto-Updates through the Creative Cloud manager as you may accidentally get a newer version than what we have in the labs. This is especially true in October during Adobe MAX.





FILE MANAGEMENT STRATEGIES

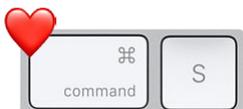
While Google Drive can be a handy way to store your digital files, we generally recommend you use a dedicated, portable SSD drive to store and transfer your creative work between home and school (this is a requirement for Multimedia Arts students). Design and media files can get quite large, and having speedy access to your files can save you time and headaches. Connecting an external drive via USB-C is convenient, fast, and reliable and does not rely on Internet speeds. Your instructors may have recommendations about storage size and form factors. The front USB-C ports directly on our Mac minis are the fastest connection to your drive. Stay away from common USB flash drives as they are slow and can corrupt easily.



WORKING WITH WINDOWS

It is fine to complete class work on your home computer, regardless of whether it is a macOS or Windows-based machine. In general, most file formats, include ones from Adobe, work well on either platform. However, all Windows-to-Mac file transfers are your responsibility. Portable drives that are NTFS formatted for a PC *do not* work on macOS. ExFAT (preferred) or FAT32 formats work well. Test your file transfer process before a project due date. If you only work on Macs, format your drive using the APFS format.

THE COMPUTER ATE MY FILE



Computers crash. Internet connections mysteriously go down, just before you save your work. Files go missing. For these reasons, students are responsible for making and keeping backups of their own work. In case of power failure or application crash, work not saved to other media will be lost. Save constantly and know where you are saving to. Command-S should be your favorite shortcut. Back up work to your personal computer or an external hard drive at home, or to an online service such as your Chemeketa Google Drive (being careful not to exceed your 15Gb storage limit).

PRINTERS

We have a self-service color laser printer for your use. This operates on a prepaid debit system through your Chemeketa student account. You add funds to your account and log in to access those funds. Printing can be complicated at times, with many settings to remember. Proof on screen first, then in print form use just black and white (it's a fraction of the price of color). To avoid wasting prints and money, double check all dialog boxes as instructed in class. Ask a VCPT worker for help, if needed. Inkjet printers are available for use in some classes—your instructor will let you know if they are used in your class. Use of special stock may be restricted. Do not use custom stock on any printers without first consulting VC staff.

HEADPHONES & AUDIO

Listen to all audio with headphones. You are encouraged to bring your own from home—all lab Mac minis have standard 1/8" mini jacks on the front and Bluetooth. Some headphones are available for checkout from VC staff, if required.

SECURITY CAMERAS

Security cameras have been installed in the lab and common areas for the protection of personal and college materials and equipment. The camera's are not actively monitored nor connected to the college network. Footage is reviewed when an incident is reported to Visual Communications, or at the discretion of VC faculty and staff. Review requests must be approved by a full-time VC faculty or staff member. Approval of the footage review is at the discretion of VC faculty and staff and may not be granted in all circumstances.

CHILDREN

Your children are often our most enthusiastic and polite guests, and it is great for them to see where you spend so much of your time. Day care conflicts and no-school days often mean a choice of missing class or bringing your kids with you. Please contact your instructors to ask if it is OK to bring your child to class. For lab times your children are welcome if they are quiet and with you at all times. Children old enough to use the Macs may do so if it does not take away space from other students.

VC COMMONS

The VC Commons is home to those enrolled in the program. Guests are welcome to join you as long as their presence does not detract from a college working environment. VC students have first priority for space and use of all facilities. Please direct unfamiliar people to an instructor. Keep an eye out for your personal belongings as well as the lab equipment. Don't allow others to walk out with our stuff or yours.

Please be mindful of respectful conversations. We want you to relax during class breaks and chat with your VC friends, but keep our shared commons in mind. Take highly personal, political, and loud conversations outside or to the Student Center.

SHARING THE VC COMMONS

As the VC Commons is a shared environment, here are some things to consider while using the space:

- *Clean up after yourself.* This is not optional. Recycle scraps of paper and board. Put away tools and materials promptly—as in before running to class.
- *Bring reusable cups and water bottles* and keep them in our kitchen cupboard or your locker. Recycle everything you can. Bottles, cans, plastics, paper, and corrugated can all be recycled here or down the hall.
- *The VC Commons tables* are available for your use for eating as well as working on projects. Please clean up after yourself and keep any computer audio muted.
- *A microwave and refrigerator* are available for your use. The fridge is emptied every Friday. Anything stinky or leaking will be tossed immediately. There is also a hot water kettle and a Keurig for coffee—bring your own pods, refill the water when required, and dispose of your used pods.
- *Refrain from eating smelly food* in the Commons. Yes, that includes your fish dinner from last night.
- *No food or drinks are allowed anywhere near equipment* in the Mac or photo labs. All drinks must stay on the trays on the counters in each lab. Closed-lid water bottles may be kept on the floor in the Mac labs.
- *Listen to all audio with headphones.* Computer audio and music can be distracting to others. Please only listen to audio with headphones while in the VC Commons.

VC SOUND BOOTH

Students taking classes in audio and video production can access our dedicated sound booth room which includes two high-end Mac workstations with dual-monitors and audio equipment (including a new digital piano), and a recording booth for audio production work. If you use the "On Air" sign, be sure to also turn it off when done. Also, if you look closely, you can find musician James Taylor's autograph in the sound booth.

SUSTAINABILITY

Everyone has the responsibility to use resources wisely. Recycle everything possible that you can't reuse. Throw away only non-recyclable trash. Print only when necessary. Paper recycle barrels are located near the printers. Do not throw coated photographic paper, candy wrappers, plastic or anything "non-paper" in the recycle barrels. Soda cans, plastic bottles and glass must be recycled in the bins located in the hall.

REFERENCES & RESOURCES

We have graphics publications and reference books available for your use while in the program. Materials may be checked out (unless otherwise noted) for 48 hours. Final grades will be withheld if materials are not returned. Other materials are available in the college library.

VC CITIZENSHIP

- Do not post to Facebook or Instagram, TikTok, Snap, or surf the internet for non-class or non-program related content during class. Do not post photos of instructors or fellow VC students without their permission (that's a College-wide rule). Wait until lunch or open labs to browse the Web.
- Follow the terms and conditions set forth by Chemeketa IT department when using public workstations.
- Leave a tidy workstation. Check for your portable hard drive, SD cards, and flash drives before leaving.
- No computer games or are allowed in VC, even on your own laptops. Identifont, The Kern Game, and other type, color and logo games are totally fine.

LOCKERS

Lockers are available for your use while a VC program student. Bring your own lock, and create a removable tag to label the lock with your name. Nothing may be posted on the locker surfaces, inside or out. Keep your things with you or in your locker. Unlabeled locks will be cut.

EQUIPMENT CHECKOUT & PHOTO STUDIO USE

There is limited but available equipment for checkout as well as studio facilities for currently enrolled students in specific classes. However each checkout or facility use comes with rules and common standards:

- Students taking VC gear off campus must first sign the checkout contract.
- Equipment that has been checked out must be cared for with respect to its longevity and frequent demand.
- Students must return equipment on time and be in communication with faculty and staff at all times regarding appropriate return times.
- Lost or broken equipment will be replaced by the student.
- The photo studio must be cleaned and tidied after use with all gear returning to an organized and easy to access state.

Chemeketa Student Services

STUDENT RETENTION AND COLLEGE LIFE

College is about more than just earning a degree—it's about being involved and taking advantage of other learning experiences such as leadership, student representation, and cultural offerings. Chemeketa has many clubs you can join as well as a Multicultural Center that offers a number of programs. Chemeketa has athletic teams in basketball, volleyball, softball and baseball. Visit Student Life in the Building 2 Student Center.

CAMP AND TRIO PROGRAMS

These federally-funded programs help low-income, first-generation students and students with disabilities (TRIO) and students from migrant backgrounds (CAMP) succeed in college. Services include advising, textbook lending, tutoring, tuition-free classes, scholarships, and computer availability. Contact the College Access Programs department at 503.315.4293 for information, or drop by Building 2, Room 115.

FINANCIAL AID AND SCHOLARSHIPS

There is a scholarship available for VC students who have completed their first year courses. Check for this and other financial assistance available to you as a student including scholarships & federal financial aid. Information is available at the Enrollment Center, Building 2; Room 200. Call 503.399.5018.

BOOKSTORE

The Bookstore offers textbooks, mail/UPS services, theater tickets, fax, computer and electronics, general and reference books, art/school supplies, gifts, snacks, imprinted clothing, and more. It is located on the first floor of Building 1. Art supplies are discounted the first two weeks of every term. Check your class supply lists.

CAREER CENTER

Staff offer support for students and alumni through all stages of their career development. Assistance with job search skills and strategies such as access to job listings, resume and cover letter building and editing, job application assistance and interview preparation, and access to workshops and events. Located in Building 2, Room 230.

LIBRARY

Chemeketa has a great library on the Salem campus. It offers space for quiet study and group work. The Reference Desk assists with library resources, as well as being available online 24/7. You may borrow books and reserve readings and media from the Circulation Desk. The online catalog lets you search the collections of and request materials from other college and university libraries in the region.

CHEMEKETA TUTORING

Chemeketa Tutoring is available to help you get the most from your classes. Visit with a tutor; explore their website or enroll in classes to improve your reading or spelling skills, make better use of study time, and improve your grades. Stop by the Chemeketa Tutoring in Building 9, Room 200. Call 503.399.5190.

ADVISING AND COUNSELING

Academic advising is available for any Chemeketa student and is required for all first year, degree or certificate seeking students. Meeting with an advisor can help clarify your academic and life goals, choose classes that prepare you for a career, and or identify transfer options.

As a Visual Communications student, full-time faculty are your primary advisors as you navigate the program. Group advising sessions will be offered around the time of registration each term. Instructors are also available to discuss individual class, degree, and career options.

WRITING CENTER

The Writing Center is staffed by writing instructors who offer one-on-one and group assistance with writing assignments. Computer-assisted software will help you compose and edit. Stop by the Writing Center in the Library in Building 9, or call 503.399.7179. Online writing assistance is also available. Instructions on how to access the Online College Writing can be found at write.chemeketa.edu

VETERANS SERVICES

Chemeketa's Veterans' Services provides information about eligibility, admission, financial aid, GI Bill® and many other important college resources. They assist you in understanding how Chemeketa can help you meet your educational goals and encourage you to contact them if you have any questions. Building 2, Room 115B.

FOOD PANTRY

The food pantry is a free resource for any member of the Chemeketa community that needs help making ends meet. Bring your ID card to receive basic items—not just staple foods, but also toiletries, cleaning products, baby and pet care items, school supplies, and seasonal produce from the gardens on campus. The Food Pantry is in Building 2, Room 176 as part of Student Retention and College Life.

EMERGENCY FUND

There is a small fund available for VC students who need quick financial assistance in emergency situations. Talk with the VC Program Chair for more information.